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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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.*



Annwyl Cyngorydd,

Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Dydd Gwener, 31 Mai 2019

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democrataidd yn Siambr y Cyngor, Swyddfeydd Dinesig, Stryd Yr Angel, Penybont Ar Ogwr CF31 4WB ar **Dydd Iau, 6 Mehefin 2019 am 10:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 6
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 14/03/19
4. Monitro ac Adolygu'r Cyfansoddiad 7 - 10
5. Rhaglen Datblygu Aelodau 11 - 16
6. Rhaglen Gwaith Pwyllgor Gwasanaethau Democrataidd 17 - 20
7. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Yn ddiffuant

K Watson

Pennaeth Gwasanaethau Cyfreithiol a Rheoleiddiol

Dosbarthiad:

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Cyfnwidd testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

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Cynghowrwyr
S Aspey
RM Granville
DG Howells
RM James

Cynghorwyr
KL Rowlands
B Sedgebeer
SG Smith
G Thomas

Cynghorwyr
E Venables
SR Vidal
A Williams

PWYLLGOR GWASANAETHAU DEMOCRATAIDD - DYDD IAU, 14 MAWRTH 2019

COFNODION CYFARFOD Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHALIWYD YN YSTAFELLOEDD PWYLLGOR 2/3 - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR CF31 4WB DYDD IAU, 14 MAWRTH 2019, AM 16:00

Presennol

Y Cyngorydd E Venables – Cadeirydd

RM Granville
A Williams

B Sedgebeer

SG Smith

G Thomas

Ymddiheuriadau am Absenoldeb

DG Howells, RM James a/ac KL Rowlands

Swyddogion:

Laura Griffiths
Michael Pitman

Prif Gyfreithiwr
Prentys Busnes Gweinyddol Gwasanaethau Democrataidd

153. DATGAN BUDDIANNAU

Dim

154. DERBYN Y COFNODION

PENDERFYNWYD: I dderbyn cofnodion y cyfarfod a gynhaliwyd ar 25/10/2018 fel rhai cywir.

155. PENODI PENNAETH Y GWASANAETHAU DEMOCRATAIDD

Cyflwynodd y Swyddog Monitro adroddiad a oedd yn amlinellu'r broses a ddilynwyd wrth benodi Pennaeth y Gwasanaethau Democrataidd.

Dywedodd Pennaeth Dros Dro'r Gwasanaethau Democrataidd fod Adran 8 (1) o Fesur Llywodraeth Leol (Cymru) 2011 yn ei gwneud yn ofynnol i'r Awdurdod ddynodi un o'i swyddogion i gyflawni swyddogaethau'r gwasanaethau democrataidd yn Adran 9 o'r Mesur a gofynnodd am benodi Pennaeth Gwasanaethau Democrataidd y Cyngor.

Eglurodd fod y pwyllgor, ar 25 Hydref 2018, wedi cymeradwyo penodi'r Prif Gyfreithiwr i'r rôl statudol dros dro er mwyn bodloni'r gofynion statudol. Yn ddiweddar, mae'r awdurdod wedi cynnal proses benodi ar gyfer Rheolwr Gwasanaethau Democrataidd a gynhaliwyd gan y Swyddog Monitro a'r Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd.

Adroddwyd bod y broses recriwtio wedi'i chwblhau a bod cynnig cyflogaeth wedi cael ei wneud.

PENDERFYNWYD: Bod y Pwyllgor Gwasanaethau Democrataidd yn penodi Rheolwr Gwasanaethau Democrataidd yr Awdurdod yn Bennaeth Statudol y Gwasanaethau Democrataidd at ddibenion Mesur Llywodraeth Leol (Cymru) 2011 i gyflawni swyddogaethau gwasanaethau democrataidd y Cyngor i ddechrau ar unwaith.

156. CANLLAWIAU CYFRYNGAU CYMDEITHASOL CLILC I GYNGHORWYR

Cyflwynodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd adroddiad a oedd yn rhoi copi i'r pwyllgor o ganllawiau cyfryngau cymdeithasol i Gynghorwyr a gynhyrchwyd gan Gymdeithas Llywodraeth Leol Cymru (CLILC).

Dywedodd wrth y Pwyllgor, er nad yw Cod Ymddygiad yr Aelodau yn cynnwys yn benodol unrhyw rwymedigaethau mewn perthynas â'r cyfryngau cymdeithasol, mae Ombwdsmon Gwasanaethau Cyhoeddus Cymru wedi gweld cynnydd yn nifer y cwynion a wnaed ynglŷn â sylwadau Aelodau Etholedig ar lwyfannau cyfryngau cymdeithasol ledled Cymru. Ychwanegodd fod canllawiau wedi cael eu cylchredeg i Aelodau yn ddiweddar.

Esboniodd nad yw defnydd personol o'r cyfryngau cymdeithasol yn rhan o'r Cod. Fodd bynnag, os yw Aelod yn crybwyll materion cyhoeddus neu weithgaredd y Cyngor ar y cyfryngau cymdeithasol, yna mae'n debyg y bydd y sylwadau hynny'n cael eu gweld fel rhai swyddogol.

Cyfeiriodd at y defnydd o'r cyfryngau cymdeithasol yng nghyfarfodydd y cyngor ac nad oes yna unrhyw reswm cyfreithiol dros beidio â defnyddio'r cyfryngau cymdeithasol mewn cyfarfodydd, ond dywedodd bod angen defnyddio synnwyr cyffredin. Dywedodd y gallai defnydd gormodol greu canfyddiad negyddol i'r cyhoedd a rhoi'r argraff nad yw'r aelod efallai'n canolbwyntio ar y materion sy'n cael eu trafod. Am y rheswm hwn dywedodd nad yw'n synhwyrol i ddefnyddio'r cyfryngau cymdeithasol yn ystod trafodaethau.

Gofynnodd y Cadeirydd am eglurhad ar y canllawiau mewn cysylltiad â'r defnydd o'r Gymraeg fel yr amlinellir ym mharagraff 33. Dywedodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd y byddai'n gofyn i CLILC am eglurhad ac yn adrodd yn ôl i'r Pwyllgor gan fod yr elfen hon o'r canllawiau yn amwys.

PENDERFYNWYD: Y byddai'r Pwyllgor Gwasanaethau Democrataidd yn nodi cyfarwyddiadau CLILC.

157. AROLYGMON O AMSERIAD CYFARFODYDD

Cyflwynodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd adroddiad a oedd yn rhoi gwybod i'r Pwyllgor am ganlyniadau arolygon o amseriad cyfarfodydd a gynhaliwyd yn ddiweddar mewn perthynas â rhai o Bwyllgorau'r Cyngor, gan gynnwys y Pwyllgor Gwasanaethau Democrataidd. Cynigiwyd bod arolygon tebyg yn cael eu cynnal i gadarnhau amseriad pedwar Pwyllgor Trosolwg a Chraffu'r Cyngor yn y dyfodol fel rhan o Raglen Gyfarfodydd 2019/2020.

Hysbysodd y Pwyllgor o'r gofyniad i gynnal arolwg o amseriad cyfarfodydd yn unol ag adran 6 o Fesur Llywodraeth Leol (Cymru) 2011.

Eglurodd fod yr Aelodau, mewn cyfarfod o'r Cyngor ar 26 Gorffennaf 2017, wedi ystyried adroddiad at ddibenion gwybodaeth, ar ganlyniadau'r arolwg o amseriad cyfarfodydd a gynhaliwyd ar gyfer y Cyngor a Phwyllgorau'r Cyngor (fesul Pwyllgor), er mwyn cael eu dewisiadau ar gyfer amseroedd dechrau cyfarfodydd o 1 Medi 2017 ymlaen. Dywedodd bod cynnal arolwg o'r fath yn ofynnol o leiaf unwaith ym mhob tymor ar gyfer holl gyfarfodydd Pwyllgorau (sy'n cynnwys y Cyngor).

Ers y cyfnod hwnnw, ac ar gais nifer o Aelodau Pwyllgorau neu oherwydd newidiadau i aelodaeth y corff penodol hwnnw, cynhaliwyd arolygon pellach o amseriad cyfarfodydd yn ddiweddar ar gyfer y Pwyllgor Archwilio, y Pwyllgor Rheoli Datblygu, y Fforwm

Cynghorau Tref a Chymuned a'r Pwyllgor Gwasanaethau Democrataidd. Yn dilyn yr ymatebion a gafwyd, ni newidiwyd amseriad y cyfarfodydd hyn ac eithrio'r Pwyllgor Gwasanaethau Democrataidd sydd wedi newid i 10:00am a bydd hynny'n cael ei adlewyrchu yn nyddiadau cyfarfodydd y Pwyllgor yn y Rhaglen o Gyfarfodydd ar gyfer 2019/2020.

Mynegodd yr aelodau eu pryderon ynghylch amseriad newydd cyfarfodydd y Gwasanaethau Democrataidd gan fod llawer ohonynt wedi methu ag ymateb, neu wedi colli'r dyddiad cau ar gyfer ymateb i'r arolwg o amseriad cyfarfodydd. Dywedodd aelodau'r Pwyllgor fod yr amser arfaethedig o 10:00am yn rhy anodd i rai ohonynt fynychu, yn enwedig i'r rhai sy'n gweithio rhan amser/llawn amser.

Awgrymodd Aelod y posibilrwydd o gael cyfarfod gyda'r nos i gynnwys Aelodau nad ydynt yn gallu bod yn bresennol mewn cyfarfodydd cynharach.

Eglurodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd fod hwn yn fater ehangach a fyddai'n golygu ymgynghori ag Arweinydd y Grŵp a'r Undebau Llafur gan y byddai'n golygu newidiadau i delerau ac amodau swyddogion.

Eglurodd, fel rhan o adolygiad craffu, y bydd ystyriaeth yn cael ei rhoi, fodd bynnag, i gyfarfodydd craffu gyda'r nos mewn gwahanol ardaloedd cymunedol yn y Fwrdeistref Sirol yn y dyfodol i roi mwy o hyblygrwydd o ran cynyddu ymwybyddiaeth ac annog y cyhoedd i ymgysylltu â chraffu.

PENDERFYNWYD: Nodi'r arolygon o amseriad cyfarfodydd a gynhaliwyd yn ddiweddar mewn perthynas â rhai o Bwyllgorau'r Cyngor, ond bod arolwg newydd yn cael ei gynnal ar amseriad cyfarfodydd y Pwyllgor Gwasanaethau Democrataidd a bod arolygon tebyg yn cael eu cynnal i bennu amseriadau pedwar Pwyllgor Trosolwg a Chraffu'r Cyngor yn y dyfodol fel rhan o Raglen Cyfarfodydd 2019/2020.

158. RHAGLEN DATBLYGU AELODAU

Cyflwynodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd adroddiad a oedd yn rhoi diweddariad i'r Pwyllgor Gwasanaethau Democrataidd ar gyflwyno Rhaglen Hyfforddi a Datblygu'r Cyngor i Aelodau a gweithgarwch cysylltiedig.

Rhoddodd fanylion i'r Aelodau am y Sesiynau Hyfforddi a Datblygu i Aelodau sydd wedi cael eu cyflwyno ers mis Ebrill 2018 a'r Sesiynau Briffio Cyn Cyfarfodydd y Cyngor a Sesiynau Hyfforddi'r Pwyllgor Rheoli Datblygu a ddarparwyd ers 17 Hydref 2018.

Dywedodd wrth yr Aelodau fod sesiynau Hyfforddi'r Pwyllgor Datblygu ar gael i holl Aelodau'r Cyngor eu mynychu, nid dim ond Aelodau'r Pwyllgor Rheoli Datblygu.

Cyfeiriodd y Rheolwr Grŵp y Pwyllgor at yr amserlen gyfredol ar gyfer sesiynau hyfforddi yn y dyfodol y manylwyd arnynt yn yr adroddiad ym mharagraff 4.4.

Diolchodd un o'r Aelodau i'r swyddogion sy'n cyflwyno sesiynau Hyfforddi'r Pwyllgor Rheoli Datblygu a dywedodd fod y cynnwys bob amser wedi bod yn ddefnyddiol, yn llawn gwybodaeth ac wedi'i gyflwyno'n dda.

Rhoddodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd wybod i'r Aelodau am y sefyllfa bresennol o ran modiwlau E-ddysgu. Eglurodd bod cyfanswm o 20 Aelod wedi cael mynediad i'r modiwlau E-ddysgu ers dechrau'r tymor etholiadol. Gofynnodd

am farn yr aelodau ar sut y gallai'r cyngor wneud gwell defnydd o Gyfleusterau E-ddysgu.

Gofynnodd aelod i nodyn gael ei anfon allan at bawb yn eu hatgoffa o bwysigrwydd y modiwlau E-ddysgu. Cadarnhaodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd y byddai hynny'n cael ei wneud.

Dywedodd nifer o'r Aelodau eu bod yn cael trafferth cael mynediad i'r Modiwlau E-ddysgu neu eu cwblhau nhw. Gofynnwyd am gymorth ac arweiniad ychwanegol gan swyddogion neu'r adran TGCh er mwyn sicrhau bod Aelodau'n gallu cwblhau'r Modiwlau E-ddysgu. Dywedodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd y gellid ymchwilio i hyn i fynd i'r afael â'r problemau y mae Aelodau'n eu cael.

Cadarnhaodd yr aelodau eu bod yn cytuno â'r pynciau sydd wedi'u trefnu ar hyn o bryd ar gyfer y Sesiynau Briffio Cyn Cyfarfodydd y Cyngor, Hyfforddiant y Pwyllgor Rheoli Datblygu yn ogystal â'r modiwlau E-ddysgu sydd ar gael ar hyn o bryd.

PENDERFYNWYD: Y byddai'r Pwyllgor Gwasanaethau Democrataidd yn nodi cynnwys yr adroddiad.

159. GWEDDARLLEDU CYFARFODYDD Y CYNGOR, Y CABINET A'R PWYLLGORAU

Cyflwynodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd adroddiad a rhoddodd ddiweddariad i'r Pwyllgor ar y trefniadau ar gyfer gweddarlledu cyfarfodydd y Cyngor, y Cabinet a'r Pwyllgorau.

Esboniodd y trefniadau gweddarlledu cyfredol, amlinellodd y cyfarfodydd a oedd wedi'u gweddarlledu hyd yn hyn, a rhoddodd ystadegau a oedd yn manylu ar nifer y safbwyntiau a dderbyniwyd ar gyfer pob un o'r cyfarfodydd, gan gynnwys darllediadau byw, ar alw a nifer y gwylwyr.

Mynegodd Aelod ei bryderon ynglŷn â nifer y gwylwyr a gofynnodd a ellir gwneud unrhyw beth i gynyddu ymgysylltiad y cyhoedd ymhellach.

Eglurodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd fod y tîm Cyfathrebu, yn ddiweddar wedi rhoi cyhoeddusrwydd i'r gweddarllediadau ar lwyfannau cyfryngau cymdeithasol y Cyngor cyn cyfarfodydd. Bydd y tîm Gwasanaethau Democrataidd hefyd yn parhau i edrych am ffyrdd eraill i ymgysylltu ymhellach â'r cyhoedd.

Gofynnodd un o'r Aelodau am gost gweddarlledu y pen a chyfanswm y gost. Dywedodd y Rheolwr Grŵp Gwasanaethau Cyfreithiol a Democrataidd y byddai'n darparu'r wybodaeth hon i'r Pwyllgor.

PENDERFYNWYD: Y byddai'r Pwyllgor Gwasanaethau Democrataidd:

1. Yn nodi'r diweddariad ar drefniadau gweddarlledu cyfarfodydd y Cyngor, y Cabinet a'r Pwyllgorau;
2. Nodi'r rhestr o'r cyfarfodydd y bwriedir eu gweddarlledu.

160. EITEMAU BRYD

Dim

Daeth y cyfarfod i ben am 17:00

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

6 JUNE 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MONITORING AND REVIEW OF THE CONSTITUTION

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Democratic Services Committee of a request for a review of elements of the Constitution and a proposal to establish a Working Group of Members of this Committee to assist with the review.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The Constitution governs the operation of the Authority and thereby connects to the Corporate Improvement Plan and all Corporate Priorities.
- 2.2 The support provided to Councillors assists in the achievement of each of the Council's agreed Corporate Priorities:
- **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 the people in the county.
 - **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.
 - **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 Monitoring Officer has received a request from an Elected Member for a review of the Constitution. In accordance with Article 15 of the Constitution, the Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. Any changes will need the approval of Council based on the recommendations of the Monitoring Officer.
- 3.2 The Council's existing Constitution is largely based on the Model Welsh Constitution version issued by Welsh Government and the Welsh Local Government Association, with numerous updates incorporated in respect of specific issues.

4. Current situation / proposal.

4.1 It has been requested that a review of the Constitution specifically consider the following:

- 1) The time period for questions and motions be re-instated at 5 days, now that suitable resources are in place to allow timely translation to Welsh;
- 2) That following the presentations and announcements by Cabinet members, the Leader, and Chief Executive, members be allowed to ask non tabled questions for a period of 15 minutes;
- 3) That the three largest opposition groups, be given 3 minutes (taken from Development Control Committee 3-minute rule) to make announcements or presentations to Council;
- 4) The timing of Council meetings.

4.2 It is further proposed that the Council's call-in procedure is reviewed to ensure it is working effectively within the current Scrutiny structure. The call-in procedure is a key part of the governance arrangements of the Council. Its purpose is to enable Members involved in Scrutiny to hold decision makers or bodies to account for the decisions they make.

4.3 It is recommended that the Committee establish a Working Group to review elements of the Constitution with the outcome of the review being reported back to the Committee and subsequently to the Monitoring Officer for consideration.

5. Effect upon Policy Framework and Procedure Rules.

5.1 The Constitution governs the operation of the Authority and thereby has an effect upon the operation of the Policy Framework.

6. Equality Impact Assessment

6.1 Although there are no direct impacts, the Constitution as the key governance framework document for the Authority is critical in demonstrating commitment to the Authority's duties under the Equality Act 2010.

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

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications.

8.1 There are no financial implications directly arising from this report.

9. Recommendation.

It is recommended that the Democratic Services Committee:

- 9.1 Establish a Working Group comprising seven Members to look at the various components of the existing Constitution;
- 9.2 Note that the findings of the Working Group will be reported back to the Committee with eventual consideration by the Monitoring Officer and Council.

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Democratic Services Manager
29 May 2019

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Legal and Regulatory Services
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CF31 4WB

Background documents: Constitution of the Council

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

6 JUNE 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER DEVELOPMENT PROGRAMME

1. Purpose of Report

- 1.1 The purpose of this report is to provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

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

- 2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of each of the Council's agreed corporate priorities.

- **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 the people in the county.
- **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.
- **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:
- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
 - ii. Make reports and recommendations to the authority in relation to such provision.

4. Current situation / proposal.

4.1 Member Training and Development Sessions

4.1.1 The following Member Training and Development Sessions have been provided since 1st April 2018.

Date	Subject	Facilitator
30 April 2018	Elected Member Annual Reports	Head of Democratic Services
30 April 2018	Personal Development Reviews	Head of Democratic Services
10 May 2018	Elected Member Annual Reports	Head of Democratic Services
10 May 2018	Personal Development Reviews	Head of Democratic Services
11 June 2018	GDPR - The session was provided by Acuity Legal Ltd who explained the requirements of General Data Protection Regulations which came into effect on 25 May 2018.	Acuity Legal Ltd
27 June 2018	GDPR - The session was a repeat of the session held on 11 June 2018 (please see details above).	Acuity Legal Ltd
11 July 2018	Dementia Friends – The session highlighted the issues faced by those who have dementia, carers of those with dementia and the role of service providers.	Alzheimer's Society
4 October 2018	Corporate Landlord – the session informed Members about the new introduced integrated service area responsible for full operational and strategic facilities management.	PeopleToo
2 May 2019	Elective Home Education -	Vulnerable Groups Manager

4.2 Pre-Council Briefing Sessions

4.2.1 The following Pre-Council Briefing Sessions have been provided since the meeting of the Democratic Services Committee held on 14 March 2019.

Date	Subject	Facilitator
20 March 2019	Local Development Plan Future Growth & Spatial Strategy	Group Manager Development
17 April 2019	Additional Learning Needs and Autism	Group Manager Inclusion and School Improvement

4.3 Development Control Committee Training Sessions

4.3.1 The following Development Control Committee Training Session has been provided since the meeting of the Democratic Services Committee held on 14 March 2019.

Date	Subject	Facilitator
9 May 2019	Sustainable Drainage Systems, SuDS Approving Bodies and land drainage issues in general – The New System	Highways & SUDS Drainage Engineer / Development & Building Control Manager

4.4 Future scheduled Pre-Council Briefings

4.4.1 The following Pre-Council Briefings have been scheduled:

- 19 June 2019: Local Authority Estyn Inspection
- 24 July 2019: Additional Learning Needs and Autism Follow up session
- 18 September 2019: Getting on Track Programme
- 11 March 2020: Education Outcomes

4.5 Future scheduled Development Control Committee Training Sessions

4.5.1 The following Development Control Committee Training Sessions have been scheduled:

- 20 June 2019: A review of key DC Committee decisions/schemes
- 1 August 2019: LDP – Preferred Strategy
- 12 September 2019: Latest on biodiversity in Planning
- 24 October 2019: Education Contributions - New Draft Supplementary Guidance

4.6 Future proposed Member Training and Development Sessions/Pre-Council Briefings

4.6.1 The following Member Training and Development Sessions and Pre Council Briefings are proposed to be scheduled:

- Using Bridgemaps
- Managing Abusive and Aggressive Telephone Calls

4.6.2 The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

4.7 E-Learning

4.7.1 The Council has devised a range of e-learning courses for Members to support their learning and development needs. The provision of e-learning courses gives Members the opportunity to undertake their learning and development remotely at a convenient time at their own pace.

4.7.2 Since the start of the current term the following courses below have been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (9 Members)
- General Data Protection Regulations (2)
- Display Screen Equipment (2)
- Fire Safety Awareness (3)
- ICT Code of Conduct (6)
- Safeguarding Children and Adults (13)
- Violence Against Women, Domestic Abuse and Sexual Violence (2)

4.7.3 In total 20 Members have accessed e-learning courses since the start of the current term.

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

4.8 Members Annual Reports

4.8.1 The Council is required to provide each Councillor with the opportunity to prepare and publish an Annual Report on their activities. For the 2017-18 Municipal Year 34 Councillors prepared and published an Annual Report. All Annual Reports were published in Welsh and English on the Council's website before 31 July 2018.

4.9 Personal Development Plans

4.9.1 The provision of Personal Development Plans (PDPs) for Members is being progressed with individual Members. Once this process is completed PDPs will be reviewed to identify and prioritise Members development needs and arrange relevant development opportunities.

5. Effect upon Policy Framework and 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 arising from this report.

7. Wellbeing of Future Generations (Wales) Act 2015 Implications

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications.

- 8.1 Elected Member learning and development, will be resourced from the allocated Member Development budget (£13,650 for 2019-20). Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

9. Recommendation.

- 9.1 The 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.

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28 May 2019

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Background documents:None

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE
6 JUNE 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings.

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 In order for the Democratic Services Committee to prioritise the work carried out by the Democratic Services Team it is necessary to develop a work programme that meets with the requirements of the Local Government (Wales) Measure 2011, other legislation, the requirements of the Authority and the needs of the Elected Members.

4. Current situation / proposal

- 4.1 The proposed items for inclusion at the subsequent meetings of the Democratic Services Committee are shown at **Appendix 1**.
- 4.2 It is anticipated that the Head of Democratic Services will regularly be in attendance at Democratic Services Committee meetings.
- 4.3 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.

- 4.4 The Committee is requested to consider their work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to advise of any invitees that they wish to attend its meetings to support the items identified.

5. Effect upon Policy Framework& Procedure Rules

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

6. Equality Impact Assessment

- 6.1 There are no equalities implications in respect of this report.

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

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

- 8.1 All activities described in this report will be met from existing budget provisions.

9. Recommendation

- 9.1 It is recommended that the Democratic Services Committee considers the proposed Work Programme appended to this report and identifies any additional topics for consideration at future meetings of the committee.

Andrew Rees
Democratic Services Manager
29 May 2019

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
Sep 19 TBC	Review of ICT provision for Elected Members	To receive a report on the Review of ICT provision for Elected Members to ensure the effectiveness of the equipment and the provision of training	- Head of Democratic Services - Support and Digital Office Manager	
Sep 19 TBC	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	Head of Democratic Services	
Sep 19 TBC	Draft Report of the Independent Remuneration Panel for Wales 2020/21	To advise the Democratic Services Committee of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2020/21 municipal year.	Head of Democratic Services	
Sep 19 TBC	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	Head of Democratic Services	

Meeting date	Item	Aim	Provided by	Additional Invitees
Sep 19 TBC	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	Head of Democratic Services	
Sep 19 TBC	Review of Constitution	Report on the outcome of the review of the Constitution	Head of Democratic Services	
12 Mar 20	Member Development Programme	To provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme	Head of Democratic Services	
12 Mar 20	Webcasting	To provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings.	Head of Democratic Services	
12 Mar 20	Member Referrals	To receive a report on the performance of Member Referrals and on the review of the Referrals system	Head of Democratic Services	