



MINUTES OF MEETING

DEMOCRATIC SERVICES COMMITTEE MEETING

MONDAY, 23RD NOVEMBER, 2020

PRESENT: Councillors: C T Jones (Chair)

Councillors: D Chaplin, J Davies, T Rogers, D Sammon and C Tovey

Other Members in Attendance:

A Barry (Cabinet Member)

Outside Bodies:

(none)

A Taylor (Head of Democratic Services) and K Reddy (Democratic Services Officer)

ITEM NO.	AGENDA MATTER	DECISION
204	Apologies for Absence	Apologies for absence received from Councillor Darren Roberts and Councillor John Thomas.
205	Declarations of Interest	No declarations of interest were made.
206	Elected Member Support	<p>Ann Taylor gave members an update on the support that has been given to Members by the Democratic Services Department during the pandemic, as follows:</p> <ul style="list-style-type: none"> • Providing Members with information to help them assist their communities, e.g. good neighbour cards, list of residents 70+, guidance from Voluntary Action Merthyr Tydfil and WLGA. • Update on the re-deployment of staff in the Democratic Services Department.

		<ul style="list-style-type: none"> • Re-introduction of Committee meetings - ensuring that Members' laptops are compatible for remote meetings and also the introduction and training on Microsoft teams. • Publication of Delegated decisions made during lockdown. <p>Ann Taylor then advised members that the department needs to now progress the following:</p> <ul style="list-style-type: none"> • Due to staff working from home, printed copies of agendas are not being provided unless specifically requested by a Councillor. • In order to give Members further support, there is a need to look at their IT provisions at home so that additional equipment can be provided if required. • To improve the facility to vote at meetings with the possibility of a change to the software to progress this. • Feedback from members on how the Microsoft Teams system was introduced and what training was provided. <p>Discussion ensued on the support given by the Democratic Services Department and Ann Taylor advised that she will keep Members up to date as required.</p> <p>The Committee thanked the Democratic Services Department for all the help and support given during this pandemic.</p>
207	Draft Annual Report from the Independent Remuneration Panel for Wales (IRPW)	<p>Ann Taylor referred to the Independent Remuneration Panel for Wales Draft Annual Report and advised that the report for 2021/2022 was published in October 2020 and circulated to Members for their comments. Members were invited to respond directly to the Remuneration Panel or send responses onto Democratic Services for a collective response.</p> <p>Ann Taylor gave advice and background information in relation to the following questions/queries from Members of the Committee:</p> <ul style="list-style-type: none"> • Clarification on whether any Member or Co-optee has considered applying for the care support element. • Formal meetings and those necessary to members' work (to deal with constituency but not party issues) as identified at 4.1 of the Draft Annual Report. • The Authority's collective response to the Remuneration Panel for Wales.

		<p>Following questions raised by the Committee it was RESOLVED that:</p> <ul style="list-style-type: none"> • The contents of the Draft Annual Report of the IRPW for 2021/2022 be noted. • Any comments from the meeting are collated and forwarded onto the IRPW by the Democratic Services Department.
208	Costs of Care	<p>Ann Taylor referred to the report on the contribution towards the cost of care and personal assistance and advised that although this had been discussed in the previous item, she wanted to refer Members to the minimum requirements in a supplementary report written by the Remuneration Panel in May.</p> <p>Following discussion by the Members, it was RESOLVED that:</p> <ul style="list-style-type: none"> • The report be noted by Members. • The report be submitted to Council for information. • The Council's response to the IRPW draft Annual Report for 2021/2022 include support for the changes to the cost of care. • The Head of Democratic Services put together a plan to consider the minimum requirements of the IRPW 2020 Supplementary Report relating to cost of care and report back to Democratic Services Committee in February 2021.
209	Member Development	<p>Karen Reddy referred Members to the report on Member Development and gave an update as follows:</p> <ul style="list-style-type: none"> • The completed Training Needs Analysis (TNA) forms received from Members. • The responses received on the TNA's and future training to be sourced. • Further development training for Members. • On-line training for Members on the Wales Academy E-Learning Network. <p>Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • The Committee notes the contents of the report. • Democratic Services report back to the next Committee on training offered and attendance.

210	Any Other Business Deemed Urgent by the Chair	The Chair advised that there was no business deemed urgent.
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