

DEMOCRATIC SERVICES COMMITTEE  
14 JANUARY 2019

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

16 : APOLOGIES

Apologies were received from Councillors Burke-Davies and Goodway.

17 : DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

18 : MINUTES

The minutes of the meeting held on 1 October 2018 were approved by the Committee as a correct record and were signed by the Chairperson.

19 : ELECTED MEMBER LEARNING AND DEVELOPMENT STRATEGY

The Committee received the Draft Elected Member Learning & Development Strategy 2019-22 which and been prepared by the Head of Democratic Services in consultation with the Monitoring Officer, Senior Managers and the Group Whips and Independent Member during the autumn 2018. Following a further review by the Chair of Democratic Services and Group Whips a final draft version was prepared for endorsement by this Committee prior to approval and adoption by Full Council on 28 March 2019.

The Chair of the Committee highlighted the importance of enabling Elected Members to enhance their skills and knowledge in the same way as employees of the Council, and the importance of providing Members with the necessary tools to support them through their term of office. The Chair also welcomed the change of emphasis of the Strategy, in particular the enhancement of the support for the wellbeing of Elected Members, which met one of the outcomes from the Member Survey.

Members supported the proposed Strategy and the approach offered to Elected Members for learning and development. It was recommended that Elected Members be offered bespoke sessions on presenting at Regulatory Committees for example a better understanding of the Planning Committee site visit process and presentation to the Planning Committee.

RESOLVED – That the Draft Elected Member Learning and Development Strategy was endorsed for submission to Council on 28 March 2019 for approval and adoption.

20 : ELECTED MEMBER ROLE DESCRIPTIONS

The Committee received for approval the first tranche of Cardiff Council Role Descriptions for

- Elected Member
- Democratic Services Committee Chair and Member
- Scrutiny Committee Chair and Member.

The Head of Democratic Services reported on the methodology and process used to review the generic WLGA role descriptions adopted previously by the Council and work undertaken to set them within the Cardiff Council context with reference to the requirements of the Cardiff Undertaking and personal attributes.

A Cross Party Working Group made up of Members of the Committee, the Independent Member and Party Group Whips had met on 10 December as part of the drafting process. Further consultation was undertaken with the Scrutiny Chairpersons and Scrutiny Committee Members and the documents had been updated appropriately

Work was ongoing on the next tranche of Role Descriptions in collaboration with the relevant Committees and officers and these included: -

- Audit Committee Chair and Member
- Standards & Ethics Committee Chair and Member
- Corporate Parenting Chair and Member.

Details of the other Role Descriptions planned for review were detailed in the report.

RESOLVED – That

- (1) the following Role Descriptions were agreed
  - Elected Member
  - Democratic Services Committee Chair and Member
  - Scrutiny Committee Chair and Member.
- (2) the agreed role descriptions be submitted to Council for adoption and approval;
- (3) the progress on the reviewing of all Role descriptions was note; and
- (4) an update on progress on the review of the other Role Descriptions be programmed for the next meeting of the Committee.

21 : DEMOCRATIC SERVICES ANNUAL REPORT 2018

The Committee received the outline details of the content of the Committee's Annual report for 2018. Previously the Annual Report was presented to Council in June each year and covered the Municipal Year. The Head of Democratic Services was proposing that in order for Full Council to effectively consider the services and support provided to Elected Members that the Annual report should dovetail with the budget setting process. It was therefore recommended that the future Annual report from this Committee be submitted to Council in January each year.

The Committee agreed the headings and proposed format for the Annual Report, but were concerned about the timeframe for the preparation of the report for the January Council meeting and suggested that on this occasion the report be submitted to Council on 28 March 2019. This would provide the Chair and Committee Members time to review and comment on the draft report. The Committee was in agreement with the Annual report being prepared for January Council as from 2020.

RESOLVED – That

- (1) the proposed content of the Committee's Annual report was agreed;
- (2) delegated authority was granted to the Head of Democratic Services in consultation with the Chair of the Committee to draft and finalise the Annual Report having regards to comments received from the Committee;
- (3) the Committee Annual report once agreed by the Chair be submitted to Full Council on 28 March 2019;
- (4) in future, the Committee Annual report be submitted to the January Council meeting so that it can feed into the budget setting process.

## 22 : DEMOCRATIC SERVICES PERFORMANCE REPORT

The report provided an update on the performance of the Council's Democratic Services, in particular data on the monitoring of Members Enquiries, Webcasting and Facebook Live hits for broadcasted Council, Planning and Scrutiny meetings. In addition, the Committee received feedback from the Head of Democratic Services on several networks relating to Democratic and Scrutiny Services.

Members noted the proposed Learning and Development sessions and asked that at least 4 – 6 weeks' notice of Essential session are provided as well as the offer of e. Learning as an alternative to attendance at a session.

The importance of support including Peer Support, mentoring, resilience and wellbeing awareness sessions were discussed and it was noted that Members had recently been provided with a Workbook on Personal resilience and stress management. Further initiatives in relation to wellbeing and support to Councillors were being addressed including Personal Security and Safety Awareness.

The importance of sharing information with Members so that they have the most up to date and relevant information was emphasised with the example of the lack of information about Brexit preparations being put forward. .

RESOLVED – That the report be noted and comments raised by Committee Members considered as part of service delivery to Members going forward.

23 : FORWARD WORK PROGRAMME

The Committee received the proposed work programme that would be updated following the meeting.

RESOLVED - That the proposed work plan was approved.

24 : URGENT ITEMS (IF ANY)

There were no urgent items to report.

*The meeting terminated at 6.50 pm*