



MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

MINUTES OF MEETING

DEMOCRATIC SERVICES COMMITTEE MEETING

MONDAY, 15TH SEPTEMBER, 2014

PRESENT: Councillor Richard Thomas (In the Chair)

Councillors G Jones, T Chaplin, G Davies, D L Jarrett,
C T Jones, G Lewis, T Lewis, B E Mansbridge and K Moran

Ann Taylor (Head of Democratic Services), Karen Vokes
(Democratic Services Officer)

ITEM NO.	AGENDA MATTER	DECISION
407	Apologies for Absence	No apologies for absence, as all present.
408	Declarations of Interest	No declarations of interest were made.
409	Broadcasting of Meetings: Advice Note for Elected Members	<p>The Chair welcomed Ann Taylor, Head of Democratic Services, to the meeting.</p> <p>Ann Taylor advised the Committee of the details within the webcasting protocol, and discussions ensued in relation to the use of the microphones and electronic voting.</p> <p>Questions were asked by Members and answered by Ann Taylor.</p> <p>RESOLVED that:</p> <ul style="list-style-type: none">• Training be made available by the Democratic Services Department to all Members.

		<ul style="list-style-type: none"> The Webcasting Protocol (attached as Appendix 1 to the report) be agreed and circulated to Members of the Council in readiness for the appropriate training.
410	Democratic Services Structure	<p>Ann Taylor outlined the current structure of the Democratic Services Department and made reference to a decision, under the corporate spine review, to amalgamate the Democratic Services staff with staff within Executive support.</p> <p>Ann Taylor advised the Committee that she appreciates this amalgamation would create a larger pool of staff resulting in additional support for the responsibilities within Democratic Services.</p> <p>Ann Taylor outlined that she would no longer have managerial responsibility for the staff and would have to commission work to Business Services. She did express her reservations because of the statutory obligations and the skills required within the function of Democratic Services.</p> <p>Questions were asked by Members and concerns expressed on how this amalgamation would operate in practice, timescales of the amalgamation and the need to ensure that Member Development is progressed.</p> <p>RESOLVED that:</p> <ul style="list-style-type: none"> Democratic Services Committee note the concerns of the Head of Democratic Services. <p>As the Committee had expressed concern over insufficient information to determine this, it was further RESOLVED that:</p> <ul style="list-style-type: none"> A Special Democratic Services Committee be convened for Monday, 22nd September 2014. The Corporate Director of Customer Services and Business Change Manager be invited to outline the proposals of the Corporate Spine amalgamation.
411	Members' Personal Development Plans (PDP's)	<p>Ann Taylor advised Committee that in order to progress Councillors' training and development, Personal Development Plans (PDP) will need to be completed.</p> <p>In relation to the process for completion of Personal Development Plans for Members, Ann Taylor advised that it was previously agreed that Party and Group Leaders undertake the interviews, however, staff within Democratic Services have had the appropriate training to assist Members in completion of these PPDP's.</p>

		A template of the Personal Development Plans will shortly be sent to Members together with guidance notes.
412	Any Other Business Deemed Urgent by the Chair	The Chair advised that there was no business deemed urgent.