

# MERTHYR TYDFIL COUNTY BOROUGH COUNCIL



## **DEMOCRATIC SERVICES COMMITTEE** **MEETING**

**1.15 PM Monday, 11th February, 2013**

### **COUNCIL CHAMBER**

This Agenda has been prepared by the Democratic Services Department. Any member of the public requiring information should contact the department on (01685) 725203 or email [democratic@merthyr.gov.uk](mailto:democratic@merthyr.gov.uk).

## **A G E N D A**

1. Apologies for Absence
2. Declarations of Interest  
Members of the Democratic Services Committee are reminded of their personal responsibility to declare any personal and prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct.
3. Head of Democratic Services  
To receive a report from the Chief Executive **(Pages 1 - 4)**
4. Elected Members' Annual Reports  
To receive a report from the Chief Executive **(Pages 5 - 10)**

5. Any Other Business Deemed Urgent by the Chair

**COMPOSITION:**

Councillor Richard Thomas (Chair)

Councillor G Jones (Vice-Chair)

Councillors: T Chaplin, G Davies, N Greer, D L Jarrett,  
C T Jones, G Lewis, L A Matthews, K Moran

together with appropriate officers

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL  
Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Main Tel: 01685 725000

www.merthyr.gov.uk

## **DEMOCRATIC SERVICES COMMITTEE REPORT**



Date Written	30 <sup>th</sup> January 2013
Report Author	Ann Taylor
Service Area	Legal and Democratic
Committee Date	11 <sup>th</sup> February 2013

*To: Chair, Ladies and Gentlemen*

## **APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES**

### **PURPOSE OF THE REPORT:**

To update the Democratic Services Committee on the appointment of the Head of Democratic Services.

### **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 Part 1 of the Local Government Measure 2011 contains provisions related to the strengthening of local democracy; and whilst the majority of councils have a democratic services section, this is the first time that it is being formally legislated for.
- 1.2 There are a number of requirements within the Local Government Measure, including the establishment of a Democratic Services Committee who in turn must appoint an officer into the new statutory role of Head of Democratic Services.
- 1.3 At the first meeting of the Democratic Services Committee on 10<sup>th</sup> December 2012 it was resolved to delegate the appointment to the Chief Executive and report back advising of the appointment.

### **2.0 HEAD OF DEMOCRATIC SERVICES**

- 2.1 The role is a politically restricted post and must not be the:
  - Head of Paid Service;
  - Monitoring Officer; or

- Chief Finance Officer.

2.2 In line with these considerations the present structure of the department and having discussed the issue with appropriate staff, a decision was made to appoint the current Democratic Services Team Leader to the role of Head of Democratic Services.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 The officer appointed will need to have their existing post re-evaluated in accordance with the existing job evaluation scheme as the new role will be in addition to but constitute part of their existing role.

### **4.0 EQUALITY IMPACT ASSESSMENT**

4.1 It has been identified that an Equality Impact Assessment (EqIA) is not required for the purpose of this report.

### **5.0 RECOMMENDATION THAT:**

5.1 The contents of the report be noted

**GARETH CHAPMAN  
CHIEF EXECUTIVE**

**BACKGROUND PAPERS**

<i>Title of Document(s)</i>	<i>Document(s) Date</i>	<i>Document Location</i>
Report to Democratic Services Committee – Appointment of Head of Democratic Services	10 <sup>th</sup> December 2012	Democratic Services
Report to Full Council - Local Government (Wales) Measure 2011	September 2012	Democratic Services
Statutory Guidance from the Local Government Measure 2011	June 2012	Democratic Services
Local Government (Wales) Measure 2011	May 2011	Democratic Services
Report of the Councillor Commission Expert Panel Wales “Are we being served?”	2009	Democratic Services
Local Government Act 2000	2000	Democratic Services

***Consultation has been undertaken with Executive Board in respect of each proposal(s) and recommendation(s) set out in this report.***

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## **DEMOCRATIC SERVICES COMMITTEE REPORT**



Date Written	30 <sup>th</sup> January 2013
Report Author	Ann Taylor
Service Area	Legal and Democratic
Committee Date	11 <sup>th</sup> February 2013

*To: Chair, Ladies and Gentlemen*

## **COUNCILLOR'S ANNUAL REPORTS**

### **PURPOSE OF THE REPORT:**

To advise of the process for preparing and publishing Annual Reports by Elected Members.

### **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 Part 1 of the Local Government Measure 2011 ("the Measure") contains provisions for the production of annual reports by individual elected members.
- 1.2 The intention of the publication of these reports is to strengthen local democracy by providing the public with a clearer understanding of what it is their local Councillor does.
- 1.3 The first reports are to be published no later than the end of June 2013 to cover each Councillor's previous twelve months in office.

### **2.0 DUTIES OF THE LOCAL AUTHORITY AND INDIVIDUAL COUNCILLORS**

- 2.1 Local Authorities will be expected to provide a format for the collection of information for the Annual Reports and a means by which to publish them.

- 2.2 Democratic Services will assist Councillors as much as possible in the presentation of these reports.
- 2.3 Councillors must be responsible for the factual content of their individual report, including statistics that are not directly available to the Democratic Services Department.

### **3.0 CONTENT OF REPORTS**

- 3.1 Whilst each local authority is free to set certain conditions on what is included in their reports, care must be taken to ensure that they are factual and non-political.
- 3.2 In compiling the template for 2012/2013, we have considered the practice of a number of English local authorities where the publication of annual reports has been in place for some years.
- 3.3 The advice within the Measure's guidance has also been incorporated to include details relating to:
- § membership of committees and outside bodies, attendance records for these and full council.
  - § surgeries held, representations made on behalf of electors and the results of these.
  - § involvement in local, county or regional initiatives or projects.
  - § training and development events attended or undertaken, conferences and seminars attended.
- 3.4 We have also taken into account comments made by the Minister for Local Government and Communities that the information we publish "assists people's understanding of what their Local Councillor does and the important role they serve".
- 3.5 In line with this, a template for compilation of the information required within each Councillor's annual report is provided at Appendix One.

### **4.0 PUBLICATION OF REPORTS**

- 4.1 The minimum requirement for publication of the reports would be inclusion on the authority's website.
- 4.2 As the authority currently publishes much of the information contained in the report, the website already has the facility to meet this requirement.
- 4.3 The reports will therefore be published on the Merthyr Tydfil County Borough Council website each municipal year. This will allow for compilation of an individual's annual activity based on any changes in responsibility agreed at Annual Council.



- 4.4 For 2012/2013, however, this will also include the period the day each Councillor signed their Declaration of Acceptance of Office and the first Annual Council meeting on Wednesday 16<sup>th</sup> May 2012.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The IT infrastructure required to publish the Annual Reports is already in place, so there are no financial implications resulting from its introduction.

## **6.0 COMMUNITY PLAN AND SUSTAINABILITY IMPACT SUMMARY**

- 6.1 The Community Plan & Sustainability Impact Assessment has been completed. The Measure has a number of aims including “broadening and increasing participation in local government by removing barriers and disincentives to standing for election to local authorities”; and “enhancing the role of non-executive members of local authorities in the scrutiny of local services”. As such the recommendations in this report have the aim to positively impact on “Efficient, Effective and Sustainable Public Services that enable its citizens”.

## **7.0 EQUALITY IMPACT ASSESSMENT**

- 7.1 It is been identified that an Equality Impact Assessment (EqIA) is not required for the purpose of this report.

## **8.0 RECOMMENDATION(S) that**

- 8.1 The template for the compilation of information for Councillor’s Annual Reports be agreed.
- 8.2 The template be distributed to all Councillors for completion by no later than Monday 17<sup>th</sup> June 2013 ahead of the deadline for publication at the end of June 2013.

**GARETH CHAPMAN  
CHIEF EXECUTIVE**

**BACKGROUND PAPERS**

<i>Title of Document(s)</i>	<i>Document(s) Date</i>	<i>Document Location</i>
Report to Full Council - Local Government (Wales) Measure 2011	10 October 2012	Democratic Services
Statutory Guidance from the Local Government Measure 2011	June 2012	Democratic Services
Local Government (Wales) Measure 2011	May 2011	Democratic Services
Report of the Councillor Commission Expert Panel Wales "Are we being served?"	2009	Democratic Services
Local Government Act 2000	2000	Democratic Services

***Consultation has been undertaken with Executive Board in respect of each proposal(s) and recommendation(s) set out in this report.***

# **EXAMPLE Councillor's Annual Report**

## **Merthyr Tydfil County Borough Council**



Opinions, advice, conclusions and other information in this report shall be understood as neither given nor endorsed by the authority or on its behalf. It is a report by the Councillor referred to below regarding their key activities over the period **day they signed their Declaration of Office** to **date of AGM**. It is provided for the information of constituents and for no other purpose.

Councillor: **NAME**  
Political Party: **PARTY OR INDEPENDENT**  
Electoral Division: **WARD**

### **Section 1 – Role and Responsibilities**

***I sit on the following committees:***

Committee Name	Attendance*
Committee Name	Attendance*
Committee Name	Attendance*
Committee Name	Attendance*
etc.....	

***I sit on the following external committees / outside bodies:***

Title	Attendance†
Title	Attendance†
Title	Attendance†
Title	Attendance†
etc.....	

\* Figures supplied by MTBC      † Figures supplied by Councillor

### **Section 2 – Electoral Division/Constituency Activity**

**Section 3 – Initiatives and Special Activities**

**Section 4 – Learning and Development**

**Section 5 – Other Activities and Issues**

**Signature of Councillor:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_