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AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	WEDNESDAY, 23 MARCH 2016, 10.30 AM
Venue	COMMITTEE ROOM 4, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	Councillor Clark (Chair) Councillors Dilwar Ali, Chaundy, Goddard, Graham, Hinchey, Hyde, Lomax, Murphy, Robson and Ben Thomas

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 Minutes *(Pages 1 - 10)*

To approve as a correct record the minutes of the previous meeting.

4 Directorate Senior Management Update *(Pages 11 - 12)*

5 Members Support Services Update *(Pages 13 - 18)*

6 Work Plan - For discussion.

7 Date of Next Meeting

The next meeting of the Democratic Services Committee is scheduled to take place on 23 June 2016.

David Marr

Interim Monitoring Officer

Date: Thursday, 17 March 2016

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

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DEMOCRATIC SERVICES COMMITTEE

20 JANUARY 2016

Present: County Councillor Clark (Chairperson);
County Councillors Dilwar Ali, Chaundy, Graham, Hinchey,
Hyde, Lomax, Murphy and Robson

20 : DECLARATIONS OF INTEREST

The Chairperson reminded Members of their responsibility under Part III of the Members' Code of Conduct to declare any interest in general terms and to complete personal interest forms at the start of the meeting and then, prior to the commencement of the discussion of the item in question, specify whether it is a personal or prejudicial interest. If the interest is prejudicial, Members would be asked to leave the meeting and if the interest is personal, Members would be invited to stay, speak and vote.

21 : MINUTES

The minutes of the meeting held on 30 September 2015 were approved by the Committee as a correct record and were signed by the Chairperson.

22 : THE DRAFT LOCAL GOVERNMENT BILL: CONSULTATION

Members considered a report regarding the draft Welsh Government Local Government (Wales) Bill. Members were advised that the report would enable the Committee to consider the Welsh Government's proposals on those matters relevant to the Committee. This would allow the Committee to inform the Cabinet of their comments in order to be included in the corporate response to the Welsh Government's consultation.

Part 4 of the draft Bill imposes statutory duties upon Members relating to the performance of their functions. Members are placed under a statutory obligation to:

- attend all relevant meetings;
- hold a surgery at least four times in every 12 months;
- respond to all correspondence ...within 14 days of receipt;
- complete all compulsory training courses;
- submit an annual report about his or her activities as a member of the Council during the period of 12 months to which the report relates.

Leaders of political groups are also required to take reasonable steps to promote and maintain high standards of conduct by Members of their group.

The procedure for handling complaints about an alleged failure by a Councillor to abide by the duties imposed is also set out in Part 4 of the draft Bill. If the Council's Head of Democratic Services considers that a Member of the Council may have breached a specified duty then they may notify the monitoring officer who may investigate further. Power would be given to the Standards and Ethics Committee who would be able to impose sanctions on Members following a hearing, such as no action, suspension or censure.

The draft Bill also includes a provision which removes the restriction on a Monitoring Officer also being designated as the Council's Head of Democratic Services. Additionally, the Bill makes provision for the post of Head of Democratic Services to be included within the definition of chief officer for the purposes of the pay accountability provisions.

Members were advised that this was part of wholesale reform by the Welsh Government which was underpinned by the proposed merger of Local Authorities.

Following the Chairpersons invitation, the following points arose during discussion:

- The obligation to attend all relevant meetings would be difficult to meet as Councillors were often invited to meetings which clashed with other meetings and commitments as part of their Council role. For example school governor and PACT meetings, briefing and training sessions, other community gatherings and meetings with officers. Members noted that Group Whips already monitored members attendance.
- Members questioned how their annual leave would impact on the obligations to attend all relevant meetings and respond to correspondence within 14 days of receipt. Members were advised that there was an annual leave scheme in place similar to that of Officers. It was noted that some Members processed case work whilst on leave, especially those that used mobile devices.
- Members questioned whether a standard response or acknowledgement would suffice to meet the obligation to respond to all correspondence within 14 days of receipt. It was also questioned whether a Member would be expected to respond to every e-mail and written correspondence received. Members were often copied into e-mails and items for information which were not of direct relevance to them. If a Councillor had to spend time replying to every single piece of correspondence this could have a very detrimental impact on the fulfilment of their other duties.
- Many Councillors already produce regular newsletters detailing their activities throughout the year. Although these may not be strictly Annual Reports, they were of great interest to their communities and often provided much greater detail than a single annual report.
- With regards to the obligation to complete all compulsory training courses, Members noted that it was currently unclear what training was mandatory and requested for clarification to be provided. It was felt important that any compulsory training should be carried out in a timely manner after induction.
- Members sought clarification on whether the compulsory training obligations would include online training. The Monitoring Officer agreed to clarify this and inform Members.
- Members offered to work with the Chairperson on a Task and Finish Group to bring forward options on how to make the Council work better for its citizens.

Following discussions Members agreed that the Chair submit a response to the Cabinet to forward to the Welsh Government consultation on the bill. The response would take account of the Committees conclusions:

- Members were sceptical about whether the additional obligations in the Bill would ensure a better public service for their electorate. The obligations did not assess how well a Councillor performed in his/her Ward.
- Members considered that the Bill was unnecessary and unwieldy. It was more important to ensure that systems currently in place worked well. For example, more credit should be given to Councillors who sat on many Council Committees and panels as a way of encouraging more to participate. The current system acclaimed those who had 100% attendance at Committee meetings - even if they only attended the minimum requirement of attendance at Full Council which was only 9 meetings a year. If a Councillor sat on many Committees, resulting in a requirement to attend 40 meetings a year, for example, and missed one or two they seem to be held in lower esteem than those who were required to attend less to attend but had a 100% attendance rate. The Committee felt this to be unfair. The way attendance data was interpreted should address this discrepancy in order to be fairer.
- The draft Local Government (Wales) Bill would make the operation of local government less democratic. Councillors often had to balance families, work commitments and their responsibilities to their residents. They knew best how to fulfil their role. If their role was overly legislated it could make it more difficult for people to come forward as Councillors.
- The ultimate determinant of a Councillor's performance was by local people through the democratic process and the ballot box at election time.
- Members disagreed with the Welsh Government making specific legal obligations on Councillors with regard to attendance at relevant meetings; surgery times, correspondence response times and the submission of Annual Reports. The specific challenges with meeting these obligations outlined above during the Committee meeting should be explained in the consultation response.
- Members generally agreed with the obligation to complete all compulsory training courses. However this was with the proviso that the compulsory training courses were clarified and attendance at compulsory training courses would not prove too onerous.
- Requiring the Council's Standards and Ethics Committee, Monitoring Officer and Head of Democratic Services to undertake the additional requirements in the Bill to assess the performance of Councillors would add major burdens on officers and cause extra costs at a time when Welsh local government resources are contracting.
- The Welsh Government needed to improve the way they consulted with local Councillors in Wales and provide better support. For example the Welsh Government should make clearer to Councillors their plans for future legislation and initiatives; alert Councillors more effectively to relevant

consultations; and provide direct and concise updates on Assembly and Welsh Government developments - perhaps on a monthly basis.

23 : REVIEW OF SUPPORT SERVICES TO MEMBERS TASK GROUP REPORT

Members were advised that two meetings had been held whereby lots of ideas had been drawn together and are contained within the report.

The recommendations of the report were outlined to Members, namely:

1. The Director Governance and Legal Services submit a growth bid for 2016/17 to fund a permanent Member Support Assistant post and no reduction in services to Members be made to the Committee & Member Services budget.
2. The Constitution Committee undertake a review of the number and frequency of meetings; the effectiveness and purpose of Council meetings; and the remits of the committees to see if there is scope to combine roles or revise terms of reference to avoid duplication.
3. The Elected Members Handbook May 2012 be reviewed and updated to make clearer the services available to Members and delete provisions that have already been removed such as the dictation service. That this provision be subject to the permanent support arrangement as identified in Recommendation (1) above.
4. The Democratic Services Committee receive a report from the Director Governance and Legal Services on the Welsh Government consultation on the draft second Local Government Wales Bill and provide their comments to input into the consultation process in particular to highlight concerns on the restrictive nature of the requirements and the need for direct consultation with Members by Welsh Government on the future proposals.
5. The Committee and Members Services Manager in preparation for the next Municipal Year considers how the provision of the helpful information formerly in the Members Yearbook can be made available in an economical format to Members if the consensus of Members is that this would be a valuable tool that they wish to re-introduce.
6. The Director Governance and Legal Services submit a bid for 2016/17 to re-instate an appropriate budget for the provision of hot drinks facilities at a minimal cost in the County and City Hall Members rooms, and that the Committee & Members Services Manager negotiate a base cost for this provision with Cardiff Catering.
7. Cardiff Catering is requested to ask the vending service provider to provide more healthy and less sugary food in its facilities.
8. The list of suggestions made by Members for improved support is taken on board as part of the provision of the permanent support arrangement as identified in Recommendation (1) above.

It was noted that a report on the Member Enquiry System would be brought to the next Committee meeting.

The Chairperson invited questions and comments from Members:

- With reference to the Members Yearbooks previously provided to Members, it was noted that if this was to take a new format that information is updated and errors amended, and also that Cabinet Members support officers details are included. Some Members considered that this information should be available in an electronic format primarily.
- Members considered the provision of hot drinks facilities at County and City Hall Members rooms; it was noted that these had been withdrawn following some Members considering that too much was being spent on the provision. It was noted that some Members have health and medical issues and the Council has a duty of care towards them. For the provision to be reinstated at a minimal cost, cross party agreement would need to be reached. Members were advised that this had been considered by the Task and Finish Group which consisted of group Whips, so the recommendations had been endorsed by all parties. Members Services had contacted the Catering Service to negotiate a better deal this was already in place in City Hall and was still being negotiated for County Hall.

Members considered that Recommendation 6 should be amended to read 'Committee would like to maintain the reduced provision of Teas and Coffees at City Hall and County Hall Members rooms'.

- Members discussed being able to access up to date information on the S106 register. Members were advised that maintenance of this register would be part of the Members Support Assistant role.
- Committee was concerned about the problems with the Members Enquiry System and looked forward to the report on this coming to the next meeting.

The Chairperson summarised the Committee's view and:

RESOLVED – That to agree the recommendations of the Task and Finish Group Report subject to an amended Recommendation 6 as outlined above.

24 : MEMBERS ICT PROJECT UPDATE

Members were provided with an update on the evaluation of the pilot of the upgraded model ICT tablet device for Members and the process for this transition.

Members discussed their preferences and the improvement in the upgraded tablets was outlined as being able to login faster, much improved keyboard appearing on screen, being able to file documents away and being able to annotate documents.

Members considered that a flexible approach needed to be adopted and that some Members who prefer to use current iPad's, desktop PC's, laptops etc.; should be able to do so provided that this was at nil cost to the Council, by keeping existing or recycling

equipment. It was noted that the move towards the upgraded model tablet device was also at nil cost to the Council.

Members considered that further training on the new devices would be beneficial.

Members discussed purchasing cases for the new devices and it was noted that if Members purchased their own cases then they could be reimbursed up to the value of £10. This could be a more cost effective way of buying cases rather than using the procurement process.

The Chairperson summarised the Committee's views by concluding that the Committee were content with the officers decision to move to the upgrade the tablet devices at nil cost to the Council; where Members want flexibility they should be offered it and that the use of iPad's, laptop's and desktop PC's at home or in the office, would be agreed providing that this was at nil cost to the Council by reusing or recycling existing equipment. It was noted that this should be added into the recommendations of the report.

RESOLVED – That

- (1) to receive the evaluation of the pilot of the new model tablet undertaken on 2 December 2015;
- (2) to note the decision by officers for the roll –out of the upgraded tablets to Members in groups of 7 to be supported by IT and Committee & Members Services Officers;
- (3) that where Members want flexibility they should be offered it and that the use of iPad's, laptop's and desktop PC's at home or in the office, would be agreed providing that this was at nil cost to the Council by reusing or recycling existing equipment.
- (4) to thank Councillors Dilwar Ali, Gareth Holden, Keith Hyde and Adrian Robson for agreeing to support the project as Member IT Champion.

25 : MEMBER DEVELOPMENT PROGRAMME 2015 16 UPDATE

Members were provided with an update on the delivery of the Member Development Programme 2015/16 in line with Member Development Strategy 2015/16 and the WLGA Continuing Professional Development for Councillors Competency Framework.

Members were advised that Member Development Sessions had been provided on the Local Development Plan and Corporate Parenting and Safeguarding and that further sessions had been programmed offering daytime and evening sessions up until July 2016.

Members were encouraged to use the All Wales Academy online training facilities and were advised that completion of the online courses was recorded and e-certificates generated.

Members were advised that fortnightly Friday morning Drop-In sessions would be arranged in Room 286 where Democratic Services Officers would be on hand to assist in any issues Members may have; each session would have a topic identified but Members could come along with any issues. It was requested that for sessions to be available on other days and times other than a Friday.

It was noted that the new Members training room and ICT suite was open in City Hall and all Members were welcome to use them. Members offered to assist other Members in accessing the All Wales Academy courses and asked Officers to remind all Members of the password.

The Chairperson considered it important that the requirements, objectives and outcomes of any training is outlined to Members and that jargon should be avoided.

RESOLVED – That the Member Development Programme from January to July 2016 was approved.

26 : DATE OF NEXT MEETING

The next meeting of the Democratic Services Committee was scheduled to be held on Wednesday 23 March 2016 at 10.30am.

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DEMOCRATIC SERVICES COMMITTEE ACTIONS – 20 JANUARY 2016

MINUTES

- Await cost for Tablet keyboards from Information Computer Technology GN

DRAFT LOCAL GOVERNMENT BILL

- Investigate a better interpretation of attendance data GN
- Liaise on establishing options to make the Council work better with regard to Committee membership and sharing of responsibilities GH/EC
- Remind all Members of essential training requirements GN

REVIEW OF SUPPORT TO MEMBERS – TASK GROUP REPORT

- Amend Recommendation 6 of the report to read 'Committee would like to maintain the reduced provision of Teas & Coffee at Members' business offices at County Hall and City Hall. GN

MEMBER ICT PROJECT FEEDBACK

- Add an additional recommendation to the report stating that Members who do not require the new Tablets be allowed flexibility in reusing existing equipment such as laptops, iPad and desktop PC's providing this is at nil cost. GN

MEMBER DEVELOPMENT PROGRAMME 2015/16 UPDATE

- Provide a training session on the All Wales Academy in the City Hall Members Business Office at 3.30pm on Thursday 28 January 2016, prior to Full Council. GH/GN
- Re-send All Wales Academy password to all Members. GN
- Training information for Members should include objectives, outcomes and requirements of training. GN

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**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



DEMOCRATIC SERVICES COMMITTEE

23 MARCH 2016

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

DIRECTORATE SENIOR MANAGEMENT UPDATE

Reason for this Report

1. To update the Committee on Governance Directorate Senior Management arrangements following the resignation of the Director of Governance and Legal Services.

Background

2. In accordance with the Council's Employment Procedure Rules (Rule 2), the vacancy in the 'Chief Officer' post was reported to the Council on 25 February 2016 to consider whether the post should be filled. The Director of Governance and Legal Services falls within the definition of a 'Chief Officer' for these purposes and the post became vacant on 1 March 2016.

Issues

3. On 25 February 2016, the Council approved a recruitment and selection exercise to fill the Director of Governance and Legal Services post with no changes to the statement of duties, terms and conditions, including remuneration for the post, as previously determined by the Employment Conditions Committee and the Council in February 2015.
4. In addition the Council on 25 February 2016 designated David Marr as Interim Monitoring Officer from 1 March 2016 until the date the new appointee commences employment.
5. An advert for the post of Director Governance and Legal Services was published on 10 March with closing a date of 11 April 2016. Details are at: https://jobs.cardiff.gov.uk/jobdetails.aspx/6479/Director_of_Governance_and_Legal_Services_/?ssimple=&Current=true
6. The dates for the Appointment Committee for this post have been agreed with the Leader and party groups with the long-listing process starting in mid-April 2016, followed by an assessment centre and the final short-listing for interview and interview process to be completed by mid- May 2016.

Legal Implications

7. The relevant legal provisions are set out in the body of this report.

Financial Implications

8. Within the Directorate budget there is an amount allocated which is commensurate with the cost of the post titled Director of Governance and Legal Services. Therefore, there is sufficient funding available for both the permanent and the temporary filling of this post. The temporary post will end on the day the permanent post holder commences in post. All associated costs with the recruitment will need to be found from within the budgetary allocation of the directorate

RECOMMENDATIONS

The Committee note the information contained in this report.

Geoff Shimell

Interim Head of Democratic Services

17 March 2016

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



DEMOCRATIC SERVICES COMMITTEE:

23 MARCH 2016

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

MEMBERS SUPPORT SERVICES UPDATE

Reason for this Report

1. The purpose of this report is to update the Democratic Services Committee with information relating to the support provided to Elected Members.

Background

2. The Democratic Services Committee's remit is to consider matters relating to support services provided to Elected Members in accordance with the Local Government (Wales) Act 2011.

Issues

Support to Members

3. On 20 January 2016 the Committee endorsed the report and recommendations of the Task Group on the Review of Support Services to Members. The Director Governance and Legal Services shared the report with the Cabinet Member for Skills, Safety & Engagement ahead of the Budget setting process for 2016/17.
4. In accordance with Recommendation 1 of the report, the Director Governance and Legal Services submitted a growth bid for 2016/17 to secure funding within the Committee & Members Services budget for a permanent Member Support post currently funded on a temporary basis from savings in Scrutiny Services.
5. The Council at its budget meeting on 25 February 2016 approved a growth bid of £100,000 linked to the funding of a permanent Member Support Officer and the statutory duties to meet the Welsh Language Standards requirements for bilingual services for the Council from 1 April 2016. A recruitment process will be undertaken to appoint to these permanent posts.
6. Actions in relation to the other 7 recommendations are ongoing and will feature as part of the future work plan for the Democratic Services and Constitution Committees.

7. In addition, the Democratic Services Directorate is participating in a benchmarking exercise on the support provided to Members being undertaken with core cities network and led by Leeds City Council; and a Peer Review with a former officer of Nottingham City Council. The outcomes of this exercise will be reported to Committee.

Members Survey

8. In accordance with the Governance Directorate Service Plan 2015/16, a Members Survey will be undertaken during April / May 2016 which will seek Members views on service delivery matters; the principles of effective scrutiny; and the Member Development Strategy and programme. The aim is to receive feedback and comparator data to influence future service delivery to meet the requirements of Elected Members. This will be an online survey, with Members being offered the opportunity to complete in a different format or with the support of the Democratic Services team if they wish. The last Member Survey was undertaken in 2014.

Member Enquiry System (MES)

9. This Committee has previously received updates on the Member Enquiry System to allow for feedback and discussion.
10. The table below provides an update on the number and types of Member enquires made on the months specified below.

Enquiry Type	Feb 15	Nov 15	Dec 15	Jan 16	Feb 16
Total Enquiries	206	259	196	279	297
Member	148	193	134	207	200
Request for Service	-	(43)	(16)	(33)	(35)
Officer	58	66	62	72	97

11. A total of 297 cases were recorded during February 2016 with the majority of calls logged on Waste Management, Highways and Housing Repairs cases
12. The 35 “requests for service” cases made in February 2016 were assigned as follows:
 - 13 dumped rubbish;
 - 2 waste collections;
 - 4 street cleansing/litter;
 - 14 housing repairs;
 - 1 estate cleaning; and
 - 1 noise pollution.
13. 67% of the cases were recorded by Members and 33% by officers on behalf of Members.

14. The guide to the Members Enquiry System was circulated to all Members in March 2016 to ensure that enquiries are logged effectively and Members receive the response that is required.
15. The system provides useful data on trends and tracking of cases for directorates and it is important that enquiries are logged on this system to give an accurate analysis of casework. It is therefore proposed that the Members who previously opted out of the system be reinstated on the named list to support the tracking of all cases.
16. The benefits to Members of the system are:-
 - 24 hours access to the online form allowing Members to log issues out of hours and whilst at surgeries or meetings with constituents;
 - a dedicated telephone line for use only by Members and Service Area Coordinators;
 - once an enquiry has been logged, it will automatically be routed to the appropriate area and prioritised and handled by a Service Area Coordinator;
 - the system allows enquiries to be monitored for progress and hotspots identified;
 - once the enquiry has been closed, the Member receives a message prompting them to check the outcome of their case.

Member IT Project

17. Further to the update provided at the Democratic Services Committee 20 January 2016, the new tablets have been received by IT, and are being configured. At the configuring stage it was agreed that the upgraded model should provide Members with the latest operating programmes which included the new Direct Access feature and Windows version 10.
18. Councillor Dilwar Ali and Hyde were asked to test these upgraded features and report back. Both Councillors have confirmed that these features were useful updates to the current package.
19. As part of the transition arrangements the Committee & Members Services team have tested the tablet and are now familiar with the features to allow them to be able, with IT officers, to support Members.

Transition arrangements

20. The transition arrangements to the new devices has begun with 3 further devices being issued to date, and other Members being invited to exchange devices over the next month.
21. Upgraded devices for Members will be provided in either at County Hall or by arrangement with the individual Member at their home. Members will need to make themselves available for approximately two hours to handback their old device with the charger (if possible in the original box); receive their new device; have a demonstration on the log on process; connecting to Wi-Fi; and the additional new features which also includes Good Messaging and the Modern.Gov App.

22. Further enquiries have been made on the costs of a compatible protective cover with keyboard following advice received from Members on the importance of protecting devices as a council asset. A cost effective price for a batch of 30 covers including key board has been agreed at an overall charge of £1500 which can be met as a one off cost from the Members hardware budget for 2016/17.
23. The Member IT Project is an 'Invest to Save' project financed over 3 years from cost savings in printing and ancillary revenue budgets such as stationery and postage. The 2014/15 out-turn on printing costs for Democratic Services showed a saving of 54.49% compared to the previous year, which in budget terms was £21,697, and the service is on target to meet the additional 10% reduction for 2015/16 budget.

Member Development

24. The Committee will be aware that the Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report on 26 February 2016 on its assessment undertaken in October 2015. The report was received formally by the Cabinet on the 10 March 2016.
25. The WAO report identifies improved arrangements in financial planning, HR management, performance management, asset management, IT, and governance with the latter helping to promote a better culture of accountability and risk management.
26. Paragraph 50 of the WAO report refers specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.
27. The Corporate Assessment 'Follow On' Report contains one statutory recommendation and 14 proposals for improvement. The single statutory recommendation is that the Council must ensure that it addresses these proposals for improvement to deliver improved outcomes within the next 12 months.
28. In response to the statutory recommendation the Council has prepared a statement of action and proposed timetable. Improvement action P5 (b) and (c) are relevant to the remit of this Committee and are set out below:-

"Enhance Member accountability by:

b) strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively; and
c) determining what training should be considered essential for Members to discharge their role effectively."
29. The following was put forward to Cabinet on 21 March 2016 in relation to improvement proposal P5: - (see table)

Ref	Action	Timescale	Responsible Officer(s)
P5b	Democratic Services Committee to review Member Development & Training and agree new approach and programme to commence in May 2017	December 2016	Democratic Services
P5c	Democratic Services Committee to agree essential training and frequency of training prior to start of new council term in May 2017.	December 2016	Democratic Services

Current Member Development Programme 2015/16

30. The Member Development Programme from January to July 2016 was prepared to include essential 'curriculum' development identified in the Member Development Strategy and by the Member Steering Group.
31. The following sessions have been held since the last meeting in January 2016:
 - Staying out of trouble and all you need to know on Information Governance, Data Protection and Freedom of Information;
 - Local Development Plan Briefing / Planning Governance & Protocols
 - Budget Overview for Scrutiny Committee Budget sessions;
 - All Member Briefing on Corporate Plan and Liveable City;
 - All Member Briefing on Cardiff Capital Region City Deal & Great Western Cities initiative;
 - All Member Briefing on WAO Assessment Follow on Report.
32. The following topics have been identified for delivery from May to July 2016:
 - Member Workshop Session on Social Services and Well- being (Wales) Act;
 - Guidance for Members on being a Corporate Parent;
 - Safeguarding – Adults and Children;
 - Early Help Strategy;
 - Planning Act Requirements and protocols;
 - Urban Design Team and Design Council for Wales: the design process; best practice; Supplementary Planning Guidance;
 - Prevent and Contest Strategy in Cardiff and the Role of Councillors.

Legal Implications

33. There are no other direct legal implications arising from the content of this report.

Financial Implications

34. The Council budget approved on 25 February 2016 for 2016/17 will be adjusted accordingly to include the provision for additional funding allocated for Members Support Services.

35. The Members IT project business case agreed in April 2014 indicated a potential saving of £56,204 over a three year period (2014/15 2015/16/ 2016/17). The cost of the new equipment was capitalised in the 2014/15, and the project was undertaken as an invest to save scheme with the initial cost of the equipment and other facilities being financed from reductions in the cost of printing and other associated revenue budgets.
36. The end of year 2014/15 out- turn on printing costs for Democratic Services showed a saving of 54.49% on printing costs which in budget terms was £21,697. The target savings for 2015/16 is an additional 10%.
37. There is a risk that should Member IT requirements change then this will impact on the model and could result in increased costs. If this occurs, then any additional costs would have to be met from within existing Council budgets or by a drawdown from reserves.
38. Any additional costs of ancillary protective covers for Members tablets should be met from 2016/17 budget.

Recommendations

The Committee is requested to

- (1) note that the funding bid for a permanent Members Services Support officer from 1 April 2016 was approved at the 25 February 2016 Council meeting;
- (2) note the outcome of further testing of the new model tablet and the transition arrangements;
- (3) consider and approve the use of funds from the Members hardware budget 2016/17 to purchase ancillary cover and keyboard unit to protect the new tablet device as a Council asset used by Members;
- (4) note the Member Development programme for May to July 2016;
- (5) agree that the Member Development Steering Group meet to take forward the actions from the WAO Corporate Assessment Follow On report statement of action;
- (6) consider the membership of the Member Development Steering Group.

GEOFF SHIMELL

Acting Head of Democratic Services

17 March 2016

Background papers

Report of the Democratic Services Committee on Review of Support Services to Members January 2016.

WAO Corporate Assessment Follow On Report February 2016

Cabinet report on Corporate Assessment 'Follow On' Report- Statement of Action 21 March 2016

Member Development Strategy 2016/17