



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

17th JULY 2019

DEMOCRATIC SERVICES COMMITTEE

DEMOCRATIC SERVICES –SUPPORT PROVISION FOR MEMBERS WORKING GROUP – IMPLEMENTATION PLAN UPDATE

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF REPORT

The purpose of the report is to provide Members with the draft implementation plan for approval and adoption, following the recommendations of the Democratic Services Committee working group set up to look at Support provision for Members.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Democratic Services Committee:
- (i) Consider the draft implementation plan attached as Appendix 1 to the report.
 - (ii) Subject to any amendments, approve and adopt the draft plan with regular monitoring reports being brought forward to Committee as and when appropriate.

3. BACKGROUND

- 3.1 At the Democratic Services Committee on the [19th March](#) Members received the report of the Working Group set up to look at Support provision for Members.
- 3.2 At the meeting, Members resolved to take forward all 7 recommendations of the working group, with an implementation plan being brought forward to illustrate how the recommendations would be taken forward.
- 3.3 A draft Implementation plan is attached as Appendix 1 of the report.
- 3.4 It is proposed that if agreed, timely updates in relation to the plan are provided to the Committee to ensure progress and monitoring.

4 EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 The recommendations of the working group supports the need for all Members to have equal access to support regardless of political allegiance. The recommendations encourages the authority to examine the way that business is conducted to ensure the equality of access and involvement of all people as councillors.

5. CONSULTATION

- 5.1 Democratic Services Working Group – 14th January, 2019.
Democratic Services Committee – [19th March, 2019](#).

6. FINANCIAL IMPLICATION(S)

- 6.1 Details of any financial costs will be highlighted within the draft implementation plan and further presented to Members when aspects of the implementation plan are brought forward to Committee consideration. For example, the details to be provided to Members in respect of the review of the Chamber will provide Members with any financial implications.

7. LEGAL IMPLICATIONS

- 7.1 None

8. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 8.1 The work of all Councillors is fundamental to the work of the Council and subsequently the delivery of the Corporate Plan, hence ensuring Members are fully supported in undertaking their roles is important to the work of the Council overall.
- 8.2 Ensuring all Members are supported and have equal access to support and development links to the future generations well being goals of a more equal Wales and a Wales of cohesive communities.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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BACKGROUND PAPERS - Democratic Services – Support for Members

Democratic Services – [12th November, 2018](#). [19th March, 2019](#).

IMPLEMENTATION PLAN DEMOCRATIC SERVICES RECOMMENDATIONS

APPENDIX 1

RECOMMENDATION	OWNERS	HOW TO BE IMPLEMENTED	DATES
<p>Recommendation 1</p> <p>Flexible training Framework to be taken forward</p>	<p>Deb Hughes</p> <p>Tim Jones</p>	<p>Promote and raise awareness of Office365 SLT Democratic Services Cabinet / Council</p> <p>Develop materials to raise awareness and skills in relation to further use of IPAD & Office 365 to include e-learning material.</p> <p>Create communication & implementation plan to raise awareness</p> <p>Roll out sessions to be taken forward with Members</p>	<p>June 2019 17th July 2019 Post Summer Recess TBC</p> <p>September 2019</p> <p>October 2019</p> <p>Following completion of the above.</p>
<p>Recommendation 2</p> <p>Details of dedicated point of contact within ICT to be provided regularly to Members</p>	<p>Tim Jones</p>	<p>Servicedesk primary point of contact 01443 425080 to ensure detail are logged and prioritised. ictservicedesk@rctcbc.gov.uk</p> <p>Key Officers defined to provide primary support to Members are Jim Jones, Lea Grimes, Mathew Earles.</p> <p>Escalation process in place to Richard Price 01443 562263 or Elaine Pritchard 01443 562273</p> <p>Communicate to Members</p>	<p>May 2019</p> <p>July 2019</p>
<p>Recommendation 3</p>	<p>Tim Jones</p>	<p>Review of the current facilities considering current WiFi upgrade programme and options to provision improved member access – Council sites</p>	<p>June 2019</p>

<p>The adequacy and access to internet for Members is reviews</p>		<p>Review of the current facilities and options to provision improved member access - Schools</p> <p>Implement WiFi improvements to Council sites to improve member access</p> <p>Provide recommendations to Schools ICT Strategy Group on proposed improvements (implementation subject to outcome)</p>	<p>July 2019</p> <p>August 2019</p> <p>September 2019</p>
<p>Recommendation 4</p> <p>Review of Chamber facilities including costings</p>	<p>Christian Hanagan & Tim Jones</p>	<p>Review of the current facilities and potential changes to be discussed with ICT and Corporate Estates</p> <p>Basic review details and costing to be provided – Accessible Charging points</p> <p>Comprehensive Review to be undertaken – Webcasting plus accessible Charging points</p> <p>Report back to Democratic Services on the options and costings available</p>	<p>July 2019</p> <p>August 2019</p> <p>September 2019 (external Company would need to be engaged with so timescales may need to be adapted)</p> <p>Next Meeting - TBA</p>
<p>Recommendation 5</p> <p>Chairs of Committee meetings become an exemplar of the Paper light approach,</p>	<p>Christian Hanagan</p>	<p>Email notifying Chairs & Vice Chairs of Recommendation to be circulated.</p> <p>Training or further training to be Provided to Chairs on the Modern.Gov system if necessary</p> <p>Monitor the take up of the Modern Gov system and reduction in paper copies</p>	<p>Post June Council following Political, Balance report</p> <p>As and when required by Members</p> <p>Continuous Monitoring with update reports to Democratic Services</p>

<p>Recommendation 6</p> <p>Attendance at training sessions</p>	<p>Christian Hanagan</p> <p>Deb Hughes</p>	<p>An email provided to all Member explaining that some training requirements are outsourced and expenditure occurred if Members aren't able to attend.</p> <p>When an external provider is procured for training the Member is advised in the first instance</p> <p>Monitoring of attendance</p>	<p>Post AGM, following completion of the current PDRs</p> <p>As and when necessary</p> <p>Updates in respect of attendance of training be provided to Chair / Democratic Services Committee for monitoring.</p>
<p>Recommendation 7</p> <p>Revision of paper budget</p>	<p>Christian Hanagan</p>	<p>Email to all Members advising of the importance of 'Think don't Print'</p> <p>Monitoring of Paper and Ink requests through Member Services</p>	<p>Post AGM and approval of implementation plan by Democratic Services</p> <p>Monthly monitoring provision put in place.</p>