

**DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 21 JUNE 2018**

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 21 JUNE 2018 AT 16:00**

Present

Councillor E Venables – Chairperson

S Aspey	RM Granville	DG Howells	RM James
KL Rowlands	SG Smith	G Thomas	SR Vidal

Apologies for Absence

A Williams

Officers:

Michael Pitman	Business & Administrative Apprentice
Kelly Watson	Head of Legal & Regulatory Services
Gary Jones	Head of Democratic Services

138. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members/Officers:  
Cllr Alex Williams

139. DECLARATIONS OF INTERESTS

None

140. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 20/03/2018 were approved as a true and accurate record.

141. DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

The Monitoring Officer presented a report which advised the Committee on the process followed in the appointment of the Head of Democratic Services and sought designation of the Council's Head of Democratic Services.

The Monitoring Officer reported that Section 8 (1) of the Local Government (Wales) Measure 2011 requires the Authority to designate one of its officers to discharge the democratic services functions in Section 9 of the Measure.

The Head of Democratic Services explained that he would be leaving the authority on 30 June 2018 and the authority has undertaken an appointment process. An offer of employment has been made, however there may be a delay before the successful candidate can commence employment. An interim appointment to the post of Head of Democratic Services would need to be made in order to satisfy the statutory requirements and it was proposed that the Principal Solicitor be designated as the Interim Head of Democratic Services with effect from 1 July 2018.

RESOLVED: That the Democratic Services Committee:

- (1) Designated the post of Head of Democratic Services as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011.
- (2) Designated the Authority's Principal Solicitor as the interim Head of Democratic Services to discharge the democratic services functions of the Council with effect from 1 July 2018 until the new post holder commenced employment.

142. **SERVICE AND PERFORMANCE UPDATES**

The Head of Democratic Services presented an update on the performance of services provided to Elected Members.

He presented an update on the number of referrals received between 1 March and 31 May 2018, with the benchmark set in November 2013 that approximately 45% of referrals were completed within the 10 day target period. He also reported on the number of completed referrals between 1 June 2017 and 31 May 2018 and explained that the benchmark set in November 2013 that 90-95% of referrals should be completed within the 3 month period. During the period, January 2018 was the only month that fell below this average with 89.05% of referrals being completed.

The Head of Democratic Services proceeded to explain the member development activities held as part of the Member Development Programme, together with a summary of attendance for each topic of the programme. He then explained each of the topics that are scheduled on the Member Development Programme and outlined topics identified for inclusion on the Member Development Programme.

A member asked in relation to the GDPR being classified as essential for all members and what could be done if Members do not attend. The Head of Democratic explained that although the Authority has stated that it is essential, there is no legal obligation for Members to do so and therefore cannot be penalised for it, unless the White Paper were to state otherwise.

He also explained the changes he has made for the next GDPR session based on the comments made by Members who attended the first session. He informed the Committee that the Principal Solicitor will also attend the session to give clarity on some of the terms in the form of Member Referrals so that Members have a clearer understanding of GDPR.

The Head of Democratic Services detailed the scheduled topics for future Pre-Council Briefings. The first topic on the list was listed as Bryntirion but should be Bryncethin would no longer be going ahead on the 18<sup>th</sup> July as the representatives of Bryncethin Campus were unable to attend. Members agreed to reschedule the session for the 21<sup>st</sup> November Pre Council Briefing.

Members were requested to consider scheduling Pre- Council Briefings on Community Transport on 18 July and on the Rural Development Plan on 24<sup>th</sup> October. The Committee also considered the need to have a Member Development Session in October for 'How to use Bridge Maps'.

The Head of Democratic Services reported on the number e-learning modules that have been completed by Elected Members.

To date, there has been minimal engagement with the e-learning facilities and Members were asked what they think could be done to encourage Elected Members to make

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greater use of the available e learning facilities. Members stated that many of them had issues with completing certain modules and that the progress bar would freeze meaning they could not complete, Members had on many occasions given up trying to complete them.

The Head of Democratic Services noted Members' comments and stated that further support would be put in place. It was agreed that annual health checks would be suitable to ensure Members are supported effectively in their role and to ensure their devices' have no inappropriate software.

He also explained that the Restricted App for Modern.Gov is still in the process of being implemented with ICT and that the Democratic Services Committee would keep them updated on its progress. Chrome for Business has also been planned following the Council meeting on 20<sup>th</sup> June.

RESOLVED: That the Democratic Services Committee noted the contents of the report and confirmed the following:

### Pre Council briefings:

18 July 18 – Community Transport  
19 Sep 18 - Carers/Young Carers  
24 Oct 18 - Bryncethin Campus  
21 Nov 18 – Rural Development Plan  
19 Dec 18 - Elective Home Education

### Member Development Sessions:

27 June - GDPR 2  
11 & 31 July - Dementia Awareness  
TBC Sep 18 - ALN and Autism Awareness  
TBC Oct 18 - Using BridgeMaps  
TBC Nov 18 - Anti Slavery/Human Trafficking/Gypsy/Travellers Update

### Members ICT Equipment:

That ICT perform annual health checks to ensure that that they were working correctly and that there was no inappropriate software installed on the equipment.

### Group Leaders:

The committee requested that all group Leaders be informed of the attendance levels of member development activities. They were also requested to strongly encourage their members to attend/complete the relevant training sessions.

### E- Learning:

That Learning and Development provide information on the following:

- How many members had starter any e-learning sessions
- How could the logging on and use of the E-learning portal be made easier
- What were the usual barriers to completing e-learning topics and how they could be avoided.

## 143. URGENT ITEMS

None

The meeting closed at 17:22