

SUPPORT & SERVICES FOR MEMBERS

Committee & Members Services is a part of the Governance & Legal Services Directorate and administers the following services

Council Governance: custodians and maintenance of

- Constitution;
- Cardiff Code of Conduct;
- Declaration of Acceptance of Office;
- Cardiff Undertaking;
- Register of Political Groups.

Member Governance: maintain up to date records of

- Register of Individual Member Interests;
- Conference and Events Register;
- Hospitality Register;
- Outside Bodies Membership administration of Register and notification;
- Attendance & Apologies Register.

Support to All Members

- First point of access for Members ICT/Telephone; allocation of equipment; link to ICT and early stage troubleshooting support;
- Administration & maintenance of Modern.gov – Management System –includes election results; Member profile pages; attendance records; interests declared at meetings etc.;
- Responsibility for the Webcasting contract; booking webcasts, operation of webcasting at Council, Planning Committees and Scrutiny Committees;
- Supporting Members information on the Online Library Information Service;
- Administration of the Member Scheme of Allowances and expenses in accordance with the requirements of the Independent Remuneration for Wales Panel;
- Administer & monitor the Members Taxi Account;
- Administer & upload queries for Members on the Member Enquiry System;
- Typing; mail merging; despatching of Members general correspondence;
- Maintaining an electronic record of Members Surgeries; preparing data for publication on website; In Cardiff;& preparing surgery notices;
- Supporting Members in arranging room bookings for meetings relating to ward matters; with constituents or outside body representatives
- Arrange welsh translation in accordance with the statutory requirements of the Welsh Language Standards;
- Produce & issue the Members Diary;
- Provide guidance and support in the preparation, publication & translation of Members Annual Reports and Member Information.

Support to Members

- First Point of contact – signpost for Members;
- Administer Members Enquiry System;
- Supply of stationery; office supplies;
- Oversee Members' business offices including offices for Chairs of Committees and communal members areas;
- Oversee Health and Safety of Members including provision of personal evacuation plans; advice on personal safety and lone working etc.;
- Fire wardens at County Hall for members' facilities and at Committee meetings.

Member Development

- Members Development Strategy;
- Member Development Annual Programme;
- Arranging /Liaising with Trainers/ Speakers;
- Arranging rooms & technology;
- Member Development course material;
- Issue notification of Member briefings, information & signposting.

Provision of Secretariat Support: including preparation of agendas, minutes & reports packs using Modern.Gov; publishing; booking rooms for meetings and pre-meetings; support to Lord Mayor as Chair of Council; Chairs of Committees. Support is provided to the following meetings.

- Full Council;
- Regulatory: Council Appeals, Planning, Planning (Policy), Public Protection and Licensing and Licensing Sub Committees;
- Governance: Appointments, Audit, Constitution, Corporate Parenting, Democratic Services, Employment Conditions, Pension, Standards and Ethics Committees – including Standards & Ethics Hearing Panels; Bilingual Cardiff & Local Authority Governor Panels;
- Scrutiny: Economy and Culture, Environmental, Children and Young People, Community and Adult Services and Policy Review and Performance Scrutiny Committees;
- Joint Committees: Glamorgan Archives; Prosiect Gwyrdd & Joint Pension Board;
- Officer Meetings: Investment Review Board, Joint Partnership Board (Trade Unions), Election Project Team;
- Senior Management Team meeting when necessary.

Public Engagement support given to

- Public questioners at Council;
- Hosting attendees and visitors;
- Petitioners & public at Committee meetings.

Liaison with External Bodies

- Members of Parliament and Assembly Members;
- Welsh Local Government Association Networks & projects;
- Report to & liaise with Independent Remuneration Panel;
- Wales Audit Office with inspections; providing information & reports; & at meetings;
- Liaise with a range of Outside Bodies.
- Schools and Universities.

Corporate Support

- Emergency Management on call on a rota basis;
- Representing Committee & Members Services at corporate meetings such as Welsh Language Co-ordinators

Project management and procurement

- Modern.Gov;
- Conference System;
- Members IT;
- Webcasting arrangements.