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Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Rhowch wybod i ni os mai Cymraeg yw eich  
dewis iaith.*

*We welcome correspondence in Welsh. Please  
let us know if your language choice is Welsh.*



**Gwasanaethau Gweithredol a Phartneriaethol /  
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656 643148 /  
643147

Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Friday, 15 June 2018

Dear Councillor,

**DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held in the Committee Rooms 2/3 - Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 21 June 2018 at 16:00.**

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interests  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by the Council from 1 September 2008.
3. Approval of Minutes 3 - 8  
To receive for approval, the minutes of the 20/03/2018
4. Designation Of The Head Of Democratic Services 9 - 14
5. Service and Performance Updates 15 - 24
6. Urgent Items  
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**P A Jolley**

Corporate Director Operational and Partnership Services

Councillors:

S Aspey

RM Granville

Councillors

KL Rowlands

B Sedgbeer

Councillors

E Venables

SR Vidal

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DG Howells  
RM James

SG Smith  
G Thomas

A Williams

## DEMOCRATIC SERVICES COMMITTEE - TUESDAY, 20 MARCH 2018

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3 - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON TUESDAY, 20 MARCH 2018 AT 16:00

### Present

Councillor – Chairperson

S Aspey  
SR Vidal

RM Granville  
KJ Watts

G Thomas  
CA Webster

E Venables

### Apologies for Absence

DG Howells, RM James, B Sedgebeer and SG Smith

### Officers:

Gary Jones                      Head of Democratic Services  
Michael Pitman                Business & Administrative Apprentice

### 131. ELECTION OF CHAIRPERSON

The Head of Democratic Services (HDS) advised the Committee that the Chairperson Cllr RM James was unable to attend the meeting. The HDS invited nominations for a representative from the committee to be appointed as Chairperson for the meeting. Cllr K Watts was nominated and seconded as Chairperson.

RESOLVED:                That Councillor K Watts be appointed as Chairperson of the committee for the meeting

### 132. DECLARATIONS OF INTERESTS

None

### 133. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 17/01/2018 were approved as a true and accurate record.

### 134. SERVICE AND PERFORMANCE UPDATES

The HDS presented a report updating the committee on the performance of services provided to Elected Members.

#### Member Referrals

He then took the Democratic Services Committee through the performance data of Member Referrals. He outlined the percentages of referrals completed by directorates within 10 and 20 days and advised that on average more than 50% referrals had been completed within 10 days and that more than 75% were completed within 20 days. He added that there had been a 40% increase in number of referrals made in the last year compared to the average number of referrals received for each of the past 4 years.

Members agreed that 20 day completion percentage should be higher and indicated that a majority of referrals should be completed within the 20 day period. Directorates should also be encouraged to achieve a higher percentage of completed referrals within the 10 day period.

The Committee considered it a positive indicator that more referrals were being made. The HDS commented that some members were also reporting their referrals to other organisations as well as to the Member Referrals System which led to an element of duplication.

The HDS informed the meeting of the recommendation of the Corporate Overview and Scrutiny Committee to raise their concerns regarding the operation and use of the member referral system to the Democratic Services Committee. This recommendation dovetailed with the planned review of the Member Referrals system which was identified at the last meeting of the Committee. The intention was to review all aspects of the Member Referrals system and processes to improve its efficiency and effectiveness.

Members voiced their concerns about the speed and efficiency of some of the referrals as they were being circulated to a service focal point before being sent out to the relevant department. It was suggested that referrals should be made directly to the relevant person so that it can be dealt with quickly and bypass the 'middleman'. Members were also keen to have a prioritisation of referrals to enable those considered as urgent to be processed quickly. The HDS informed the meeting that their comments would be included as part of the review.

The HDS informed members of the introduction of General Data Protection Regulations (GDPR) and how these new regulations would affect Member Referrals. One of the implications would be that personal data could not be kept once it has ceased to be relevant and would need to be deleted. He added that members were data controllers and when handling data about any individual they had full responsibility for that data, and needed to act accordingly. Members agreed to have GDPR training in June 2018 ensure they had a full understanding of the new regulations.

#### Member Development

The HDS informed members of the member development activities that had been held since October 2017 and the levels of participation at these events. It was noted that while some of the activities had high attendance, many had approximately 50% attendance. The completion level of E-learning modules was also provided. A member stated that many Councillors have not completed the E-Learning modules because they are finding it difficult to navigate to them on the system. The HDS advised that he will work with ICT and the Learning & Development team to make improvements while also encouraging Councillors to complete the modules they haven't yet completed.

#### Webcasting

The HDS advised the Committee of the number of meetings that had been webcast and the viewing statistics that had been achieved.

#### Members ICT Forum

The HDS clarified the additional members nominated to Members ICT Forum and advised that a meeting had been arranged for 23 April 2018.

#### Member Support Officer (MSO) Network

The HDS advised the committee on the topics considered at the MSO Network meeting held on 15 March 2018 which included:

- An update from the Welsh Government on the Local Government (Wales) Bill.
- Guidance for Councillors prepared by the WLGA on online abuse and personal safety

- The General Data Protection Regulation, the network is invited to share any plans for guidance for members on the new legislation
- Discussion with members of the Independent Review Panel considering the role of community and town councils
- Member Support and development consultants and trainers
- Diversity in Democracy update.

Following a short debate the Democratic Services Committee:-

**RESOLVED:**

1. That a review of the Member Referral system be undertaken over the next 6 months. The review would consider the following matters:
  - Is a Member Referrals system needed?
  - What topics should be submitted as a Member Referral
  - How do other Local Authorities manage their Member Referrals
  - Prioritisation of referrals Urgent/Important/Routine
  - The timelines for responses to referrals to be made
  - The escalation process when responses are not received with the agreed timescales
  - Difficulties and barriers for officers dealing with Member Referrals
  - Is OTRS the most suitable software package for Member Referrals?
  - Can political party casework software be utilised
  - Provision of training to Elected Members in the use of Member Referrals and Open-source Ticket Request System (OTRS)
  - Undertaking analysis of Member Referrals to identify trends or key topics
  - Providing a suitable response to the scrutiny queries and recommendations
  - The confidentiality of member referrals
  - Establishment of suitable Performance Indicators
  - How members support their AMs/MPs and Town Council regarding referrals
2. The following topics will be delivered as repeated member development sessions in the months identified below:
  - Annual Reports - April 2018
  - Personal Development Reviews - May 2018
  - General Data protection Regulations - June 2018
  - Autism Awareness/ALN/NASC - July 2018
3. The following topics will be added to list of items for future consideration
  - Modern.gov app (restricted version)
  - Jodie's Story – On Track
  - Domestic Violence update (to include information re Calan and domestic violence towards men)
4. Pre council Briefings:

The committee agreed that the following Pre-Council Briefings would be scheduled:

  - 28 Mar 18 V2C - Confirmed
  - 25 April18 The Central South Consortium - Confirmed

- 13 Jun 18 The Bryncethin Campus – to be confirmed
- 11 Jul 18 Carers/Young Carers – to be confirmed

5. Development Control Committee Training

The following member development topics for Development Control Committee were considered as very useful for all members who should be encouraged to attend:

- 24 May 2018 Section 106 legal agreements – basics and limitations
- 04 July 2018 Cenin Renewables at Stormy Down site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant, and battery bank.

6. E-Learning Modules

The Committee supported the recommendation that the following topics be completed by all Members by 01 June 2018:

- Data Protection Act
- Safeguarding Children and Adults
- Social Services and Well-being (Wales) Act 2014
- Equalities & Diversity

The HDS will circulate link to the modules and potentially include this in a Round Robin event

7. Elected Members ICT Forum

The Committee supported the recommendation that the first meeting of the Members ICT forum be held in April and that dates of the first meeting be circulated to suit the majority of members. The first meeting will consider the timings of subsequent meetings.

135. REVIEW OF THE FUNCTIONALITY OF MODERN.GOV

The HDS outlined some of the functionality of the Modern.Gov system, which the Democratic Services Team were currently using and the additional functionality which was planned to be introduced.

He explained that Modern.Gov was used facilitate much of the information relating to Elected Members and their roles. The system updated their profiles, attendance records, declarations and other information. He informed the committee that staff intended to increase the use of this feature by adding voting records to their profile to allow the public to gain a better understanding of decisions made by the councillors.

He also explained the 'subscribe to updates' feature of the website. This will allow users to request updates on topics of their choice and which will be circulated to them automatically.

A member asked whether the number of times someone viewed their profile was recorded. The HDS explained that this feature is available from when they began in office.

Another member explained that she did not know a lot of this functionality existed and hoped that a refresher course can be given on the functionality of Modern.Gov.

The HDS acknowledge these proposals and that he would include this topic at a future meeting(s) of the Members ICT Forum.

RESOLVED: Noted the content of the report

136. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

The HDS Services submitted a report, which informed the Committee of the proposed items to be considered at its subsequent meetings as part of a future rolling Forward Work Programme (FWP), which was attached at Appendix 1 to the report.

He also explained that the calendar of meetings for 2019/20 have been completed with provisional dates of all the meetings including Democratic Services Committee contained therein. The calendar would be sent out soon for members' approval as part of the reports for the Annual meeting of Council in May.

A member commented that many of them had been struggling to log into different areas of the website, as well as into Modern.Gov, from their portable devices. The HDS suggested that these problems included at the Members ICT Forum and hopefully this would be beneficial for all members to have their ICT concerns addressed.

Modern.Gov training would also be added to the Forward Work Programme in addition to any current training on other initiatives.

RESOLVED: That the proposed forward work programme be approved subject to the inclusion of an item regarding the Member Referral Review being presented to the Committee on 25 Oct 2018.

137. URGENT ITEMS

None

The meeting closed at 17:59

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO DEMOCRATIC SERVICES COMMITTEE

21 JUNE 2018

#### REPORT OF THE MONITORING OFFICER

##### DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

#### 1. Purpose of Report.

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the process followed in the appointment of the Head of Democratic Services and to seek designation of the Council's Head of Democratic Services.

#### 2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The role of the Head of Democratic Services is likely to impact on the attainment of many of the Corporate Priorities given its role of support to Members.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

#### 3. Background.

- 3.1 The Local Government (Wales) Measure 2011 requires the Authority at section 8 (1) to designate one of its officers to discharge the democratic services functions in section 9.

- 3.2 That duty is placed upon the Democratic Services Committee which has the following functions:

- Exercise the function of the Local Authority under section 8(1)(a) (designation of Head of Democratic Services)
- Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- Make reports and recommendations to the authority in relation to such provision

3.3 The democratic services functions are held by the officer rather than the Committee under the provisions of the Measure (sections 8 & 9) these are;-

- (1) The functions of the head of democratic services are—
  - (a) to provide support and advice to the authority in relation to its meetings, subject to subsection (2);
  - (b) to provide support and advice to committees of the authority (other than the committees mentioned in paragraph (e)) and the members of those committees, subject to subsection (2);
  - (c) to provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee, subject to subsection (2);
  - (d) to promote the role of the authority's overview and scrutiny committee or committees;
  - (e) to provide support and advice to—
    - (i) the authority's overview and scrutiny committee or committees and the members of that committee or those committees, and
    - (ii) the authority's democratic services committee and the members of that committee;
  - (f) to provide support and advice in relation to the functions of the authority's overview and scrutiny committee or committees to each of the following—
    - (i) members of the authority;
    - (ii) members of the executive of the authority;
    - (iii) officers of the authority;
  - (g) to provide support and advice to each member of the authority in carrying out the role of member of the authority, subject to subsection (3);
  - (h) to make reports and recommendations in respect of any of the following—
    - (i) the number and grades of staff required to discharge democratic services functions;
    - (ii) the appointment of staff to discharge democratic services functions;

- (iii) the organisation and proper management of staff discharging democratic services functions;
- (iv) such other functions as may be prescribed.

3.4 The Committee has an important role in support of the Head of Democratic Services and in advising particularly in relation to the support for Members.

#### **4. Current situation / proposal.**

4.1 The guidance from Welsh Government is that the appointment of a Head of Democratic Services should not impose an additional expense upon the Authority. Equally, in common with other authorities in Wales the appointment combines duties of support for all Members of the Authority including the Mayor.

4.2 The current Head of Democratic Services has given his notice and will be leaving the Authority on 30 June 2018. The Authority has undertaken an appointment process which was carried out by the Corporate Director Operational and Partnership Services and Monitoring Officer, the Group Manager Legal and Democratic Services and the Principal Lawyer.

4.3 The appointment process has been carried out in compliance with the internal employment policies of the Authority and the Officer Employment Procedure Rules contained with Statutory Instrument and the Constitution. This post is an Officer appointment under Statutory Instrument (the Local Authorities (Standing Orders) (Wales) Regulations 2006. The post contains within its job description the functions of the statutory Head of Democratic Services.

4.4 The appointment procedure was full and testing of applicants, involving the prior preparation of a presentation, a written exercise undertaken on the day, the presentation, and a series of questions at interview.

4.5 The recruitment has been completed and an offer of employment has been made; however there may be a delay before the successful candidate can commence employment.

4.6 It is proposed that the post of Head of Democratic Services is designated as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011. The Committee is requested to note that the person designated as Head of Democratic Services cannot be the Head of Paid Service, the Section 151 Officer or the Monitoring Officer.

4.7 In order to satisfy the statutory requirements it is proposed that an appointment to the statutory role is made on an interim basis. It is recommended that the Principal Lawyer be designated as the Interim Statutory Head of Democratic Services with effect from 1<sup>st</sup> July 2018.

#### **5. Effect upon Policy Framework & Procedure Rules.**

5.1 There is no effect on the effect upon policy framework & procedure rules.

## **6. Equality Impact Assessment**

6.1 There are no equality implications in this report.

## **7. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The designation of the Head of Democratic Services will assist in the long term support provided to Elected Members.
- Prevention - The designation of the Head of Democratic Services will ensure that the intentions of the Local Government (Wales) Measure 2011 are met and that all Elected Members are supported to undertake their roles effectively.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - The designation of the Head of Democratic Services will provide a focal point for collaboration between Elected Members and all other officers and agencies.
- Involvement - The designation of the Head of Democratic Services will provide a focal point for the Authority for the public engagement with the democratic processes of the Council.

## **8. Financial Implications.**

8.1 The report has no financial implications.

## **9. Recommendation.**

It is recommended that:

9.1 The Democratic Services Committee designates the post of Head of Democratic Services as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011;

9.2 The Democratic Services Committee designate the Authority's Principal Lawyer as the Interim statutory Head of Democratic Services to discharge the democratic services functions of the Council with effect from 1st July 2018 until the new post holder commences employment.

**K Watson**  
**Group Manager Legal and Democratic Services**  
**15 June 2018**

**Contact Officer:** K Watson  
Group Manager Legal and Democratic Services

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**Background documents:** None

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

21 JUNE 2018

#### REPORT OF THE HEAD OF DEMOCRATIC SERVICES

#### SERVICE AND PERFORMANCE UPDATES

##### 1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee on the performance of services provided to Elected Members.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### 3. Background

- 3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- Make reports and recommendations to the Authority in relation to such provision

##### 4. Current situation / proposal

###### 4.1 Member Referrals

- 4.1.1 A referral is a complaint / request / query which a Councillor has received from their constituent which Democratic Services forward to the relevant department / external organisation for attention. This process is carried out so that each part of the referral process is logged and to ensure that a response is received by an agreed deadline.

4.1.2 The following table shows the number of referrals made between 01 March 2018 and 31 May 2018. The benchmark set in Nov 2013 identified that approximately 45% of referrals were completed within the 10 day target period.

Directorate	Total Referred	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	9	5	55.56%	7	77.78%	8	88.89%
Communities	564	265	46.99%	326	57.80%	388	68.79%
Education and Family Support	16	4	25.00%	6	75.00%	8	50.00%
Operational & Partnership Services	55	28	50.91%	31	56.36%	36	65.45%
Social Services and Wellbeing	27	12	44.44%	18	66.67%	23	85.19%
External	79	43	54.43%	48	60.76%	58	73.42%
<b>Totals:</b>	<b>750</b>	<b>357</b>	<b>68.52%</b>	<b>436</b>	<b>83.69%</b>	<b>521</b>	<b>69.47%</b>

4.1.3 The following table shows the number of completed referrals made between 01 June 2017 and 31 May 2018. The benchmark set in Nov 2013 identified that the overall percentage of completed referrals averaged between 90 - 95% at the end of a three month period.

Month	Referred	Completed	Ongoing	Percentage
June	718	686	32	95.54
July	350	331	19	94.57
August	396	366	30	92.42
September	351	328	23	93.45
October	253	230	23	90.91
November	254	232	22	91.34
December	187	171	16	91.44
January	347	309	38	89.05
February	295	267	28	90.51
March	204	159	45	77.94
April	277	213	64	76.90
May	269	149	120	55.39
<b>Totals:</b>	<b>3901</b>	<b>3441</b>	<b>460</b>	

## 4.2 Member Development Programme

4.2.1 The following member development activities have been held since the meeting in March 2018:



Topic	Date	Total attendance	Percentage attendance
<b>Annual Reports</b>	30 Apr 18 10 May 18	24	42.59%
<b>Personal Development Plans</b>	30 Apr 18 10 May 18	24	42.59%
<b>GDPR 1</b>	11 Jun 18 -	12	22.22%

4.2.2 The following topics have been scheduled on the Member Development Programme:

**(a) General Data Protection Regulations (GDPR)**

11 June at 15:00 and repeated on 27 June 2018 at 09:00 (up to 3 hours)

The law on Data Protection changed on 25th May 2018 to the General Data Protection Regulation (GDPR) which is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK. GDPR sets out requirements for how organisations will need to handle personal data from 25 May 2018. In addition to other changes, it will enhance the rights of people whose data is held (known as data subjects in the Data Protection Act) and give them more control over what happens to their data.

It also allows for financial penalties to be imposed on any organisation that breaches those rights or does not comply with the ‘accountability principle’ – which basically means that data controllers and data processors i.e. organisations and certain individuals – including councils, need to put technical and organisational measures in place to protect the data they hold from loss, unauthorised access etc and to ensure the rights of data subjects are protected.

Elected Members are data controllers and this training has been designated as **ESSENTIAL** for all members to attend one of these sessions

**(b) Dementia Awareness/Friends**

11 July at 09:00 and repeated on 31 July at 16:00 (approx. 1 hour)

Dementia Friends is a social action movement, led by Alzheimer’s society to raise awareness of dementia and to help people living with dementia to feel part of their community. This is achieved by holding and taking part in Dementia Friends sessions to improve the understanding of dementia, busting the myths associated and to enable societal change in the way people think, speak and act towards all aspects of dementia. A good example of this it to change the language used from “suffering” dementia to “living with” dementia, by using positive language to take away negativity normally used when talking about dementia.

Dementia Friends sessions take less than an hour. They give the opportunity to learn more about dementia including the five things everyone should know about dementia. Following the session, people can sign up to become a Dementia Friend, or even decide to become a Dementia Champion. They will receive their

own Dementia Friends badge, in the shape of a forget-me-not, which is the logo for Dementia Friends.

This training has been designated as **RECOMMENDED** for all members to attend one of these sessions

**(c) Additional Learning needs (ALN and Autism Awareness**

September 2018 Dates to be confirmed

[Autism](#) is a lifelong, developmental disability that affects how a person communicates with and relates to other people, and how they experience the world around them. Autistic people see, hear and feel the world differently to other people. If you are autistic, you are autistic for life; autism is not an illness or disease and cannot be 'cured'. Often people feel being autistic is a fundamental aspect of their identity.

Autism is a spectrum condition. All autistic people share certain difficulties, but being autistic will affect them in different ways. Some autistic people also have [learning disabilities](#), [mental health issues](#) or [other conditions](#), meaning people need different levels of support. All people on the autism spectrum learn and develop. With the right sort of support, all can be helped to live a more fulfilling life of their own choosing.

The Western Bay population assessment estimated that there are a total of 14,264 people in the region who have a learning disability. In Bridgend it is estimated that 3,860 people (1,210 aged 0-17 and 2, 650 aged 18+) have a learning disability.

This training has been designated as **RECOMMENDED** for all members to attend one of these sessions

4.2.3 The following topics have been identified for inclusion on the Member Development Programme:

- |    |   |   |                               |
|----|---|---|-------------------------------|
| a. | Highways & Depot Rationalisation  | - |                               |
| b. | Procurement Portal  | - |                               |
| c. | Anti-slavery & Human trafficking  | - |                               |
| d. | Update on Gypsy / Travellers  | - |                               |
| e. | Elective Home Education   | - |                               |
| f. | Ty Elis Counselling Service   | - | Cabinet Member                |
| g. | Housing and engagement with the RSL   | - | Cabinet Member                |
| h. | Pupil Referral Unit   | - | School Improvement Group      |
| i. | Domestic Violence Update  | - | Democratic Services Committee |
| j. | Dark Skies  | - | Cllr E Venables               |
| k. | Community Health Council  | - | Chief Executive               |
| l. | Web-based Planning Facilities   | - | Development Control Officers  |
| m. | PSB Scrutiny Training   | - | Head of Democratic Services   |
| n. | How to use Bridge Maps  | - | SOSC 3                        |
| o. | Process of Children coming in to Care:<br>What happens from when a referral is<br>received right through until they are<br>taken into care. | - | SOSC 3                        |

4.2.4 The following Pre-Council briefings have been held since the previous meeting of the committee:

Topic	Date	Total attendance	Percentage attendance
Central South Consortium	25 Apr 18	49	90.74%
Traffic Regulations/Orders	20 Jun 18		

4.2.5 The following topics have been scheduled for future Pre-Council Briefings:

Topic	Date
Bryntirion Campus	18 Jul 18
Carers / Young Carers	19 Sep 18
To be confirmed	24 Oct 18
To be confirmed	21 Nov 18

4.2.6 The following topics have been requested for delivery as a Pre-Council Briefing:

- Rural Development Plan  
RDP investments are taking place across a majority of our 21 rural wards and are delivering economic and wellbeing benefits to residents. The programme builds community engagement and participation and, as well as providing direct project support, is producing a range of practical resources for communities to use such as the Community Asset Transfer Toolkit.

The programme also includes a strategic regional project which BCBC is leading on behalf of 11 local authorities supporting new start-ups in the land-based goods sector to get a foothold in new markets for local food, drink and craft across the region.

A presentation to Pre-council will provide a more detailed overview of what is being achieved across the county borough and what potential there is to deliver even more. It will outline the themes covered by the programme and how communities can unlock further revenue and capital funding.

It is proposed that the Rural Development Plan be presented to the session on 24 October 2018.

4.2.7 The following e-learning modules have been completed by Elected Members:

Topic	Number Completed	Increase since last meeting	Percentage Completed
Corporate Induction	4	1	5.56%

Topic	Number Completed	Increase since last meeting	Percentage Completed
Display Screen Equipment (DSE)	1	1	1.85%
Fire Safety Awareness	2	0	3.70%
ICT Code of Conduct	6	0	11.1%
Safeguarding Children and Adults	10	1	18.5%
Violence Against Women, Domestic Abuse And Sexual Violence (VAWDASV)	2	2	3.70%
General Data Protection Regulations (GDPR)	0	-	0.00%
Data Protection (superseded by GDPR)	27	0	50.00%

4.2.8 There has been minimal use by elected Members of the Councils e-learning facilities. The views of the Committee are requested of how Elected Members could be encouraged to make greater use the available e-learning facilities.

4.2.9 The following training has been undertaken by the Development Control Committee since the last meeting of this Committee:

Topic	Date	Total attendance	Percentage attendance
Traffic Orders and Regulations	26 Apr 18	10	55.56%
Community Transport	07 Jun 18		

4.2.10 The following topics are being provided to the Development Control Committee:

Topic	Date
Cenin Renewables at Stormy Down Member training site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant, battery bank.	18 Jul 18
Section 106 legal agreements – basics and limitations	19 Jul 18

4.2.11 The Democratic Services Committee is requested to identify any additional topics for delivery as a Member Development sessions, Pre Council Briefings and to prioritise the member development activities accordingly.

### 4.3 Webcasting

4.3.1 The following webcasting statistics have been identified as at 5 April 2018:

Ser	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	13-Apr-17	Development Control Committee	0	83	83
2	14-Sep-17	Licensing Sub-Committee A	21	60	81
3	22-Nov-17	SOSC 3	80	125	205
4	24-Jan-18	Cabinet Committee Corporate Parenting	7	50	57
5	30-Jan-18	Cabinet Meeting	19	30	49
6	07-Feb-18	SOSC 2 + SOSC 2 Part 2	18	69	87
7	12-Feb-18	SOSC 3 + SOSC 3 Part 2	16	47	63
8	13-Feb-18	Cabinet	11	43	54
9	27-Feb-18	Cabinet	14	20	34
10	28-Feb-18	Council	41	75	116
11	15-Mar-18	Development Control Committee	52	131	183
12	21-Mar-18	SOSC 3	5	43	48
<b>Totals</b>			<b>284</b>	<b>776</b>	<b>1060</b>

4.3.2 This equates to the following average viewing figures for each of the meetings held in the last 12 month period:

	Live Views	On Demand Views	Total Views
Total Views	284	776	1060
Average	23.67	64.67	88.33

4.3.3 The cost of providing this service for the year equated to approximately 32p per webcast view.

4.3.4 Dual Language webcasting facilities has been procured for the next year with the intention of providing 10 webcast meetings in this financial year. Arrangements will be made for each committee to identify meetings whose content is likely to generate significant public interest and therefore should be webcast as necessary. The Head of Democratic Services will work with Committee Chairpersons to prioritise which meeting will be webcast.

#### 4.4 Members ICT

4.4.1 The first meeting of the Members ICT Forum was held on 23 April 2018. Some of the information and outcomes from the meeting included:

- The cost of printing committee agenda packs and associated documents in 2017-18 had been reduced and that a total saving of £15,400 had been made from Elected Members printing costs.
- Members explained the difficulties that they had experienced with the devices which included:

- Logging on
- Power in meeting rooms
- Automatic Updates
- Members queried whether Google Chrome and other software could be installed on their devices. They were informed that the use of other software and apps would be investigated.
- That the procurement of the Restricted Modern.gov app had been agreed and an implementation plan would be developed.
- It was agreed that a members survey would be undertaken to seek members views of the ICT provision and what can be done to ensure that members were supported effectively in their role.

4.4.2 It is intended that the Restricted Modern.gov App and Chrome for Business and other updates will be made to Councillors ICT equipment following the Council meeting on 20 June 2018.

## **5. Effect upon Policy Framework& Procedure Rules**

5.1 There is no effect upon the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equality implications in respect of this report.

## **7. Well-being of Future Generations (Wales) Act 2015 implications**

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The Democratic Services Committee was established to ensure that the long term needs of councillors were identified and met. The intention to undertake Elected Member surveys further supports the long term provision of ICT support for Elected Members.
- Prevention - The Democratic Services Committee has been requested to prioritise its learning and development opportunities to ensure that any training provided is timely and will ensure that Elected Members are made aware of key issues before they become difficult.
- Integration - The effective use of the Community Action Fund supports all of the wellbeing objectives.
- Collaboration - The development of the Member Development programme is collated following discussion and requests from a variety of Elected members and Officers in accordance with the Elected member Learning and Development Strategy.
- Involvement - Encouraging Elected Members to participate in learning

opportunities assist in the personal and professional development and ensure that they are able to meet the requirements of their role.

## **8. Financial implications**

8.1 All financial implication contained within this report will be met from existing budgets

## **9. Recommendation**

9.1 The Democratic Services Committee is recommended to note the contents of the report and to:

- i. Identify any additional topics for pre-Council briefings and prioritise them accordingly
- ii. Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly.
- iii. Identify any additional e-learning topics for inclusion in the Member Development programme and prioritise them accordingly.

**GP JONES**  
**HEAD OF DEMOCRATIC SERVICES**  
**11 JUNE 2018**

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**Background documents** – None

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