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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.*



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

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

Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Friday, 11 October 2019

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, 17 October 2019 at 10:00.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
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 - 6
To receive for approval, the minutes of the 06/06/2019
4. Review of the Constitution 7 - 12
5. Member Development Programme 13 - 18
6. Webcasting of Council, Cabinet and Committee Meetings 19 - 24
7. 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

K Watson

Head of Legal and Regulatory Services

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Councillors:

S Aspey
RM Granville
DG Howells
RM James

Councillors

KL Rowlands
B Sedgebeer
SG Smith
G Thomas

Councillors

E Venables
SR Vidal
A Williams

DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 6 JUNE 2019

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 6 JUNE 2019 AT 10:00

Present

Councillor E Venables – Chairperson

DG Howells
G Thomas

RM James
A Williams

B Sedgebeer

SG Smith

Apologies for Absence

S Aspey, RM Granville, KL Rowlands and SR Vidal

Officers:

Michael Pitman
Andrew Rees

Business & Administrative Apprentice
Democratic Services Manager

162. DECLARATIONS OF INTERESTS

None

163. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee of the 14/03/2019 be approved as a true and accurate record subject to an amendment to minute number 158 - Timings of Meetings Surveys;

- (1) that a further consultation be undertaken with all Members being requested to express a preference for morning, afternoon and evening meetings, including selecting the days of the week on a committee by committee basis for all meetings of the Council;
- (2) That in the event of a preference for meetings to be held in the evening, consultation take place with the Trade Unions, as it would involve changes to the contractual terms and conditions of Officers.

164. MONITORING AND REVIEW OF THE CONSTITUTION

The Democratic Services Manager presented a report which informed the Democratic Services Committee of a request for a review of elements of the Consultation and a proposal to establish a Working Group of Members of this Committee to assist with the review.

He explained that the Monitoring Officer had received a request from an Elected Member for a review of the Constitution. The following proposals had been indicated:

- (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.

The Democratic Services Manager explained that it was further proposed that the Council's Call-In procedure was reviewed to ensure it was working effectively within the current Scrutiny Structure and that the review of the Constitution would be the optimum time to also review the Call-In Procedure.

He explained that it was recommended that the Committee established 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.

A Member asked in relation to 4.1 (2) if the period of 15 minutes given would be for the whole Committee or per Member. The Democratic Services Manager confirmed that the 15 minutes would be in total for the whole of Council and not individual Members.

A Member asked if it would be possible to have a Cabinet Member on the Working Group, as it would provide the group with more perspective on a wider range of issues.

RESOLVED: That the Democratic Services Committee:

- (1) Established a working group to look at the various components of the existing Constitution which comprised of the Chairperson, a potential Cabinet Member, and the 5 Members listed below;

Cllr G Thomas
Cllr G Howells
Cllr B Sedgebeer
Cllr RM James
Cllr Alex Williams

- (2) Note that the findings of the working group would be reported back to the committee with eventual consideration by the Monitoring Officer and Council.

165. **MEMBER DEVELOPMENT PROGRAMME**

The Democratic Services Manager presented a report which provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activity.

He explained that the Committee had the following functions with support from the Head of Democratic Services as necessary:

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

The Democratic Services Manager provided Members with the training and development sessions that had been given since 30 April 2018 until 2 May 2019. He also explained to Members the Pre Council Briefing and Development Control Committee Training Sessions that had been provided since the last Democratic Services Committee held on 14 March 2019.

The Democratic Services Manager explained of a further planned training session on Chairing Skills session. The Committee considered that this would be a worthwhile topic.

The Democratic Services Manager asked Members to provide any training sessions that they believed would be beneficial to them.

A Member asked if training could be provided on the Welfare and Benefits Systems. This would provide all Members with more insight to be able to direct their constituents to the right places. He asked if it were possible for it to be an E-Learning Module which could give a brief overview of the basics.

The Democratic Services Manager explained that this was something that could be provided as a Member Development session or as a Pre-Council Briefing.

A Member asked if clear information could be given during this training on what a Councillor can or cannot do/say. The training should be more about signposting their constituents rather than giving advice to them.

A Member asked if training could be provided on having difficult conversations with the public so that they could be better equipped to deal with aggressive situations and sensitive situations etc. The Democratic Services Manager explained that this could be provided, as there was already training available to Officers for this. He explained that he would contact HR and see if this training could be tailored to Members.

The Democratic Services Manager said that in addition to this he would be happy to provide a report to the next committee on Lone Working which could go hand in hand with this topic.

A Member asked if further instructions or training could be provided on how to Log on and use the E-Learning system as many Members were experiencing difficulty in accessing the E-Learning modules. The Democratic Services Manager stated that he would email all Members encouraging them to complete the E-learning modules and could provide members with the necessary log on information.

A Member asked if training could be provided on the Local Government Pension Scheme (LGPS) as many Members were in receipt of it but did not know many of the details. The Democratic Services Manager said that he would see if training could be put on for all Members.

RESOLVED: That the Democratic Services Committee:

- (1) noted the contents of the report,
- (2) Identified further topics for Member Development on the Welfare and Benefits System; Dealing with Difficult Conversations and Chairing Skills with details on this to be provided at a later date

166. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

The Democratic Services Manager presented a report which informed the Democratic Services Committee of the proposed items that would be considered at its subsequent meetings. The proposed items for inclusion on the Forward Work Programme were appended to the report.

He asked Members if the meeting scheduled in October could be bought forward so that the review of the Constitution could be bought to this Committee before going to Council in October. Members considered that this would be beneficial.

A Member asked in relation to the referral system if there was a way that Councillors could manage their own case work as the current system did not allow for this.

The Chairperson advised that this could be bought up at the Member Referrals meeting in July.

RESOLVED: That the Democratic Services Committee considered the proposed work programme appended to this report and identified any additional topics for consideration at future meetings of the committee.

167. URGENT ITEMS

none

The meeting closed at 11:07

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

17 OCTOBER 2019

REPORT OF THE MONITORING OFFICER

REVIEW OF THE CONSTITUTION

1. Purpose of Report

- 1.1 The purpose of the report is to present the findings of the Constitution Working Group which has been reviewing elements of the Constitution.

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:
- **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 review of the Constitution specifically requested the following to be considered:
- 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. Current situation / proposal.

4.1 The Council's existing Constitution is largely based on the Model Welsh Constitution version issued by Welsh Government and Welsh Local Government Association, with numerous updates having since been made to the Constitution in respect of specific issues.

4.2 The Constitution Working Group has met on two occasions on 16 July 2019 and 13 September 2019 to consider a review of the Constitution. At these meetings the Working Group considered the issues highlighted at 3.2. Their conclusions are set out below.

4.3 Time period for questions and motions

4.3.1 Research has been undertaken into the time period for the submission of Questions on Notice and Motions amongst Welsh local authorities.

4.3.2 In the case of Gwynedd, Flintshire Newport, Blaenau Gwent, Torfaen, Wrexham and Conwy Councils which require a range of between 1-5 working days for the submission of Questions, none of these Councils publish the Questions in advance on the agenda. The Questions and responses to the Questions are recorded in the minutes of Council.

4.3.3 Caerphilly Council and the Isle of Anglesey Council have internal translation services and require 5 working days for the submission of Questions. Both Councils publish the text for Questions on their Council agendas. Denbighshire Council requires 2 working days for the submission of Questions and publishes the text for Questions on its Council agendas.

4.3.4 Ceredigion Council and Merthyr Tydfil each require 5 working days notice of Questions, they seldom receive Questions from Members.

4.3.5 The Council's neighbouring authorities Neath Port Talbot and the Vale of Glamorgan require 1 and 5 working days respectively for the submission of Questions, but do not publish the Questions on the Council agendas. The Questions and responses to the Questions are recorded in the minutes of Council. Rhondda Cynon Taf Council requires 8 working days notice for the submission of Questions to Council which are listed on the agenda.

4.3.6 The Working Group considered that the questions need to be published on the agendas for Council for reasons of transparency as it could lead to ambiguity if they were not published on the agenda.

4.3.7 In considering the process for questions and motions, the Working Group felt that members of the public attending Council or viewing a webcast would not have access

to the reply of the Cabinet Member and that consideration be given to the Cabinet Member reading the response at Council. The Working Group requested that replies to written Questions be sent electronically to Members on the day prior to Council to give Members sufficient time to prepare supplementary questions. As of the last meeting of Council, the Democratic Services Team now email replies to Council Questions to all Members, in order that they have the opportunity to prepare supplementary questions. Hard copies of the replies to Council Questions are placed in the public gallery for members of the public to peruse.

- 4.3.8 The Working Group, at its previous meeting, questioned whether efficiencies could be made to the Framework in future which could lend itself to the reduction in the number of working days for the submission of Council Questions. The Council operates a National Procurement Service Framework of Welsh translators which became effective from 1 November 2018 and will remain in force until 31 October 2022. There are 30 suppliers available for translation work from English to Welsh on the Framework. No further translators can be added for the duration of the Framework.
- 4.3.9 The Working Group recommended that the time period for the submission of questions and motions remain at 10 clear working days.

4.4 Announcements at Meetings of Council

- 4.4.1 Of the 22 local authorities in Wales, 10 local authorities permit their Leaders to make announcements at Council; 4 local authorities permit their Leader to make a report to Council and 7 local authorities permit Cabinet Members to make announcements. The announcements made are similar to those which are made at this Council and which are topical to those authorities. Of the 4 local authorities who permit their Leader to make a report to Council, Ceredigion and Denbighshire Council have not received reports from the Leader to Council during 2019. In Gwynedd and Wrexham Councils, the Leader and Cabinet Members present reports to Council instead of the reports being presented in the names of Chief Officers.
- 4.4.2 The Working Group in considering announcements made at Council, recommended that an amendment be made to the Constitution to re-title the Leader's Report to that of Leader's Announcements and that the current announcements made by the Cabinet be shortened.

4.5 Replies to Written Questions

- 4.5.1 A request was made by the Constitution Working Group that research be conducted on the practices of other Welsh local authorities as to whether the Leader and Cabinet Members read out replies to written Questions at Council. It has been established that replies to written questions are read out in full and are recorded in the Minutes at the following Councils:

Merthyr
Vale of Glamorgan
Denbighshire
Swansea
Monmouthshire

Torfaen
Conwy
Isle of Anglesey

- 4.5.2 The practice adopted by Cardiff Council is that a full copy of each Written Question together with the answers to them is attached to the minutes of the meeting.
- 4.5.3 The Working Group recommended that all Members of Council receive replies to written questions 24 hours prior to the meeting of Council where practicable. The reply will be recorded in the minutes of that meeting of Council.
- 4.6 **Announcements by the 3 Largest Opposition Group Leaders**
- 4.6.1 The Working Group considered that announcements by Opposition Group Leaders could give rise to political statements being made and did not wish to pursue announcements being made by the Leaders of the 3 largest Opposition Groups.
- 4.7 **Timing of Council Meetings**
- 4.7.1 The Working Group considered a proposal to amend the timing of meetings of Council, in that if a certain percentage of Members had voted for a particular start time, then that percentage of Council meetings would start at that time. The Working Group had been advised that holding later meetings particularly in the evening would need to be the subject of consultation with the Trade Unions as it would impact on the cost of keeping the building open in terms of staffing, heating and lighting and the cost of staffing evening meetings.
- 4.7.2 An electronic vote was conducted on the conclusion of the meeting of Council on 24 July 2019, as to whether or not there was an appetite to explore evening meetings. Of the 45 Members present, 17 Members voted in favour of holding evening meetings. The Working Group recommended that as the vote was lost, the holding of evening meetings be not explored further until the next administration.
- 4.8 **Call-in Process**
- 4.8.1 The Working Group requested that further research be conducted on the Call-in process in place at other local authorities in Wales, with particular regard to who can call-in the decision and who considers the call-in.
- 4.9 **Period of Notice for the Publication of the Cabinet Decision Notice and Call-in**
- 4.9.1 Where a decision is made by Cabinet, an individual Member of the Cabinet, a Committee of the Cabinet, or an Officer, that decision can be Called-in.
- 4.9.2 Research into the practices adopted by all 22 Welsh local authorities has been conducted in relation to their Call-in processes.
- 4.9.3 Currently Bridgend's period of notice after publication of a decision is 3 clear working days and it is during this time, a decision can be Called-In. The period of notice for the publication of the Cabinet Decision Notice and Call-in varies from authority to

authority, from between 2 clear working days to 7 clear working days. Two authorities work on the basis of a Call-in period of 2 clear working days and 6 authorities, including Bridgend operate on the basis of a Call-in period of 3 clear working days. By far the largest grouping of authorities operate on the basis of 5 clear working days which number 12 authorities. Two authorities work on the basis of 6 and 7 clear working days respectively.

4.9.4 The Working Group has recommended that the period of notice after publication of a decision be extended from the current 3 clear working days to 5 clear working days in order to have greater transparency and for backbench Members to have a greater opportunity to call-in a decision.

4.10 Time Period for Holding an Overview and Scrutiny Committee

4.10.1 The time period within this Council's Constitution for holding a meeting of an Overview and Scrutiny Committee on receipt of a valid Call-in request is within 5 clear working days of the decision to call-in. The Overview and Scrutiny Committee Chairpersons will collectively determine which Overview and Scrutiny Committee will be allocated the meeting.

4.10.2 Practices vary considerably in local authorities in Wales as to the operation of the Call-in process following a decision being Called-in. This ranges from Councils operating 5, 7, 8, 10, 15, 18 and 20 clear working days for holding an Overview and Scrutiny Committee to consider a Call-in.

4.10.3 The Working Group recommends that the time period for holding an Overview and Scrutiny Committee remains at within 5 clear working days.

4.11 Members Calling in a Decision

4.11.1 This Council's Constitution requires that three Members of an Overview and Scrutiny Committee and a Scrutiny Chair are needed for a decision to be called in.

4.11.2 Practices vary considerably amongst local authorities in Wales on the number of Members required to Call-in a decision.

4.11.3 The Working Group considered that in the event of a Chairperson of an Overview and Scrutiny Committee being a signatory to the Call-in that in order to protect that Chairperson and to avoid impartiality and the risk of pre-determination that the Chairperson not Chair the meeting to consider the Call-in. Additionally, the Working Group considered that the other Members who are signatories to the Call-in should not sit on the Committee considering the Call-in.

4.11.4 The Working Group recommends that any Member including a Chairperson who calls-in a decision is excluded from the decision making at that Committee meeting, but would be invited to give evidence to the Committee in support of the Call-in request.

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.

9. Recommendation.

9.1 To note the research and work undertaken by the Working Group

9.2 To note the recommendations of the Working Group

9.3 To determine whether to recommend to Council any changes to the Constitution.

Monitoring Officer

Contact Officer: Kelly Watson

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Email: kelly.watson@bridgend.gov.uk

**Postal address: Legal and Regulatory Services
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Angel Street
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CF31 4WB**

Background documents: Constitution of the Council

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

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

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 the meeting of the Democratic Services Committee held on 6 June 2019.

Date	Subject	Facilitator
11 September 2019	Changes to performance measures for schools	Senior Challenge Advisor, Central South Consortium
4 October 2019	Brexit Plans Briefing	Regeneration Funding and Regional Engagement Team Leader

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 6 June 2019.

Date	Subject	Facilitator
24 July 2019	Medium Term Financial Strategy	Interim Head of Finance and Section 151 Officer
18 September 2019	Budget Consultation	Consultation, Engagement and Equalities Manager

4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Sessions have been provided since the meeting of the Democratic Services Committee held on 6 June 2019.

Date	Subject	Facilitator
20 June 2019	Foodstore site on Salt Lake Car Park	Senior Regeneration Officer
1 August 2019	Strategic Development Plan Update	Group Manager Development & Development Planning Manager
12 September 2019	Open Space SPG Workshop	Development Planning Manager & Senior Development Planning Officer

4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 23 October 2019: Strategic Development Plan
- 20 November 2019: Local Area Energy Strategy and Smart Energy Plan
- 18 December 2019: New Curriculum Changes
- 11 March 2020: Education Outcomes
- Welfare & Benefits System - TBC

4.5. **Future Scheduled Development Control Committee Training Sessions**

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

- 24 October 2019: Education Contributions - New Draft Supplementary Planning Guidance
- 5 December 2019: National Development Framework Consultation and Proposals
- 16 January 2020: Development Control Committee Protocol Review

4.6 **Future Proposed Member Training and Development Sessions**

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

- 31 October 2019: Managing Abusive and Aggressive Telephone Calls, Conflict Management & Personal Safety Awareness
- Using Bridgemaps
- Scrutiny Questioning Skills - TBC
- Scrutiny Chairing Skills - TBC

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 Work has been undertaken through the Welsh Local Government Association (WLGA) Heads of Democratic Services / Member Support Officer Network to develop national E-learning modules to be available on the All Wales Academy. Each local authority will create one E-learning module, suitable for use by all Members in Wales and will take responsibility for maintaining and updating its module. This Council will deliver modules on Planning for Planning Committee Members and Planning for all Members.

4.7.2 Each E-learning module will be bilingual, professional looking, to include photos and videos where possible, will be easy to navigate, interactive, accurate, up to date, relevant and include questions, good practice examples, case studies and scenarios. Each module will have a 10 question quiz at the end which Members would need to correctly complete to receive the certificate of successful completion. The time for completion for each module will be a maximum of 30 minutes. The timescale for delivery of the modules is September 2020.

4.7.3 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.

4.7.4 Since the start of the current term the following courses below 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)

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

4.7.6 Members will be encouraged to make greater use of the available e-learning facilities.

5. Effect upon Policy Framework and Procedure Rules

5.1 The report does not have any impacts on 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 is 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.

Head of Democratic Services

Contact Officer: Andrew Rees
Democratic Services Manager
4 October 2019

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CF31 4WB

Background documents:None

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

17 OCTOBER 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

WEBCASTING OF COUNCIL, CABINET AND COMMITTEE MEETINGS

1. Purpose of Report

1.1 The purpose of this report is to provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings and provide views on which meetings should be webcasted.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 This report assists in the achievement of the following corporate priority/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 Benefits of Webcasting Council, Cabinet and Committee Meetings

4.1.1 A webcast is a transmission of audio and video over the Internet. This enables the public to view meetings from any location with internet access. It has been

recognised that the following benefits can be achieved from the webcasting of public Council, Cabinet and Committee meetings:

- Transparent governance and accountability.
- Citizen engagement and understanding of the democratic process, for example understanding of planning decisions.
- Enablement of the Local Government (Wales) Measure 2011 requirement for engaging public in Scrutiny.
- Incentive for high standards of member attendance, engagement and conduct at meetings.
- Effective means of communicating information and decisions to officers and other members. Archived meetings can also be a useful part of officer induction and training.
- Opportunities for members to learn from peer observation and inform potential candidates about their role to encourage democratic renewal.

4.2 **Current Webcasting Arrangements**

- 4.2.1 The Council procured and introduced an innovative webcasting service for 2017/18 that combined the existing electronic facilities within the Council Chamber and available broadband technology to webcast Council, Cabinet and Committee meetings. The service arrangements included live streaming, recording and publication of webcast meetings with links to the Bridgend County Borough Council (BCBC) internet website. The service arrangements also enabled for webcast recordings to remain available/accessible to the public for a period of up to 12 months.
- 4.2.2 The service was re-procured for 2018/19 and the same provider was successful. As part of the contract renewal process Dual Language webcasting facilities were procured with installation taking place during August 2018.
- 4.2.3 The 2018/19 contract allowed for up to 30 hours of Council, Cabinet and Committee meetings to be webcast by 31 March 2019, with an extension of the contract permissible for a further 6 months. The contract was extended with the current provider for 6 months commencing on 1 April 2019 expiring on 30 September 2019 for 10 hours of webcasting.
- 4.2.4 With the existing contract expiring on 30 September 2019, the service required re-procuring and quotations were invited for the provision of webcasting services during 2019/20. Quotations were invited from 3 suppliers for webcasting services for 30 hours per annum to commence on 1 October 2019 until 30 September 2020, with the option to extend the contract for a further 12 months duration. Following the closure of the mini competition, 2 bids were received from suppliers, which were then evaluated, based on 40% Quality and 60% Commercial. On conclusion of the evaluation of the quotations, an award was made to the existing supplier.
- 4.2.5 Officers will look at the feasibility during the next contract period of exploring alternative solutions for webcasting, namely through Skype and You Tube.

4.3 Webcasting of meetings 2018/19

4.3.1 The following webcast statistics are shown covering 2018/19 year:

	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	30-Aug-18	Development Control Committee	38	51	99
2	17-Sep-18	Subject Overview & Scrutiny Committee 3	11	131	142
3	16-Oct-18	Subject Overview & Scrutiny Committee 1	0	42	42
4	18-Oct-18	Subject Overview & Scrutiny Committee 2	22	47	69
5	18-Dec-18	Cabinet	27	31	58
6	03-Jan-19	Development Control Committee	10	28	38
7	14-Feb-19	Development Control Committee	70	72	142
8	25-Feb-19	Subject Overview & Scrutiny Committee 3	6	10	16
9	18-Mar-19	Subject Overview & Scrutiny Committee 3	10	32	42
10	19-Mar-19	Development Control Committee	55	120	175
Average Views			25	56	82
Total Views			249	564	823

4.4 Webcasting of meetings 2019/20

4.4.1 The following meetings have been webcast in 2019/20 to date and webcast statistics are shown:

	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	29-Apr-19	Subject Overview & Scrutiny Committee 1	3	49	52
2	09-May-19	Development Control Committee	6	29	35
3	04-Jun-19	Subject Overview & Scrutiny Committee 1	42	64	106
4	03-Jul-19	Subject Overview & Scrutiny Committee 2	4	31	35
5	05-Sep-19	Subject Overview & Scrutiny Committee 3	15	52	62
Average Views			14	45	57
Total Views			74	225	309

4.4.2 Democratic Services continue to work with the Communications Department to ensure that Council, Cabinet and Committee meetings that are to be webcast are promoted by the Council via its Social Media platforms to encourage citizens to view the webcasts. A link to webcasts is available on the landing page of My Council on the Council's website.

4.4.3 Democratic Services are also working with the Council's webcasting services provider and Modern.gov to provide links on the Council website:

- On the 'Browse meetings' web page
- On the specific agenda page for the meeting to be webcast

4.4.4 Various forward work plans and committee work programmes have been reviewed with a view to establishing what meetings are proposed to be webcast over the next three months. In developing proposals consideration has been given to items that are considered of significant interest to the public. The following meetings are proposed for webcasting until 31 March 2020:

- Development Control Committee – 5 December 2019
- Cabinet – 17 December 2019
- Corporate Overview & Scrutiny Committee TBC - (Budget)

4.4.5 The schedule of meetings to be webcast after March 2020 will be reported to the next meeting of this Committee on 12 March 2020.

4.4.6 The Democratic Services Committee is requested to comment on the above list and provide its views on what future meetings should be webcast.

5. Effect upon Policy Framework and Procedure Rules

5.1 The report does not have any impacts on Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from 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 financial implications contained within this report will be met from existing budgets.

9. Recommendation

9.1 That Democratic Services Committee:

- i. Note the update on arrangements for the webcasting of Council, Cabinet and Committee meetings as detailed in section 4 of the report.
- ii. Comment on the list of meetings that are proposed to be webcast as detailed in section 4.4.4 of the report and provide its views on what future meetings should be webcast.

Head of Democratic Services

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1 October 2019

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Background documents: None

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