



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

MINUTES OF MEETING

DEMOCRATIC SERVICES COMMITTEE MEETING

MONDAY, 10TH DECEMBER, 2018

PRESENT: Councillors: C T Jones (Chair)
D Roberts (Vice-Chair)

Councillors: J Davies, G Lewis, D Sammon, J Thomas and
C Tovey

Other Members in Attendance:
A Barry (Cabinet Member)

Officers:
A Taylor (Democratic Services Team Leader) and M Morgan
(Democratic Services Officer)

ITEM NO.	AGENDA MATTER	DECISION
604	Apologies for Absence	Apologies for absence were received from Councillor J Amos.
605	Declarations of Interest	No Declarations of Interest were made.
606	Feedback on Task and Finish Group - Member Support	<p>The Chair welcomed Councillor A Barry Cabinet Member and Ann Taylor to the Meeting.</p> <p>Ann Taylor referred to the Task and Finish Group that had been held and gave a Presentation and update to the Committee in relation to:</p> <ul style="list-style-type: none">• The Telephone Directory on the Intranet• Bobs Business• 2017 – 2022 Member Induction• IT Provision <p>The following questions and comments were then raised by</p>

		<p>the Committee and were responded to in detail by Councillor A Barry and Ann Taylor.</p> <ul style="list-style-type: none"> • Is there any way telephone numbers for Departments as well as for Officers can be listed on the Intranet by the I T Department • The need to have a Directory fit for purpose and to move forward with the staff changes being made in the Authority • What is the capacity of the system • Problems of delays being experienced at particular times of the day with the public and Members getting through via the central switch board • The pilot being undertaken on the I Pads in relation to amending the software to Microsoft 365 as opposed to the Blackberry software that is currently being used • Early comments from the Pilot being that a big advantage is that that the Memory does not get clogged • Every Councillor has a different level of usage and there will be an opportunity for all Councillors to have a review on their I T needs and to ascertain their requirements. This would be a system of individual assessments on how each Member was reacting with IT and to meet the individual needs of the Members • The need to ensure the reliability of the I Pads as not to affect the Democratic process • When I Pads are with the I T Departments residents are not aware of this and the need to sort this issue for all Members • The need for Training in relation to accessing Background Papers • The need for easy access to Hyperlinks in e-mails • What IT issues are being experienced by other Authorities • Timeline for the Microsoft 365 Pilot <p>The Committee then agreed that the Pilot being undertaken with Microsoft 365 be continued and that the Chair and Vice Chair of the Committee be contacted in relation to any issues that arise.</p> <p>Ann Taylor also advised that with regard to Member Induction there was a need to receive from Councillors their individual training needs and urged the Councillors to respond to the Training Needs Analysis.</p>
607	Update from Head of Democratic Services	Ann Taylor updated the Committee in relation to the role of Democratic Services and Performance in relation to the Scrutiny Process.
608	Member Development Strategy	<p>Ann Taylor referred to the Training that had been provided and the excellent take up of this by the Members.</p> <p>Reference was also made to the Training Needs Analysis that had been discussed in detail earlier in the Meeting.</p>

609	Independent Remuneration Panel for Wales Annual Report	<p>Ann Taylor referred the Committee to the 'Independent Remuneration Panel for Wales (Draft) Annual Report' that had been considered by Full Council.</p> <p>Debate then ensued on the issue of Reimbursement of Costs of Care responding in detail to questions raised in relation to:</p> <ul style="list-style-type: none"> • Supporting the global reporting of these payments • Registration of Carers • Freedom of Information requests • Diversity of Councillors <p>The Chair then thanked Councillor Barry and Ann Taylor for the updates to the Committee.</p>
610	Any Other Business Deemed Urgent by the Chair	The Chair advised that there was no business deemed urgent.