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AGENDA

Committee	DEMOCRATIC SERVICES COMMITTEE
Date and Time of Meeting	MONDAY, 18 JULY 2016, 10.00 AM
Venue	COMMITTEE ROOM 4, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	Councillor Clark (Chair) Councillors Dilwar Ali, Chaundy, De'Ath, Goddard, Graham, Hyde, Lomax, Murphy, Robson, Ben Thomas and Wild

Time approx.

1 Apologies for Absence 10.00am

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 Chairperson, Membership and Terms of Reference

Chairperson

To note that the Council at its meeting on 26 May 2016 appointed Councillor Clark as Chairperson of this Committee.

Membership

To note the Council at its meeting on 26 May 2016 appointed the following Members to this Committee:

County Councillors Dilwar Ali, Chaundy, Clark (Chairperson), Goddard, Graham, Hyde, Lomax, Murphy, Robson, Benjamin Thomas and Wild.

Terms of Reference

- i. To carry out the local authority's function of designating the Head of Democratic Services;
- ii. To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that it is adequate for the responsibilities of the post;

iii. To make reports, at least annually, to the full Council in relation to these matters.

- | | | |
|-----------|---|---------|
| 4 | Minutes (<i>Pages 1 - 8</i>) | 10.05am |
| | To approve as a correct record the minutes of the meeting 23 March 2016. | |
| 5 | Directorate Senior Management Update (<i>Pages 9 - 10</i>) | 10.10am |
| 6 | Members Support Services Update (<i>Pages 11 - 24</i>) | 10.15am |
| 7 | Member Learning and Development Update (<i>Pages 25 - 34</i>) | 11.00am |
| 8 | Draft Democratic Services Annual Report | 11.15am |
| | For discussion on format and content. | |
| 9 | Democratic Services Committee Forward Plan - item for discussion. | 11.35am |
| 10 | Date of Next Meeting - 21 September 2016 @ 10.00am in Committee Room 4 | |

David Marr

Interim Monitoring Officer

Date: Tuesday, 12 July 2016

Contact: Gill Nurton 029 2087 2432 g.nurton@cardiff.gov.uk

DEMOCRATIC SERVICES COMMITTEE

23 MARCH 2016

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

27 : APOLOGIES FOR ABSENCE

Councillor Dilwar Ali had indicated that he would be late attending the meeting.

28 : 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.

No declarations of interest were received.

29 : MINUTES

The minutes of the meeting held on 20 January 2016 were approved by the Committee as a correct record and were signed by the Chairperson, subject to the inclusion of Councillor Goddard's apologies.

30 : DIRECTORATE SENIOR MANAGEMENT UPDATE

Members were updated on Governance Directorate Senior Management arrangements following the resignation of Marie Rosenthal, the Director of Governance and Legal Services, who had left the authority on 29 February 2016.

The 25 February 2016 Council, in accordance with the Employment Procedure Rules approved that the post should be filled. It had been agreed that the recruitment and selection exercise process to fill the Director of Governance and Legal Services post be initiated with no changes to the statement of duties, terms and conditions, including remuneration for the post. The successful applicant would also be the monitoring officer.

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. Geoff Shimell holds the post of Interim Head of Democratic Services which is a statutory requirement for all Welsh Local Authorities.

The Chairperson invited questions and comments from Members:

- Members indicated that they would want to see a permanent Head of Democratic Services in post to support Elected Members.

- It was noted that the Monitoring Officer or Deputy Monitoring Officer could not under current legislation act as the Head of Democratic Services.
- The appointment of the Head of Democratic Services was within the remit of the Democratic Services Committee.

RESOLVED - That a permanent role of Head of Democratic Services be considered as soon as practicable.

31 : MEMBERS SUPPORT SERVICES UPDATE

Members were advised that the purpose of the report was to update the Democratic Services Committee with information relating to the support provided to Elected Members, one of the key duties of the committee under the Local Government (Wales) Measure 2011.

The report was considered in separate update headings:

Support to Members

Members were advised that on 20 January 2016 they endorsed the report and recommendations of the Task Group on the Review of Support Services to Members. The Director of Governance and Legal Services had shared the report with the Cabinet Member for Skills, Safety & Engagement ahead of the Budget setting process for 2016/17.

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.

At its budget meeting on 25 February 2016 the Council had 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.

Actions in relation to the other 7 recommendations were ongoing and would feature as part of the future work plan for the Democratic Services and Constitution Committees.

In addition, the Governance and Legal Services Directorate was 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 would be reported to Committee.

The Committee was appraised of the requirements of the Welsh Language Standards in relation to Governance. These standards were applicable from 1 April, 2016 and Welsh Language Commissioner was the Welsh Government Regulator.

Officers advised that they have statutory deadlines to meet with regard to publishing agenda and papers for formal meetings. These may need to be brought forward in

order to provide time for translation. Modern.Gov has a Welsh publishing option to meet the statutory requirement.

The Chairperson summarised the discussion points as follows:

- There were concerns over the implications of additional pressures on the Members Services team in meeting statutory deadlines and these concerns to be fed back to the Chair of Constitution Committee;
- It was recommended that there should be a proper review after the first year to assess the resource implications.

Members Survey

Members were advised that in accordance with the Governance and Legal Services Directorate Plan 2015/16, a Members Survey would be undertaken during May 2016 which would seek Members views on service delivery matters; the principles of effective scrutiny; and the Member Development Strategy and programme. The aim was to receive feedback and comparator data to influence future service delivery to meet the requirements of Elected Members. This would 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 required. The last Member Survey was undertaken in 2014.

Officers advised that the survey held a dual focus of effective scrutiny and assessment of services provided by Democratic Services. The survey would be used to inform the Governance Programme Plan and the 2017 Induction Programme.

Member Enquiry System (MES)

Members had previously received updates on the Member Enquiry System (MES) to allow for feedback and discussion.

Members were provided with a summary of the number and types of member's enquiries made on a selection of months.

Members discussed issues that they have encountered whilst using the system including the routing of enquiries; closing down of enquiries when re-routed; or enquiries being closed too soon; Members ability to cut and paste from other programmes such as email or word; and the length of time in getting full and complete responses.

It was noted that since the previous meeting, additional buttons were now available to mark an enquiry as urgent and for responses. There was also an Unknown Icon for officers to route the enquiry on a Members' behalf.

Officers advised that currently 68 out of 75 Members regularly use the system. The system is designed to capture all data and establish trends.

The Chairperson summarised the discussion as follows:

- Icon to be included on the MES screen for 'Tips' including instructions on how to cut and paste from other programmes;

- Members be advised of when a query is actually resolved, not after the case is closed on the MES;
- The Unknown category can be used for areas where a Member is unsure of which Directorate it falls within;
- Response timescales to be investigated;
- Officers to refresh Members on how they can fully use the system at a future meeting.

Member IT Project

Members were updated on the receipt and roll out of the upgraded tablets which had arrived and were currently 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. Members who had been asked to test these upgraded features had confirmed that these features were useful updates to the current package. The transition to the new tablets would be completed by the end of May;

As part of the transition arrangements the Committee & Members Services team have tested the tablet and were now familiar with the features to allow them to be able, with IT officers, to support Members.

Members were advised that the roll out was starting in earnest and the pilot team had tested the devices rigorously, the consensus being that they provide a much improved experience.

The Chairperson enquired how many tablets would be rolled out and was advised that there were 41 Members on the tablet system and they would be encouraged to stick with them. If there were any significant issues then there were a small number of alternative devices available. 6 Members had received the new tablets so far.

The Chairperson noted previous discussion about provision of cases with keyboards for the tablets; officers updated that 30 would be ordered initially. Members were welcome to order their own cases if they wished and would be reimbursed up to the value of £10.

It was noted that Members should sign for all equipment and accessories that they are given.

Member Development

The Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report received on 26 February 2016 on its assessment undertaken in October 2015 identified 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. Paragraph 50 of the WAO report referred specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.

The Corporate Assessment 'Follow On' Report contained one statutory recommendation and 14 proposals for improvement. The single statutory

recommendation was that the Council must ensure that it addresses these proposals for improvement to deliver improved outcomes within the next 12 months.

In response to the statutory recommendation the Council had 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:

- 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
- determining what training should be considered essential for Members to discharge their role effectively.”

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

Members noted that the WAO had visited in November 2015 but had only sampled a number of Cabinet Members and Scrutiny Chairs. Things had progressed a lot since then; Members considered if they visited now the findings would not be the same.

Officers advised that they would work with the Member Development Steering Group to develop the 2016/17 programme and planning for the Member Induction 2017. The Chief Executive had asked for the Organisational Development Governance programme to be refocussed and one of the projects concentrate on Member Induction and Member Support 2017.

Members noted that there had been significant learning developments such as the establishment of the All Wales online Academy; £50k had been put back into the Scrutiny function. It was noted that it was now important to look at the structure on the Committee and Members Services Team, to stabilise this and to see where resources could be focussed to provide effective support to Members.

Members discussed training for Governors and were advised that in-house training for Governors was currently being reviewed. The Cardiff Managers programme was also being looked at to see if modules could be helpful for Members.

The Chairperson summarised the discussion of the all the above sections as follows:

- The Member Development programme for May to July 2016 was noted;
- Consideration be given to the delivery of mandatory School Governor training;
- Notice of any training programmes should be provided for the year ahead so that Members can diarise;
- Proposals for the programme of Induction of new Members in 2017 be developed with the Member Development Steering Group;
- The aims and objectives for all training should be clear, avoid jargon and be well publicised;
- Investigate why attendance at training sessions is currently very low, and include a question on this in the Members Survey;
- In Members survey also ask what training Members may like to see, and timings locations of training etc.;
- Collaborative training courses be established and possibly sold to other local authorities;
- Consider the possibility of providing accredited training courses, or qualifications for Members;
- Extend an invitation to Members of Standards and Ethics Committee to participate in the Member Development Steering Group.

RESOLVED - That

- (1) 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 be approved;
- (2) the Member Development Steering Group meet to take forward the actions from the WAO Corporate Assessment Follow On Report Statement of Action;
- (3) the Member Survey be progressed in consultation with the Chair and be undertaken in May/June 2016

32 : WORK PLAN

Members requested that the following items be considered by the new Committee for its work plan:-

- Member Enquiry System briefing and feedback from Members;
- Member Learning opportunities 2016/17;
- Member Induction 2017;
- Member Support Services Peer Review;
- Scrutiny Services Review;
- Website content
- Members Annual Reports.

33 : DATE OF NEXT MEETING

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

DEMOCRATIC SERVICES COMMITTEE ACTIONS – 23 MARCH 2016

MINUTES

- amend minutes to include Councillor Susan Goddard's apologies Clerk

DIRECTORATE SENIOR MANAGEMENT UPDATE

- a permanent role of Head of Democratic Services be considered as soon as practicable. New DG&LS

MEMBER SUPPORT SERVICES UPDATE

- School Governor Training – consideration be given to the delivery of mandatory training. Governor Services
- Member Induction 2017 – report back to next meeting on scoping of Governance project. GN
- Member Steering Group – to consider the actions from the WAO Corporate Assessment Follow On Report Statement of Action;
- Members Survey – to be finalised and signed off with the Chair for circulation in May/ June 2016 GN
- Members ICT – roll out of next generation tablets to be completed by the end of May. GN

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



DEMOCRATIC SERVICES COMMITTEE

18 JULY 2016

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

DIRECTORATE SENIOR MANAGEMENT UPDATE

Reason for this Report

1. To update the Committee on the outcome of the appointment process for the Director of Governance and Legal Services.

Background

2. In accordance with the Council's Employment Procedure Rules (Rule 2), the filling of vacancy in the Director of Governance and Legal Services and designated Monitoring Officer post was approved by Full Council on 25 February 2016 with the agreed statement of duties and terms of conditions approved by the Employment Conditions Committee as part of the Senior Management review in February 2015. This post became vacant on 1 March 2016.

Issues

3. The Appointment Committee recruitment and selection process for the post of Director of Governance and Legal Services has been concluded and the successful candidate, Davina Fiore, has accepted the position and will join the Council's Senior Management Team on 19th September 2016.
4. In accordance with the requirements of Section 5 of the Local Government and Housing Act 1989 the Full Council on 28 July 2016 will need to approve the designation of Davina Fiore as the Council's Monitoring Officer from 19 September 2016.
5. The Interim Monitoring Officer role held by David Marr will cease on 19 September 2016.

Legal Implications

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

Financial Implications

7. Within the Directorate budget there is an annual amount allocated which is commensurate with the cost of the permanent post of Director of Governance and Legal Services. The temporary post of Interim Monitoring Officer will end on the day the permanent post holder commences in post.

RECOMMENDATIONS

The Committee

- (1) welcome the appointment of Davina Fiore as Director of Governance and Legal Services;
- (2) note that the new Director will commence on 19 September 2016;
- (3) thank David Marr for undertaking the Interim Monitoring Officer role and for his diligence and the support given to all Members and the Council during this period.

Geoff Shimell
Interim Head of Democratic Services
12 July 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

Members Survey 2016

3. An action from the Governance Directorate Service Plan 2015/16 was the undertaking of a Member Survey, and the Scrutiny Research Team where commissioned to undertake this work.
4. A survey of Members' views on service delivery matters; the principles of effective scrutiny; and the Member Development Strategy; Member Induction and learning programme was undertaken in May/ June 2016.
5. 44 Councillors (58%) completed the survey which closed on 15 June 2016.
6. Outcomes from the survey will enable and feed into the Organisational Development Governance Programme which features projects on future Member Support; Member Induction 2017 and Member learning and development opportunities.
7. Analysis of the survey results have been undertaken, and the Scrutiny Manager, Paul Keeping and, the Scrutiny Research Officer, Gladys Hingco will be in attendance to present the findings and feedback on the key elements of the survey which fall within the remit of this Committee.

Support to Members

8. At its meeting 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.

9. The Council at its budget meeting on 25 February 2016 approved a growth bid of £100,000 linked recommendation 1 of the report and the funding of a permanent Member Support officer, and a requirement for the Council to meet its statutory obligations under the Welsh Language Standards as from 1 April 2016.
10. At the Committee's meeting on 23 March 2016, Members were advised of a review commissioned by the Cabinet to consider the level of support available to Councillors. This exercise was facilitated by a former policy officer of Nottingham City Council. The methodology involved three stages: -
 - Stage 1 – establishing existing position and practices;
 - Stage 2 – benchmarking with Core Cities;
 - Stage 3 – recommendations to better support democracy in Cardiff within the context of external reviews; budget constraints and the changing legislative framework.
11. Stages 1 and 2 of the exercise were completed in May and June 2016 and the final report and its recommendations are due to be shared with the Cabinet shortly. This Committee will be keen to consider the recommendations alongside the outcomes from the Member Survey 2016 and the Wales Audit Office Corporate Assessment Follow On Report – Statement of Action.
12. Actions in relation to the other 7 recommendations are ongoing and the Committee will receive details of progress at the meeting.

Member Enquiry System (MES)

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

Enquiry Type	June 15	March	April	May 16	June 16
Total Enquiries	250	281	261	219	215
Member	167	217	174	147	134
Officer	83	64	87	72	81
Request for Service	23	30	22	11	10

15. A total of 215 cases were recorded during June 2016 remaining consistent compared to May with the majority of calls logged on Waste Management and Street cleansing – Dumped Rubbish & Fly-tipping being the highest; and Highways – Potholes and Surface repairs being the highest.

16. 63% of the cases were recorded by Members and 37% by officers on behalf of Members.
17. 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 issues and trends to inform service improvements.

Member IT Project

18. Further to the update provided at the Democratic Services Committee 23 March 2016, transition arrangements for the new devices has been undertaken and to date 36 Members have exchanged; 3 have indicated that they do not want to have a device; and we have currently 3 calls open awaiting either allocation or decision on whether they wish to receive a tablet.
19. There is scope for Members who do not currently have the tablet device to exchange with their current equipment, and 1 Member wishes to take up the option to move from the Xtreme device to a tablet.
20. A short feedback email will be sent to Members shortly to get data on how the roll out went and on the new device and we will contact those Members who haven't taken up the option to have an overview of the device with the option to and exchange if they wish.
21. Anecdotal feedback has been positive about the connectivity, accessibility and usability of the new device with some occasional Wi-Fi connectivity issues which IT have been able to address quickly.
22. Protective cases with keyboards have been purchased and to date 18 of these have been issued on request.
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 project in 2015/16 met its 10% additional reduction in printing costs and has a further 7% target to meet in 2016/17.

Member Annual Reports

24. The Committee is reminded that all Elected Members are provided with the opportunity to complete an Annual Report in accordance with the Local Government (Wales) Act 2011. The annual report details the work of the Councillor over the previous year and is published bilingually on Members' individual webpages.
25. Details of the number of Members who have published their annual reports are reported to the Independent Remuneration Panel (IRP) for Wales as requested by the Minister for Public Services.
26. Members are requested to complete their annual report for 2015/16 and submit them to the Committee & Members Services Manager using the standard template which will be forwarded to Members for this purpose shortly. The reports will be

checked for formatting prior to publication by 6 September 2016. Members are therefore requested to submit their final report by 5.00pm on 24 August 2016.

Independent Remuneration Panel for Wales (IRPW): Care Allowance

27. At the Annual Council meeting in 2015 and 2016 Members have raised matters in relation to non utilisation and what has been seen as inhibitors for Members in claiming the support provided under the Independent Remuneration Panel for Wales' framework in respect of care allowance. It is the responsibility of this Committee to take steps to encourage and facilitate eligible Members in claiming these allowances.

28. The Council's published Schedule of Member remuneration sets out framework from the IPRW panel for Cardiff as follows: -

7. Care Allowance

7.1 Care Allowance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.

7.2 Care Allowance applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.

7.3 Eligible Members may claim Care Allowance for actual and receipted costs up to a maximum amount of £403 per month. All claims for Care Allowance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

29. In addition, the IRPW in its annual report in February 2016 determined that all authorities must also provide for the reimbursement of necessary costs for care of personal assistance needs (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the person providing the care. The Full Council on 28 July 2016 will as part of its approval of the Schedule of Member Remuneration 2016 – 2017 consider this additional determination.

30. Attached as **Appendix A** is the application form for Care Allowances and **Appendix B** the monthly claim form which are available to Members who wish to claim and meet the eligibility criteria.

31. The Committee may wish to investigate ways of encouraging and supporting Members as identified in the IRPW report.

Legal Implications

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

Financial Implications

33. The Council budget approved on 25 February 2016 an additional allocation to Members Support Services for 2016/17 and the Directorate budget has been adjusted accordingly.
34. 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.
35. 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.
36. The cost of the ancillary protective cases for Members tablets has been met from the Members hardware budget for 2016/17.

Recommendations

The Committee is requested to

- (1) receive and consider the findings of the Members Survey 2016;
- (2) request that the Councillor Support Review report initiated by Cabinet be provided to the Committee as soon as practicable to be considered alongside the Council's own Member Survey findings to enable the Committee to fully consider the findings and make its recommendations for the future service provision;
- (3) the Committee & Members Services Manager circulate the template for Member Annual reports and timetable for submission for publication on 6 September 2016.
- (4) consider whether the Committee would wish to undertake any further work in relation to the Independent Remuneration Panel for Wales Annual Report determinations in relation to Care allowances and the take up by Members.

GEOFF SHIMELL

Acting Head of Democratic Services

12 April 2016

Attachments

Appendix A - Application Form for Care Allowances

Appendix B – Care allowances Monthly Claim Form

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
Independent Remuneration Panel Annual Report February 2016
Members Survey 2016

City of Cardiff Council Care Allowance Scheme for Elected Members & Application

Version 1.1 August 2015

Please read the notes in Part One carefully.

Part One

The maximum care allowance is payable if your responsibility for your child or dependent is full time.

If the caring responsibility is not full time but for part of the week, the allowance will be paid on a pro rata basis.

In order to qualify for care allowance the expenses you incur must be necessarily incurred to perform your duties as a Councillor.

Although you may (if you wish) provide information about all your children or dependents who might qualify **you are not permitted to claim more than one care allowance** unless you can satisfy the Council that you need to make separate arrangements for the care of your dependents and need to pay for that care.

Care allowance is not intended to reflect actual costs but is a contribution towards caring costs.

*For Dependents over the age of 15 years, the Regulations provide that a care allowance shall not be paid in respect of any child over the age of 15 years or dependant unless the Member satisfies the Authority that the child or dependent requires supervision which has caused the Member to incur expenses that were necessary in respect of the care of that child or dependent in the carrying out of that Member's duties as a member.

Application for Care Allowance

Part Two

This form is subject to revision from time to time. Further information may be required from you in order to process your application. Continue overleaf if necessary.

I am a Cardiff County Councillor.

YOUR FULL NAME: _____

ADDRESS: _____

A. I wish to claim care allowance for the following child(ren) who reside with me:-

The following child(ren) under the age of 15 years reside with me.

Name.....	Relationship.....	DOB.....
Name.....	Relationship.....	DOB.....
Name.....	Relationship.....	DOB.....

Tick as appropriate:

- I have full time care of the named child.
- I have shared care of the named child on (number).....days per week.
- The named child requires supervision in my absence for which I incur expenses.

B. *I wish to claim care allowance for the following person(s) over the age of 15 years whom are dependent upon me:-

Name.....	Relationship.....	DOB.....
Name.....	Relationship.....	DOB.....
Name.....	Relationship.....	DOB.....

Tick as appropriate

- I have full time care of my named dependent.
- I have care of my named dependent for part of the week on (number).....of days per week.
- My named dependent requires supervision in my absence for which I incur expenses.

Supporting Information

Part Three

Please note that evidence will be required to support your claim.

List here any documents you attach in support of your application e.g. Birth Certificate, Court Order, receipts, confirmatory statements etc.

You need not submit documents more than once unless your circumstances change. You may state "See last application – no change".

1.	
2.	
3.	

Please make a short statement here in support of your application. For example state in what way the expense is incurred in order to perform your duties as a Councillor and not for other purposes. You need not make a statement more than once unless your circumstances change. You may state "No change from my last application".

Further information may be required from you in order to process your application. Continue overleaf if necessary.

Declaration

Part Four

I confirm that I have read and understood Part One of this form. I understand that by signing this form and making an application for care allowance I confirm:

- (a) that I incur expenses on every day that I have care of a child or person dependent upon me; and**
- (b) those expenses are incurred necessarily to perform my duties as a Councillor.**

I confirm that the information stated in Parts Two and Three of this form are true. If the stated arrangements or my circumstances change so as to affect my claim for Care allowance I will notify the Council immediately.

I understand that I may be required to repay to the Council any Care allowance that is paid to me for which I do not qualify.

Signed: _____

Dated: _____

Please return this form to Democratic Services, City of Cardiff Council, Room 286, County Hall, Atlantic Wharf Cardiff CF10 4UW or democraticservices@cardiff.gov.uk

This form is subject to revision from time to time.

MEMBERS CARE ALLOWANCE CLAIM FORM

**This form must be submitted monthly to the Democratic Services
c/o Gill Nurton Room 286, County Hall, Atlantic Wharf,
Cardiff. CF10 4UW or email membersservices@cardiff.gov.uk**

Name of Claimant:

Name of Dependant(s)

Date of care	Times of care	Council duty undertaken
TOTAL:		

I wish to claim for Care Allowance for the above Council duties which I certify as correct.

Signed _____ Date: _____

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REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

MEMBER LEARNING & DEVELOPMENT UPDATE

Reason for this Report

1. To provide an update on Member Learning and Development opportunities 2016/17.
2. To consider the outcomes from the Members Survey 2016 in relation to Member Learning and Development and Member Induction 2017.
3. To initiate the Member Development Steering Group to meet to progress the Member Development Programme for the remainder of the municipal year and input into the development of the Member Induction 2017.

Background

4. The Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report on 26 February 2016, formally received by Cabinet on 10 March 2016 on its assessment undertaken in October 2015.
5. Paragraph 50 of the WAO report referred specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.
6. In response to the one statutory recommendation received, 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.”
7. 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

8. Member Learning and Development opportunities are essential for Councillors and Independent and co-opted Members to acquire new skills; receive updates and important information to support their role as decision makers; as well as personal development in a wide range of topics to support other roles of Councillors within the Council and the Community.

Member Development 2016/17

9. Since the last meeting the following sessions have been arranged:
- Individual Member one to one support for the roll-out of the new Tablets;
 - Individual Member one to one familiarization sessions on the Modern.Gov App; Members Enquiry System and Members Self-Serve on Modern.Gov;
 - Recruitment and Selection Training for Appointment Committee Panel Members;
 - Chairing meetings and Governance Procedure training Chair & Deputy Chair of Council;
 - Personal Safety and Security Session for Cabinet Members and the development of an easy guide for Members.
 - Welsh Language Awareness training;
 - Welsh Language Intensive Beginners Course.
10. The following topics have been identified as development and learning opportunities from September 2016 May to July 2016:
- Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;
 - Member Workshop Session on Social Services and Well-being (Wales) Act;
 - Guidance for Members on being a Corporate Parent (Essential);
 - Safeguarding – Adults and Children (Essential);
 - Child Sexual Exploitation;
 - Personal Safety and Security Workshop for Members;
 - Prevent and Contest Strategy in Cardiff and the Role of Councillors;
 - Planning Act Requirements and protocols;

- Urban Design Team and Design Council for Wales: the design process; best practice; Supplementary Planning Guidance.
11. In addition, in the autumn there will be periodic topical briefing on key policy matters and issues identified by Members.

Annual Leadership Programme for Elected Members 2016

12. As part of Academi Wales, the Welsh Government and Welsh Local Government Association (WLGA) working in partnership with the Local Government Association (LGA) deliver the Leadership Programme for Elected Members on an annual basis.
13. The Leadership Programme is recognised by the ILM (Institute of Leadership & Management), the UK's leading awarding body for leadership and management, and Leadership Academy graduates will receive an accredited certificate.
14. The programme is limited to 25 members and these places are shared across the 22 Local Authorities in Wales. Closing date for nominations is 15th July 2016.
15. During this administration 6 Councillors from cross parties have completed the course.
16. It is the practice that expressions of interest are sort through the Party Group Whips or individual independent Councillors. Depending on the numbers the Group Whips agree the names to go forward as course participants. This process has been undertaken for 2016 and two nominations with reserve nominations have been put forward to the WLGA for the programme which will be held in September and October 2016. Participants must commit to completing all 3 modules of 2 days which are held at weekends.

New Councillor Guide

18. The Welsh Local Government Association and the Member Support Officers (MSO) Network have produced and recently issued a new Candidates' Guide aimed at persons interested in becoming a Councillor for the first time at the Local Government Election in 2017. The document, entitled "Be a Councillor – Make a Difference" is available on the WLGA website through the following link: -
19. The Guide aims to encourage people from diverse backgrounds to consider standing, and is available to political groups and independent persons, and will be circulated to party group whips and linked to the Council's own website.
20. The Committee is advised that the Local Democracy Week will be held 10 – 16 October 2016 which could provide an opportunity for activities to promote the work of a Councillor, and the Committee may wish to consider in consultation with the lead Cabinet Member hosting an event during this week.

21. The WLGA will produce a similar “Councillor’s Guide” for new Members elected in May 2017. This is a useful guide to Elected Members, and will be a precursor to the Induction training which will follow for all those who have been elected.

Councillors Induction 2017

22. Similar to the new Candidates Guide the WLGA and MSO Network have produced a draft plan for Member Induction in 2017 with a view to ensuring all Members elected to Local Authorities in Wales in 2017 are provided with a similar induction experience and level of understanding. The indicative programme is attached to this report as Appendix A.
23. It is recommended that the Member Development Steering Group in preparing the programme for the Cardiff Member Induction 2017 consider adopting this plan and adapting it to the needs of the Council. The plan is a year-long plan which will spread the learning and development opportunities for Members over this period and identifies those elements which are considered to be compulsory and essential for all Members to complete.
24. The WLGA is also planning to run regional induction sessions for Members in September and/or October 2017, as they did after previous local elections. These sessions were very well received by new councillors in 2012 and are an opportunity for new members to talk to other new members, from other local authorities, as well as to learn about the bigger picture.
25. The Council will also offer its Mentoring Scheme to new Members, and the Member Development Steering Group may wish to review and refresh this scheme in light of experiences.

Member Development Steering Group

26. It is proposed that the Member Development Steering Group meet to: -

Stage 1

- review the Member Development Strategy 2015/16;
- review the 2015/16 Member Development Programme and feedback from the Members Survey on Member Learning and Development;
- prioritise Member Learning opportunities from September 2016.

Stage 2

- inform and develop the Member Induction 2017.

27. Meetings of the Steering Group for Stage 1 be arranged for end of July and August and that Stage 2 be commenced in early September to look at the Draft Induction 2017 programme for Cardiff Councillors and an update be provided to Committee at its meeting on 21 September 2016.
28. The Committee is asked to consider the Membership of the Steering Group and attached as **Appendix B** is a letter from the Chair of Standards and Ethics indicating that their Members would wish to work closely with this Committee in developing the Member Induction 2017.

29. It may also to ensure cross party involvement be appropriate as was done for the Member Support Services Task and Finish Group to invite Party Group Whips to participate in the Steering Group.

Legal Implications

30. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report. There are no other direct legal implications arising from the content of this report.

Financial Implications

31. There are no direct financial implications arising from this report with any costs associated with development and support being met from existing resources.

Recommendations

The Committee is requested to

1. note the content of the report and provide any comments back to the Interim Head of Democratic Services;
2. agree and seek nominations to the Member Development Steering Group and the timetable for reporting back to the full Committee;
3. consider if the Committee would wish to participate in the Local Democracy week 10 – 16 October 2016.

GEOFF SHIMELL

Acting Head of Democratic Services

14 April 2016

Appendix A – WLGA and MSO Network – Indicative Induction Programme 2017

Appendix B – Letter from Chair of Standards & Ethics Committee

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Example Local Authority Councillor year long induction programme showing potential integration of mandatory training and availability of training resources. 07/16				
What	Audience	Delivery Method	Training materials available/needed?	When
Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority. WLGA councillors guide to be available hard copy.	Week One
Introduction to the Council, its role and introduction to corporate governance.	All members	Chief Executive	To be developed by staff locally	Week One
ICT induction and equipment	All members (M)	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Market Place week one
Introduction to service areas	All members	Market place, all senior officers	Delivery materials not required – basic information to be included in introductory package, who’s who etc.	Market Place week one
Code of Conduct and Ethics	All members(M)	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Three volunteers from LLG now working with WLGA to produce materials. e learning to be updated	With Market Place week one
Constitutional matters including meeting participation	All members(M)	HODS/DS officers/senior member	Materials available now in each authority	1st 6 Months
Social Services and Well-being (Wales) Act	All members (M)	Directors of SS	E learning module (employee section) available now and also local materials	1st 6 Months
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Members(M)	Workshop - Appropriate senior officers and experienced members. And e learning	E learning available now on AWA	1 st 6 months
Introduction to equalities	All members(M)	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	1st 6 Months
Safeguarding	All members(M)	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	1st 6 Months
Data Management and FOI	All members(M)	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	1st 6 Months
Corporate Parenting	All members(M)	Directors of SS	Workshop material available now in each authority. Workbook and e learning module being developed by WLGA and Learning Pool	1st 6 Months

Finance including budgeting and treasury management	All members(M)	Finance Directors e- learning	Workshop material available now in each authority. E learning required	1st 6 Months
Planning committee new arrangements from Planning Act	Planning Committee(M)	Planning Officer	National materials now being commissioned by WLGA through	Prior to first meeting
Standards	Standards Committee(M)	Monitoring Officer	Workshop material available now in each authority	Prior to first meeting
Licensing	Licensing Committee(M)	Licensing Officer	Workshop material available now in each authority	Prior to first meeting
Audit	Audit Committee(M)	Finance Officer	Workshop material available now in each authority	Prior to first meeting
Appointments, appeals and interview skills	Panel members(M)	HR Director	Workshop material available now in each authority	Prior to participating
The role of Scrutiny	All members(M)	HODS/Scrutiny officers	Workshop material available now in each authority. E learning in development by WLGA and Scrutiny managers	Prior to first scrutiny meetings
Planning for non- planning members - protocols	All members (M)	Planning officers/experienced member	Materials to be commissioned by Positive Planning advisory group (WG funding, planning officers involved)	1st 6 months
Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	2 nd 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 nd 6 Months
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings?	2 nd 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 nd 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 nd 6 Months
Social Media	All members	Comms/IT officers or external facilitators depending on local approach	E learning required	2 nd 6 months
Education Consortia their work	All members	Consortia staff	2hr session for 5 authorities from Central South	2 nd 6 months
New Councillors New Challenges	All members	WLGA 5 regional workshops Key behaviours for successful councillors. Digital Councillors. Managing the money. Meet the members (WG, WAO, NafW, WLGA		October/November 2017

(M) = Mandatory

Further training in both knowledge and skills to be determined from PDRs when induction complete



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Date/Dyddiad 29th June 2016

Councillor E Clark,
Chair of Democratic Services Committee,
4 Denbigh Street,
Cardiff.
CF11 9JQ

Dear Councillor Clark,

Training and Support for Members

At our meeting in March, the Standards and Ethics Committee considered the follow-up report prepared by the Wales Audit Office, which proposed (among other things):

- Strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively;
- Determining what training should be considered essential for members to discharge their role effectively.

Our Committee resolved to work alongside the Democratic Services Committee to enhance and support training. In particular, we had in mind the planning of training programmes for members following elections to Council to be held in 2017.

I hope your Committee will support this proposal, and we look forward to working with you.

Yours sincerely

Richard Tebboth,
Cadeirydd y Pwyllgor Safonau a Moeseg
Chair of Standards & Ethics Committee



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