

DEMOCRATIC SERVICES COMMITTEE

13 JANUARY 2020

Present: Councillor Jones-Pritchard(Chairperson)
Councillors McKerlich, Naughton, Keith Parry, Sandrey and Wong

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

To minutes of the meeting held on 15 October 2019 were approved by the Committee as a correct record and were signed by the Chairperson.

22 : DEMOCRATIC SERVICES ANNUAL REPORT 2019

The Committee was provided with the draft Annual Report in advance of it being presented to Council in January 2020.

The Committee the Service Level Agreement for Members Services responses was 10 days.

Members of the Committee welcomed the Welsh Language courses that were available to access online.

RESOLVED: The Committee AGREED to:

1. Provided comments on the content of the Committee's Annual Report 2019.
2. Delegated authority to the Head of Democratic Services, in consultation with the Chair of the Committee, to finalise the Annual Report, having regard to comments provided by Members of the Committee; and
3. Approve that the Annual Report be presented to full Council on 30 January 2020 by the Chairperson.

23 : MEMBER DEVELOPMENT UPDATE

The Committee was provided with an update on the progress made in scheduling topics as part of the Member Development Programme.

The Committee discussed the Children's Rights in Practice Part 1 and Part 2 and how the dates should not be co-inside with the Easter holidays.

The Committee suggested that Members were contacted to see what training they required and what times were suitable to hold the events for Children's Rights in Practice.

The Committee was advised that Members attendance at training events be reported to Group Leaders and Whips from May 2017.

Members of the Committee were informed of the following training programmes being organised:

- Planning for Ward Members
- Corporate Budget Briefings
- Scrutiny Budget Briefings

Chairing Skills was also in the process of being developed through the WLGA.

PREVENT was being co-ordinated corporately and would take place on Monday 3 February 2020 as a one off briefing.

The E-learning portal had been launched and Members were being provided with passwords in order to access the service. Fraud Awareness would also be included in the schedule.

Members of the Committee were concerned there were issues in relation to accessing the E-Learning modules, including access to certificates.

ACTION: GJ to check access of certificates with the Academy.

The Committee was advised that on the 22 July 2019 the Committee determined that:

That the Elected Member Learning and Development Strategy be revised to remove the term 'essential' from the categorisation of Member Development activities unless it was Code of Conduct or Planning and Licensing training. The existing grading system was:

- Essential
- Advisory
- Optional

In reviewing the grading system it was identified that a number of options could be used to achieve this requirement. The most simplistic option was to change the word "Essential" to a similar word such as necessary, Important, Crucial or Critical.

Members of the Committee noted the Grouping that had been provided in the chart alongside the description and were of the view that an Experienced Member was being in office for one term and not one year.

Members noted the Mandatory training requirements which included Planning, Licensing and Code of Conduct

The Committee noted the newly developed matrix which reflected the requirements of a learning activity. This included the following categories:

- Mandatory
- Necessary
- Beneficial
- Useful

Members discussed the Code of Conduct training, which was run by the Monitoring Officer.

The Committee suggested that the word necessary be changed to recommend.

The Committee were keen to have training on the LDP.

ACTION: GJ to liaise with James Clemence in relation to Local Development Plan training.

RESOLVED: The Democratic Services Committee AGREED to:

- (1) Note the topics being scheduled in the Member Development Programme.
- (2) Approved the inclusion of the Fraud Awareness Module in the E-Learning Portal and for all Elected Member to complete this module by 31 July 2020.
- (3) Considered the proposal for the categorisation and prioritisation of learning activities and to approve the implementation of an appropriate pilot process until the full review of the Elected Member Learning and Development Strategy at the end of 2020.

24 : LOCAL GOVERNMENT AND ELECTIONS (WALES) BILL

The Committee received an outline of the Local Government and Election (Wales) Bill.

The Committee was informed that extending the voting franchise to 16 and 17 year olds only applied to Welsh Assembly election and not the Local Government Elections in 2022.

Members were advised that Explanatory Memorandum's would be coming forward outlining further arrangements prescribed in the guidance.

The Committee was advised there was sufficient funding in the reserves which had supported the four By-Elections previously held in Cardiff.

The Committee was advised that further guidance would be provided in relation to the proposal to webcast all future public meetings.

Members of the Committee discussed the viewing figures of meetings and what was viewed the most.

The Committee drew attention to remote attendance and how this would impact on Cardiff.

RESOLVED: The Committee AGREED to note the content of the report.

25 : FORWARD WORK PROGRAMME

The Committee discussed Local Democracy events, including participation and engagement. This would be discussed in July 2020.

The Committee discussed the role of a Councillor and how to become a councillor through the party system.

Members were advised of the scheduling of meetings, along with the development of the calendar of meetings.

The Members also noted the dates for the circulation of the Members annual survey. A report on findings would also be reported to the Standards and Ethics Committee.

The Committee was advised that the first meeting of the Democratic Services Committee next year would be scheduled to take place on 11 January 2021.

26 : URGENT ITEMS (IF ANY)

None