

Agenda



Democratic Services Committee

Date: Thursday, 14 February 2019

Time: 10.00 am

Venue: Committee Room 1 - Civic Centre

To: Councillors C Ferris (Chair), C Evans, M Evans, Y Forsey, R Hayat, L Lacey, K Thomas, T Watkins and H Thomas

Item	Wards Affected
1	<u>Agenda yn Gymraeg / Agenda in Welsh</u> (Pages 3 - 4)
2	<u>Apologies</u>
3	<u>Declarations of Interest</u>
4	<u>Minutes of Meeting held on 8 November 2018</u> (Pages 5 - 8)
5	<u>Members IT Update - Presentation</u>
6	<u>Boundary Commission Review</u> (Pages 9 - 18)
7	<u>Councillor Support -Online Toolkit</u> (Pages 19 - 24)
8	<u>Date of next Meeting</u> Wednesday 10 April 2019 at 10am

Contact: Eleanor Mulligan Democracy & Communications Manager

Tel: 01633 656656

E-mail: democratic.services@newport.gov.uk

Date of Issue: Thursday, 7 February 2019

This page is intentionally left blank



Agenda

Pwyllgor Gwasanaethau Democrataidd

Dyddiad: 14 Chwefror 2019

Amser: 10 y.b

Lleoliad: Ystafell Bwyllgor 1 - Y Ganolfan Ddinesig

Cynghorwyr : C Ferris (Cadeirydd), C Evans, M Evans, Y Forsey, I Hayat, R Hayat, L Lacey, K Thomas & T Watkins

Eitem		Wardiau Dan Sylw
1	Agenda yn Gymraeg	
2	Ymddiheuriadau	
3	Datganiadau Diddordeb	
4	Cofnodion y cyfarfod a 8 Tachwedd 2018	Pob Ward
5	Y Diweddaraf am y Cyflwyniad TG i Aelodau	Pob Ward
6	Adolygiad Comisiwn Ffiniau	Pob Ward
7	Cymorth Cynghorwyr- Pecyn Cymorth ar-Lein	Pob Ward
8	Dyddiad y Cyfarfod Nesaf Dydd Mercher 10 Ebrill 2019 10 y.b	

This page is intentionally left blank

Minutes



Democratic Services Committee

Date: 8 November 2018

Time: 10.00 am

Present: Councillors C Ferris (Chair), C Evans, M Evans, Y Forsey, I Hayat, R Hayat, K Thomas and T Watkins

In Attendance: G Price (Head of Law & Regulation), E Mulligan (Democracy & Communication Manager), A Jenkins (Governance Team Leader)

Apologies: Councillors L Lacey

1 **Declarations of Interest**

None received.

2 **Minutes of last meeting**

There were typing errors highlighted on pages 3 and 4.

Agreed:

That the Minutes were approved subject to the above.

3 **Independent Remuneration Panel Wales: Draft Annual Report**

The Committee was presented with the draft Independent Remuneration Panel for Wales (IRPW) Annual Report and were invited to discuss the response from Newport City Council as part of the consultation process.

The Independent Remuneration Panel for Wales (IRPW) was the body tasked with setting the remuneration levels for Councils in Wales. Each year, they published a Draft Annual Report which was circulated to the committee for comment.

In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011 ("the Measure"), the Panel's draft Annual Report, including proposals which would have effect for the municipal year 2019-2020, was published on its website.

The Consultation would end on 27 November 2018. The final IRPW report would be published in February 2019.

A summary of the proposed changes, and some suggested responses, were set out in the report.

The Chair along with the Head of Democratic Services had recently met with the panel in Cardiff. The Head of Democratic Services outlined the proposed uplift for salaries which rose to 1.97% to £268 per councillor along with an uplift for Executive Members in response to feedback following elections from councillors in various authorities.

Civic Heads Allowances were paid on a separate scale and although there was still discretion as to whether or not to pay the Civic Head and Deputy, it would be set out at band 3 and 5 respectively.

Discussion ensued regarding the function of the Mayor. The Head of Democratic Services explained that not all Councils had a Mayor, therefore a Civic Head did not have to be a Mayor.

The Chair advised that the increase would put payments to Councillors back in line with 2010 arrangements.

Determination 6 and 7 referred to adequate telephone access and that all councillors should be provided this facility. Mobile phones were currently issued to certain senior post holders, however our arrangements for meeting this element of the determinations were currently under review, including a proposal to issue all Members with tablet devices to support them in their roles.

The provision of broadband was also briefly discussed. In light of the fact that more recently, councillors used their own broadband at no extra cost, the option was in place but not a requirement for many councillors.

Agreed:

To agree the proposed response from Newport City Council as part of the consultation process.

4 Minor Property Transactions or Council Property Assets

The Committee was asked to consider recommending to Council the adoption of a policy to determine Minor Property Transactions by delegating authority to Officers.

Currently all acquisitions and disposals of property were decided by the designated Cabinet Member. This resulted in relatively minor matters becoming delayed and significant management and Member time being committed in processing such transactions. Previously, the Council adopted a policy to manage minor matters through a simplified procedure, delegated to Chief Officers. It was proposed to reintroduce such a system.

Members considered that the time it took for these properties to go through the process was longer and endorsed the change of scheme of delegation. This was with the condition that ward members were aware of the delegated decision.

It was suggested that a register of the list of minor properties could be published for information. There was however concern that the Cabinet Member should have some kind of involvement with private financial transactions which may result in Newport City Council losing money. Newport Norse however made assurances that there was value for money in place, Officers and Norse would agree the terms of sale in the first instance. The process then was governed by other Standing Orders.

Members had agreed to the minor issues outlined in the report however councillors would need to be informed on any larger purchases. The Monitoring Officer advised that the more important transactions would go to the Cabinet Member. In general, the market price would be reflected in transactions however prices were not always guaranteed, although the market price would be on the asset register.

Members referred to a purchase of land in Pillgwenlly and the possible pitfalls should certain transactions be delegated to officers.

Members asked whether ward members would be out of the loop in cases of private sale. These were normally not under negotiation as they were either by auction or private tender. In other cases, councillors might be told on a confidential basis if they needed to know.

Discussion ensued regarding property with an annual value, as long as it did not have an annual value exceeding £1,000 then it would be delegated. Anything above that cost would go to Cabinet Member for a decision.

Members reiterated that they would like more information on any transactions within their wards, whether they were large or small, as there had only been information at the point of purchase and not before.

Members also asked who would decide to sell the land. This would be the Head of Service, which would then be forwarded on to the Cabinet Member for Assets, again, with the changes to the scheme of delegation, smaller issues would be delegated to officers.

The Chair suggested to the committee that it appeared that those present agreed in principal to the report and would generally prefer information rather than consultation. It was reiterated by the Chair as outlined in the report that responsible officers would inform ward councillors. It was generally agreed that it would firm up the process with the caveat in place that in appropriate cases ward members would be consulted.

Clarity was requested within the report to refer to any transaction below £10,000 as of monetary value which could be worth something to the council. This would be covered in the matters in the proposed delegation.

Agreed:

To recommend to council adoption of the policy for Minor Property Transactions set out in this report to speed up and simplify minor property transactions and reduce management costs, with the following conditions -

- £1,000 was the annual value
- £10,000 would be a suggested cap value
- Ward members to be consulted on all minor property transactions under the scheme of delegation
- An update to be presented at a future meeting on how the information would be circulated to ward members

5 Support for Councillors in their ward work - presentation

The Head of Democratic Services gave a presentation to members outlining progress on its review of support provided to ward councillors in their work. A call for evidence survey was carried out during the summer, of which 19 responses were received. Graphs indicating responses received on questions within the survey were shown to members, such as Communication Methods, frequently used, including telephone calls, social media, ward surgeries etc. Feedback was also invited from ward meeting support officers.

This information would be fed in to the review which would include working on a toolkit to support Members in all of their ward work. A further update was scheduled for the Committee's next meeting.

6 Date of next Meeting

The next meeting would take place on Thursday 14 February 2019 at 10am in Committee Room 1.

This page is intentionally left blank



Report

Democratic Services Committee

Part 1

Date: 14 February 2019

Item: 6

Subject Local Democracy and Boundary Commission for Wales Review of Electoral Arrangements for the City of Newport

Purpose To present a proposed approach for developing a Council response to the current consultation process.

Author Head of Law and Regulation

Ward All

Summary The Local Democracy and Boundary Commission for Wales is reviewing the electoral arrangements for the City of Newport with a view to considering and formulating proposals for future arrangements. This is part of the Commission's programme to review all principal councils in Wales, in time for new arrangements to be introduced for the next local government elections in 2022. Newport is the 17th council to be reviewed.

The Commission has published initial consultation documents, showing the current elector to Councillor ratios in the City and how these compare to their Council Size Policy and ideal ratios. The Commission is inviting comments on these documents and the potential changes required to future electoral arrangements in Newport.

The 12-week consultation period began on 30 January 2019 and closes on 24 April 2019.

After this date, the Commission will prepare its draft proposals for Newport's electoral arrangements. This will be followed by a further statutory period of consultation before the Commission's final recommendations are made to Welsh Government.

Proposal The Committee is asked to endorse:

- 1 The formulation of a cross party working group, comprising a representative of each of the Council's registered political groups, to review evidence and submissions;
- 2 The review methodology proposed by this report;
- 3 The scheduling of an additional meeting for this Committee in mid-April to receive and comment upon the cross-party working group's findings before a report is presented to April's full Council meeting;
- 4 The proposed request to the Commission to extend their consultation period until after the full Council meeting on 30 April 2019.

Action by Head of Democratic Services

Timetable Immediate

This report was prepared after consultation with:

- Chief Executive / Returning Officer
- Head of Law and Regulation / Monitoring Officer
- Head of People and Business Change
- Head of Finance

Signed

Background

The Local Democracy and Boundary Commission for Wales is reviewing the electoral arrangements for the City of Newport with a view to considering and formulating proposals for future arrangements. This is part of the Commission's programme to review all principal councils in Wales, in time for new arrangements to be introduced for the next local government elections in 2022. Newport is the 17th council to be reviewed.

The Commission has published initial consultation documents, showing the current elector to Councillor ratios in the City and how these compare to their Council Size Policy and ideal ratios. The Commission is inviting comments on these documents and the potential changes required to future electoral arrangements in Newport.

The 12-week consultation period began on 30 January 2019 and closes on 24 April 2019.

After this date, the Commission will prepare its draft proposals for Newport's electoral arrangements. This will be followed by a further statutory period of consultation before the Commission's final recommendations are made to Welsh Government.

Statutory Requirements and Commission Policies

The Commission's role in reviewing electoral arrangements is set out in the Local Government (Democracy) (Wales) Act 2013. Its primary function in reviewing electoral arrangements is to seek to ensure "effective and convenient local government" - this was further described by the Commission in its presentation to Council as "coherent electoral wards with common interests and good internal communications links".

Electoral arrangements are defined in the Act as:

- a) the total number of Members on the Council;
- b) the number, type and boundaries of the electoral wards;
- c) the number of Councillors for each electoral ward;
- d) the names of electoral wards.

Through the review, the Act requires the Commission to:

- a) seek to ensure that the ratio of electors to Councillors is, as nearly as may be, the same in every electoral ward
- b) foster community identity by
 - i) Fixing boundaries that are easily identifiable
 - ii) Not breaking local ties
- c) take account of
 - i) any discrepancy between the number of electors and the number of people eligible to vote
 - ii) any change to the number or distribution of electors in the next five years

The existing communities and community wards are the building blocks for electoral wards. There is also the power to amend communities / community wards as a consequence of changes to electoral wards, but this must be put forward at draft proposal stage to allow for the proper consultation on changes to a community.

The Commission's preference is for single member wards, but multi-member wards (up to three members) will be considered in cases supported by evidence to the character of the ward, or in the interests of electoral parity. Wards with more than three members will only be considered if this is the existing pattern and there is substantial evidence of local support for such a ward.

Council Size Policy

The Commission has worked with WLGA, Welsh Government and local Councils to develop a Council Size Policy for the whole of Wales. This policy splits the 22 authorities into four categories, based on their population density and urbanisation. There is a different recommended councillor to elector ratio for each category:

Category	Urban nature (% population living outside of towns with more than 10k population)		Population density (persons per hectare)	Councillor : Elector Ratio
1	Less than 40%	AND	Greater than or equal to 10	1 : 4,000
2	Less than 40%	AND	Greater than or equal to 4.5	1 : 3,000
3	More than 40%	AND/OR	Less than 4.5	1 : 2,500
4	More than 40%	AND	Less than 2	1 : 2,000

The Commission has also set the following constraints on Council size:

- minimum of 30 members
- Maximum of 75 members
- Change in members capped at 10%

This policy places Newport in Category 2, with a Council Size Aim of 49 Councillors in total.

Currently Newport has 109,423 electors and a membership of 50 - an average of one councillor to 2,188 electors. Applying the council size aim of 49 Councillors will result in a ratio of one councillor to 2,233 electors.

Representations

The Commission will consider:

- variance - but ideally as close as possible to 2,188 electors per councillor
- Community tie arguments that justify atypical levels of electoral equality
- Natural boundaries - topography, hills, rivers
- Man made boundaries - major roads and motorways, railways, rural / urban divides

The Commission will not consider:

- parliamentary or assembly constituency boundaries
- Local political implications of proposals
- Postcodes or addresses
- Transfers of wards / areas from one councils to another
- Changes to boundaries of school catchment areas or polling districts

Council Response

The Commission is keen for Councils to be proactive in developing and recommending their own schemes and proposals as part of the consultation process, as we are best placed to understand the communities and boundaries within our own areas. A majority of Councils reviewed so far have successfully come up with their own options or preferred schemes as part of the initial consultation process.

This report proposes the formation of a cross party working group to review the available evidence, invite submissions from stakeholders, and devise options for a proposed new scheme of electoral arrangements.

A proposed methodology for this review is attached to this report. This would require a report back to the full Council meeting on 30 April 2019 for a coordinated Council response to be approved, and therefore requires the Commission to grant a short extension to the current consultation period which is due to end on 24 April.

Financial Summary

This review will be conducted from within existing resources and has no budgetary impact.

Any increase or decrease in the overall number of Councillors in the final proposals of the Commission will impact on the number of allowances drawn from Members Allowances budget, the levels of which are externally set by the Independent Remuneration Panel for Wales.

Risks

The review will take place whether or not the Council submits a response to the current consultation. Not submitting a response would mean a missed opportunity to set out the workable options based on the council's extensive and recognised knowledge of its communities. The Commission would have to formulate draft proposals without the benefit of this knowledge, which may result in proposals which are not the best fit for the local area.

Links to Council Policies and Priorities

This is a statutory review by the independent Local Democracy and Boundary Commission for Wales, aiming to improve electoral parity between the different parts of the City.

Options Available and considered

Option 1 - undertake a review and coordinate a Council response to the Commission's consultation process.

Option 2 - not undertake a review and not send a coordinated Council response to the consultation.

Preferred Option and Why

Option 1 - undertake a review and coordinate a Council response to the Commission's consultation process.

The Commission is keen for Councils to be proactive in developing and recommending their own schemes and proposals as part of the consultation process, as we are best placed to understand the communities and boundaries within our own areas. A majority of Councils reviewed so far have successfully come up with their own options or preferred schemes as part of the initial consultation process.

The Committee is therefore asked to endorse:

- 1 The formulation of a cross party working group, comprising a representative of each of the Council's registered political groups, to review evidence and submissions;
- 2 The review methodology proposed in Appendix 1;

- 3 The scheduling of an additional meeting for this Committee on 10 April 2019 to receive and comment upon the cross-party working group's findings before a report is presented to April's full Council meeting;
- 4 The proposed request to the Commission to extend their consultation period until after the full Council meeting on 30 April 2019.

Comments of Chief Financial Officer

To follow.

Comments of Monitoring Officer

There are no specific legal issues arising from the report. The Council has the option of doing nothing and waiting for the Local Democracy and Boundary Commission for Wales to publish their draft proposals and then respond during the statutory consultation process. However, the Commissioners actively encourage councils to come up with their own proposals for revised electoral arrangements prior to the draft being prepared because of their local knowledge and this is the only opportunity to suggest changes to existing community boundaries, should the need arise. Therefore, it is recommended that the Council should undertake its own review and agree a preferred option or range of proposals that can be presented to the commissioners before the end of April. The revised arrangements will need to reflect the optimum council-size recommended by the Commissioners and also address issues of under and over-representation in existing wards and projected population growth. The review will need to be evidence-based and political considerations are wholly irrelevant. Therefore, it is recommended that a cross-party working group is established to undertake the review, which will report back to DSC and make recommendations to full Council for consideration on 30th April.

Comments of Head of People and Business Change

The Local Democracy and Boundary Commission for Wales Review of Electoral Arrangements for the City of Newport details an approach to a statutory consultation and as a result there are no human resource implications. In responding to the consultation the Council will be able to provide feedback on how the proposals further develop the Well-being of Future Generations Act well-being goals, as they apply to citizens and communities within Newport. Newport City Council has provided population estimates to support this process and more data can be accessed to support the Committee and the Council in this exercise.

Equalities Impact Assessment and the Equalities Act 2010

Not applicable

Children and Families (Wales) Measure

Not applicable

Wellbeing of Future Generations (Wales) Act 2015

This is a statutory review being carried out by the Boundary Commission, and supports the Wellbeing Goal "A Wales of Cohesive Communities" within the Wellbeing of Future Generations (Wales) Act 2015.

Crime and Disorder Act 1998

Not applicable

Consultation

The proposed review methodology includes consultation with key stakeholders.

Background Papers

LDBC policy documents and consultation papers.

Dated: 7 February 2019

Proposal: Electoral Review Cross Party Working Group

Membership

One nominee from each of the Council's political groups.

Terms of Reference

Formulate and recommend a preferred option or options for a coordinated Council representation to the Boundary Commission as part of their initial consultation process:

1. Gather and review available data and other evidence
2. Invite submissions and interview key stakeholders
3. Consider options for changing electoral arrangements
4. Agree a final report for consultation with Democratic Services Committee and submission to Council.

Secondary Research Gathering

To include:

- All information submitted to the Commission in preparation for the review
- Statistical data for each community area and ward (where a community is warded)
 - Current population estimates and number of electors, and numbers of those eligible to vote
 - A five year projection of population, number of electors, and numbers of those eligible to vote
 - This data for the last five years
- Data analysis
 - A commentary on how the projected figures were calculated
 - Detail on the main development areas, timescales for progress and how these will impact upon current communities and boundaries
 - % changes over 5 years
 - % of people eligible to vote and not registered
- Maps
 - Detailed maps to street level showing current electoral ward, community, and community ward boundaries.

Primary Research Gathering

- Written submissions invited from all of the Commission's mandatory consultees
- Engagement with Community Council representatives

Proposal Formation

Establish viable options for improving electoral parity within the statutory requirements and Commission policies.

If possible, identify preferred options for presenting a single Council recommended scheme to the Commission. Alternatively, a series of evidenced options could be presented.

Report Consultation and Approval

Final report presented to Democratic Services Committee special meeting in April for consideration and comment.

Final report presented with DSC comments to Council on 30 April.

Current Wards and Communities

Electoral Ward	Councillors	Community	Community Ward
Allt-yr-yn	3	Allt-yr-yn	-
Alway	3	Alway	-
Beechwood	3	Beechwood	-
Bettws	3	Bettws	-
Caerleon	3	Caerleon (TC)	-
Gaer	3	Gaer	-
Graig	2	Graig (CC)	Lower Machen
			Rhiwderin
			Bassaleg
Langstone	2	Langstone (CC)	Langstone
			Llandevaud
		Penhow (CC)	-
		Llanvaches (CC)	-
Lliswerry	4	Lliswerry	-
		Nash (CC)	-
Llanwern	1	Llanwern (CC)	-
		Bishton (CC)	Bishton
			Underwood
		Goldcliff (CC)	-
		Redwick (CC)	-
Malpas	3	Malpas	-
Marshfield	2	Marshfield (CC)	-
		Coedkernew (CC)	-
		Michaelstone-y-Fedw (CC)	-
		Wentlooge (CC)	Peterstone
			St Brides

Pillgwenlly	2	Pillgwenlly	-
Ringland	3	Ringland	-
Rogerstone	3	Rogerstone	-
Shaftesbury	2	Shaftesbury	-
St Julians	3	St Julians	-
Stow Hill	2	Stow Hill	-
Tredeggar Park	1	Tredeggar Park	-
Victoria	2	Victoria	-

Report

Democratic Services Committee

Part 1

Date: 14 February 2019

Item: 7

Subject Councillor Support – Development of Online Toolkit

Purpose The purpose of this report is to outline potential developments and support that could be offered to Members via the Council's intranet page, through the creation of a 'Members Area' on the intranet. This report seeks to establish in principle for an online toolkit to be developed, and consider an outline of the proposed content.

Author Democracy and Communications Manager

Ward All Wards

Summary This report seeks to improve the support to Members through the development of an online toolkit for Members on the Council's intranet page.

Proposal The Committee is asked to consider and comment upon the proposal to set up an online toolkit, and outline of the proposed content.

Action by Democracy and Communications Manager and Scrutiny and Governance Manager

Timetable Immediate

This report was prepared after consultation with:

- Head of Finance
- Head of Law and Regulation
- Head of People and Business Change

Signed

Background

- 1.1 The Democratic Services Committee terms of reference outline the role of the Committee in reviewing the provision of support to Councillors to support them in carrying out their roles as Members. This report seeks to improve the support to Members through the development of an online toolkit for Members on the Council's intranet page.
- 1.2 Training material, forms and guides are all available to Members at present through hard copy only on request. Developing what is provided online will mean there is a central source of information that is quicker and easier to keep up to date. It also means that Councillors have access to a wider range of tools, guides and information that will support their development.

Current provision

There is currently basic information contained within the 'Democratic Process' section of the intranet which may be of use to Members. This includes:

- Contact information for the Democracy and Communications Team.
- Presentations from some Member Seminars and training sessions.
- Contact information of all Councillors.

Suggested Developments

- Development of the current section into a more comprehensive 'Members Area' on the intranet, with more detail on where / how to direct Member queries with Key contact information

	<ul style="list-style-type: none"> • Code of Conduct; • Declaration of interest guidance and links
IT Support	<ul style="list-style-type: none"> • Office user guides including Outlook, Word and Skype; • Contact details of digital champions for support; • Updates from the customer centre; • SRS support – information on how to log a call, and troubleshooting guides; • Out of office guide and template wording
Support to Councillors – Ward Work	<ul style="list-style-type: none"> • This could be developed with Councillors to cover frequently asked questions and other information to support Councillors in the ward work; • Ward meetings guide – support structure for ward meetings including who does what
Training / Seminars	<ul style="list-style-type: none"> • Schedule of All Member seminars – to be develop for 6 months. • Set dates up and create a schedule managed by the Scrutiny and Governance Team. • Presentations and briefing information seminars and access to past training material.
Online training tools	Links to online training providers and e learning modules that may be of interest to Members and support them in their roles. This could include

	<p>those provided specifically to Councillors via the All Wales Academy, including:</p> <ul style="list-style-type: none"> • Social Media; • Data Protection; • The Effective Ward Councillor; • Ethics and Standards; • Charing Meetings; • Introduction to Scrutiny.
Forms	<ul style="list-style-type: none"> • Form online to submit requests for All Member seminars. Training needs assessment – option to request additional sessions or additional topics; • Parking permits; • Declarations of interest update forms; • Hospitality and gifts declaration forms

Committee Specific Pages:

Planning Committee	<ul style="list-style-type: none"> • Planning guidance, • planning protocol, processes • Code of practice, • Training specific to Planning Committee Members such as Section 106, Induction for new planning members. House in Multiple Occupation.
Standards Committee	<ul style="list-style-type: none"> • Member code of conduct; • Member officer protocol; • Role of Standards Committee.
Audit Committee	<ul style="list-style-type: none"> • Terms Reference Committees, • Work programme; • Treasury management training.
Licensing Committee	<ul style="list-style-type: none"> • Code of practice for the three Licensing Committees (Licensing Committee, Licensing Sub Committee and Taxi Panel) • Committee specific training / briefing notes issued.
Scrutiny Committee	<p>The online toolkit could also include a Scrutiny specific section to provide more specific support to Members in their Scrutiny role. This content could be developed with the Scrutiny Committees and the Scrutiny Chairs to ensure it covers support for all Members. This could include:</p> <ul style="list-style-type: none"> • Links to Online training • CFPS Guides • Forms – Topic referral form

	<ul style="list-style-type: none"> • Process – How Members can request the Committees consider items, forward plans. • Welsh Assembly Guidance – for example Scrutiny of the PSB Guidance
Social Services Rota Visits	<ul style="list-style-type: none"> • Schedule of visits undertaken; • Template of the form; • Outline of the process; • Training material for undertaking visits.

Financial Summary

The development of an online toolkit would be met from existing resources within the Scrutiny and Governance Team.

Risks

There are no specific risks associated with developing these proposals. It is hoped that providing better and more accessible information to Members will help to support Members more effectively in carrying out their varied roles.

Links to Council Policies and Priorities

This relates to the Corporate Plan aim of Modernised Council, providing a better digital portal for Member information.

Proposal

The Committee is asked to consider and comment upon the proposal to set up an online toolkit, and outline of the proposed content.

Comments of Chief Financial Officer

To follow.

Comments of Monitoring Officer

There are no specific legal issues arising from the report. In accordance with the Local Government (Wales) Measure 2011, the Council is required to provide elected members with sufficient support to enable them to effectively discharge their functions and carry out their duties as elected members. The proposed on-line toolkit will provide members with easier access to a wider range of relevant information and documents.

Comments of Head of People and Business Change

This report outlines proposals for the development of the Council's intranet pages, to provide better support for Members. This can be considered as part of a wider approach to better digitally equip Members.

Wellbeing of Future Generations (Wales) Act 2015

The development of online support for Members will assist and support members in undertaking their roles and responsibilities under the act.

The training material to support Members will be more accessible and support Member development.

Background Papers

None.

Dated: 7 February 2019

This page is intentionally left blank