

**DEMOCRATIC SERVICES COMMITTEE: 17 DECEMBER 2014**

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**REPORT OF THE COUNTY CLERK & MONITORING OFFICER**

**AGENDA ITEM: 4**

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**MEMBER ANNUAL REPORTS**

**Reason for this Report**

1. To review the Authority's position in relation to enabling and supporting Elected Members to produce and publish an annual report in line with the requirements of the Local Government (Wales) Measure 2011

**Background**

2. Section 5 of the Measure requires Local Authorities to make arrangements enabling its Members to produce Annual Reports. This includes enabling any Members of the Council's Executive to be able to report on their executive activities also. Any reports produced by Members must be published by the Council.
3. The draft statutory guidance issued by Welsh Government on Annual Reports was considered by the Democratic Services Committee on 6 December 2012. The matter was again considered on 14 March 2013 when a draft template for Annual Reports was provisionally agreed for consultation with Party Groups through the Party Group Whips.
4. The final Statutory Guidance was issued by the Welsh Government in May 2013 and was considered by the Democratic Services Committee on 19 June 2013.
5. The final statutory guidance states that:
  - The Local Authority must tell its Members how and when to produce annual reports.
  - The Head of Democratic Services may support Cabinet Members in preparing an annual report on their executive activities as this is not an executive function in itself.
  - The method of publishing the report is up to the authority to decide, with a minimum requirement to link the report to the individual member's page on the Council's website.
  - The report should avoid promoting political achievements, be written in the past tense and be limited to two sides of A4.

- The Local Authority should have regard to the resource implications of supporting all members to prepare for publication of their report and may produce a standard report template which balances resources and output while taking into account the requirements of the Data Protection Act 1998.
  - The template might be expected to include:
    - role and responsibilities including membership of outside bodies;
    - constituency activity;
    - initiatives and special activities;
    - learning and development; and
    - other activities.
  - Reports should contain only factual information relating to the work of the Councillor, but not relating to their party role.
6. The Committee noted that under the Local Government (Wales) Measure 2011 it was not mandatory for Elected Members to produce an Annual Report on their activities.
  7. The Committee noted comments received from the Party Group Whips and approved the template for Members Annual Reports.
  8. A method for producing annual reports was agreed by the Committee.

## Issues

9. On 6 November 2014 the Minister for Public Services, Leighton Andrews AM wrote to the Leaders of all Welsh Local Authorities highlighting the wide variation in the numbers of Annual Reports produced by Elected Members across all Welsh Local Authorities and published for 2013/14.
10. The numbers of annual reports produced in each across Welsh Local Authorities is as follows:

Local Authority	% Reports completed by Members	No. Reports completed by Members
Caerphilly	100%	72/72
Isle of Anglesey	100%	30/30
Merthyr Tydfil	88%	29/33
Swansea	79%	57/72
Bridgend	56%	30/54
Newport	54%	27/50
Ceredigion	50%	21/42
Blaenau Gwent	45%	19/42
Vale of Glamorgan	45%	21/47
Carmarthenshire	45%	33/74
Wrexham	42%	22/52
Gwynedd	35%	26/75
Powys	34%	25/73
Pembrokeshire	28%	17/60

Monmouthshire	26%	11/43
Conwy	19%	11/59
Torfaen	14%	6/44
Neath Port Talbot	11%	7/64
Cardiff	7%	5/75
Denbighshire	6%	3/47
Flintshire	6%	4/70
Rhondda Cynon Taf	0%	0/75

11. The Minister in his letter accepted that it is not compulsory for a Member to produce an Annual Report, however believed that it should be encouraged to assist good public engagement and that the support mechanisms should make it as easy as possible for Members complete and for the public to access them.

### **Reasons for Recommendations**

12. To inform the Committee on the number of Elected Member Annual Reports produced for 2013/14; and to seek the Committee's views on issues raised by the Minister for Public Services and future steps to support Members

### **Legal Implications**

13. Under the Local Government (Wales) Measure 2011, Local Authorities must make arrangements enabling members to produce annual reports and to publicise information about these arrangements to both members and the wider public.

### **Financial Implications**

14. There are no financial implications arising directly from this report. Any Council costs incurred as a result in enabling Members to produce Annual Reports will need to be found from within existing resources.

### **Resource Implications**

15. There could be an impact on staff resources if additional support is required.

## **RECOMMENDATIONS**

The Committee is recommended to:

- (1) note the report and the matters raised by the Minister for Public Services in his letter on the 2013/14 Annual Report for Elected Members;
- (2) consider a way forward for 2015.

**MARIE ROSENTHAL**  
**COUNTY CLERK & MONITORING OFFICER**  
**10 December 2014**

The following appendices are attached to this report:

Appendix A: Annual Report Template

Appendix B Letter from Minister for Public Services

### **Background Papers**

Statutory Guidance from the Local Government (Wales) Measure 2011 –  
Section 5: Annual Reports

<http://www.legislation.gov.uk/mwa/2011/4/section/5>

Statutory Guidance issued by the Welsh Government May 2013

<http://wales.gov.uk/docs/dsjlg/publications/localgov/130516statguideannualreporten.pdf>



## CARDIFF COUNCIL

**Councillor [Insert Name]**

*Insert photo*

### **Annual Report 2012/13**

*This annual report (max. 2 sides of A4 paper) provides details of the key activities undertaken during the year ending 30<sup>th</sup> April 2013 by the named County Councillor. It is provided for the information of all constituents and for no other purpose.*

**Councillor:**

**Political**

**Group / Party:**

**Ward:**

#### **Role and Responsibilities**

#### **Ward Activity**

## APPENDIX A

### **Initiatives and Special Activities**

### **Learning and Development**

### **Other Activities and Issues**

**Signature of Councillor:**

**Date:**

### **Contact Details**

**Phone:**

**Email:**



Our Ref: MB/LA/4531/14

To: Principal Leaders

6 November 2014

Dear Colleagues

I refer to my letter of 23 September concerning Members' Annual Reports. My thanks goes to all Council Leaders for ensuring your Authorities responded. I have now had the opportunity to consider those responses.

The most obvious point which emerges is the very mixed picture in terms of the number of reports which had been published since the provisions came into effect after the elections of 2012.

The figures below, based on the returns from each Local Authority, show two Authorities have published reports from all their members while some others have published none or very few. The remaining results vary widely.

Local Authority	Reports completed by Members	Total number of Members
Blaenau Gwent	19	42
Bridgend	30	54
Caerphilly	72	72
Cardiff	5	75
Carmarthenshire	33	74
Ceredigion	21	42
Conwy	11	59
Denbighshire	3	47
Flintshire	4	70
Gwynedd	26	75

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Wedi'i argraffu ar bapur wedi'i ailgylchu (100%)


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Isle of Anglesey	30	30
Merthyr Tydfil	29	33
Monmouthshire	11	43
Neath Port Talbot	7	64
Newport	27	50
Pembrokeshire	17	60
Powys	25	73
Rhondda Cynon Taf	0	75
Swansea	57	72
Torfaen	6	44
Vale of Glamorgan	21	47
Wrexham	22	52

I would ask you to review these figures and, if your own authority compares unfavourably with others, that you take steps to rectify the position.

The second point which emerged is the varying degree of difficulty which an elector would face in trying to find a Member's Annual Report. In some cases, Local Authorities have a link on their main website or on their social media accounts which takes you straight to the Annual Reports. I would recommend this to you as good practice as it enables the public to see who has published one and, if they are looking for the report on a particular Member, who has not.

Although I accept it is not compulsory for a Member to produce an Annual Report, I believe they should do so to assist good public engagement and Local Authorities should make it easy for them to do so and for the public to access them.

*Yours sincerely,*  


**Leighton Andrews AC / AM**  
 Y Gweinidog Gwasanaethau Cyhoeddus  
 Minister for Public Services





Ein Cyf: MB/LA/4593/14

At: Prif Arweinwyr

6

Tachwedd 2014

*Arweinwyr Cyfeillion*

Cyfeiriaf at fy llythyr dyddiedig 23 Medi ynglyn Adroddiadau Blynnyddol Aelodau. Mae fy nioch yn mynd i'r holl Arweinwyr Cyngor am sicrhau ymatebion gan eich Awdurdodau. Rwyf bellach wedi cael cyfle i ystyried yr ymatebion hynny.

Y pwynt mwyaf amlwg a ddaw i'r amlwg yw y darlun cymysg iawn o ran y nifer o adroddiadau a gyhoeddwyd ers y darpariaethau a ddaeth i rym ar ôl yr etholiadau 2012.

Mae'r ffigyrau isod, yn seiliedig ar yr atebion o bob Awdurdod Lleol, yn dangos dau Awdurdod wedi cyhoeddi adroddiadau gan bob aelod, tra bod rhai eraill wedi cyhoeddi dim neu ychydig iawn. Mae gweddill y canlyniadau yn amrywio'n fawr.

Awdurdod Lleol	Adroddiadau gan Aelodau	Nifer o Aelodau
Blaenau Gwent	19	42
Pen-y-bont ar Ogwr	30	54
Caerffili	72	72
Caerdydd	5	75
Sir Gaerdyddin	33	74
Ceredigion	21	42
Conwy	11	59
Sir Ddinbych	3	47
Sir y Fflint	4	70
Gwynedd	26	75

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Wedi'i argraffu ar bapur wedi'i ailgylchu (100%)

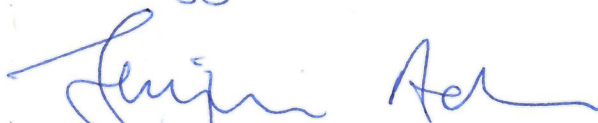
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Correspondence: Leighton.Andrews@wales.gsi.gov.uk  
Printed on 100% recycled paper

Ynys Môn	30	30
Merthyr Tydful	29	33
Sir Fynwy	11	43
Castell-nedd Port Talbot	7	64
Casnewydd	27	50
Penfro	17	60
Powys	25	73
Rhondda Cynon Taf	0	75
Abertawe	57	72
Torfaen	6	44
Bro Morgannwg	21	47
Wrecsam	22	52

Byddwn yn gofyn i chi i adolygu'r ffigurau hyn ac, os yw eich awdurdod eich hun yn cymharu'n anffafriol ag eraill, eich bod yn cymryd camau i unioni'r sefyllfa.

Yr ail bwynt a ddaeth i'r amlwg yw y graddau amrywiol o anhawster y byddai etholwr yn eu hwynebu wrth geisio dod o hyd i Adroddiad Blynyddol yr Aelod. Mewn rhai achosion, mae gan Awdurdodau Lleol gyswllt ar eu prif wefan neu ar eu cyfrifon cyfryngau cymdeithasol sy'n mynd â chi yn syth at yr Adroddiadau Blynyddol. Byddwn yn argymhell hyn i chi fel arfer da gan ei fod yn galluogi'r cyhoedd i weld pwy sydd wedi cyhoeddi un ac, os ydynt yn chwilio am yr adroddiad ar Aelod penodol, nad ydynt wedi.

Er fy mod yn derbyn nad yw'n orfodol i Aelod i lunio Adroddiad Blynyddol, yr wyf yn credu y dylent wneud hynny i gynorthwyo ymgysylltiad cyhoeddus da a dylai Awdurdodau Lleol yn ei gwneud yn hawdd iddynt wneud hynny ac i'r cyhoedd i gael mynediad atynt.

*Yn gywir*  


**Leighton Andrews AC / AM**  
Y Gweinidog Gwasanaethau Cyhoeddus  
Minister for Public Services