



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MARCH 2019

DEMOCRATIC SERVICES COMMITTEE

DEMOCRATIC SERVICES – SUPPORT FOR MEMBERS

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF REPORT

The purpose of the report is to :

- Provide Members with a copy of the Members survey as instructed by the Democratic Services Committee on the 12th November, 2018 for comment and agreement prior to its publication.
- Discuss further suggested support for Members through the development of a 'Members Portal'.

2. RECOMMENDATIONS

2.1 It is recommended that the Democratic Services Committee:

- (i) Consider and agree to the distribution of the Member Survey as outlined in Appendix A,
- (ii) Subject to agreement to 2.1(i) the results of the survey be provided back to the Democratic Services Committee for consideration and action if necessary;
- (iii) To instruct the Interim Head of Democratic Services to further review the development of a Members Portal as outlined in section 5 of the report.
- (iv) Subject to the agreement of 2.1(iii) to provide a demonstration of a 'mock' Members portal at the next appropriate meeting of the Democratic Services Committee.

3. BACKGROUND

- 3.1 At the Democratic Services Committee meeting on the 12th November, the Interim Head of Democratic Services provided Members with his report which advised on the support provision available to Members and sufficiency of resources. A copy of which can be access through the following [link](#).

4 MEMBERS SURVEY

- 4.1 When considering the Interim Head of Democratic Services report in respect of sufficiency of resources at its last meeting, Members of the democratic Services Committee commented upon the good practice of undertaking a 'Members Survey', to allow all Members the opportunity to comment on the provision of support available.(Minutes No.9 refers)
- 4.2 Following Members comments a draft bilingual survey has been compiled and is attached as Appendix A. This survey includes the usual detail in respect of Committee meeting preference times but in addition seeks Members views into support provision, training and facilities available to Members.
- 4.3 Subject to any agreed amendments it is proposed that this survey is conducted for a two week period at the end of March / beginning of April, to allow inclusion of the results into the Calendar of Meetings report at the Council AGM.
- 4.4 The Survey will be electronically available although hardcopies will be available on request.
- 4.5 All other responses received in relation to questions 5 – 10 of the survey will be feedback to the Democratic Services Committee for consideration and action if / when necessary.

5. MEMBERS PORTAL

- 5.1 At the Democratic Services Committee on the 12th November, Members also considered reports in respect of the Members Charter and the roll out of Modern.Gov.
- 5.2 Members were advised of the importance of provision of training in respect of the Charter and the emphasis being made on the push to a paper light Committee approach.
- 5.3 With these two factors in mind the Interim Head of Democratic Services would like to undertake research into development of a Members Portal on the Councils website. This Portal would be an area on the website for Elected Members to access which would allow them an area too potentially:
- Report problems,
 - Submit questions / Notices of Motion to Council
 - Submit scrutiny Call In's
 - Submit Research requests
 - Provision of useful contact details for officers / external organisations.
 - E-learning.

- Access relevant forms / consultation links
- Members Surveys

This list is not exhaustive but a starter for ten as to what the area could provide.

- 5.4 It is anticipated that the provision of e-learning modules would assist Members in their busy working lives as a tool to support Members in undertaking necessary training to assist them in their roles. Although numerous training opportunities have been made available in recent months, the attendance at such events has been poor. The push to e-learning would hopefully solve this issue allowing Member to undertake training at a time and place that is convenient to them.
- 5.5 Similar areas are being used by a number of other authorities as an extra form of support for Members.
- 5.6 With the drive for a paper-light Council and now Members access to portable electronic devices the use of a Members Portal, providing relevant and timely information in one succinct place seems a sensible approach to take forward.
- 5.6 It is proposed that if Members approve, initial development work could be undertaken with colleagues from Customer Care and Web design to provide a mock portal for future consideration by the Democratic Services Committee.
- 5.7 It is envisaged that the Members Portal would not be an additional cost to the Authority as it would form part of the Councils main website. In respect of officer time to populate the pages, again as the information would already (in part) be on the main website the pulling together information to one main portal would again be low in comparison to the benefits this portal would bring for Members.
- 5.8 In order to maintain the Advanced Charter, it is recognised that 'Good practice might include an interactive portal dedicated to members' in respect of Information resources.

6 EQUALITY AND DIVERSITY IMPLICATIONS

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

7. CONSULTATION

- 7.1 No consultation is required on this matter.

8. FINANCIAL IMPLICATION(S)

8.1 None. As outlined in section 4 the Members survey will be conducted electronically and in respect of the members portal as the development will be in-house utilising the Councils website no costs will be attracted.

9. LEGAL IMPLICATIONS

9.1 None

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

10.1 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.

10.2 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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DEMOCRATIC SERVICES COMMITTEE

MARCH 2019

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS - Democratic Services – Support for Members

Democratic Services – 12th November, 2018.



Dewiswch iaith yr arolwg

In which language would you like to take part in this survey?

- Saesneg / English
 Cymraeg / Welsh

TIMINGS OF MEETINGS SURVEY

In accordance with Section 6(2) of the Local Government (Wales) Measure, 2011, Members views are sought on their preferences for starting times of meetings.

Please complete and return by:

Q1 Committee meeting start time preference (please pick one preferred time for each committee)

	10.00 a.m.	2.00 p.m.	4.00 p.m.	5.00 p.m.
Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cabinet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning & Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning Site Visits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Licensing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Licensing Act 2003	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Democratic Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corporate Governance & Constitution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overview & Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Service Delivery, Communities & Prosperity Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children & Young People Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health & Well-Being Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Finance & Performance Scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scrutiny Working Groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cwm Taf Public Services Board Joint Scrutiny Committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corporate Parenting Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cabinet Steering Groups (Welsh Language/Strategic Culture & Arts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PensionFund	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Further Comments:

Q2 Are you happy with the current arrangements that are in place for meetings that are held on an ad hoc basis e.g. LEA Governors, Appointments Committee, VER Panel?

- Yes
- No

If no, why not?

Q3 Do you have any specific requirements that would better enable you to access any Council Meetings (e.g. large print literature/Braille?)

- Yes
- No

If yes, please provide details:

Q4 Going Forward with the Council's approach to 'paperlight' Committee meetings, are you happy to stop receiving the distribution of hard copy agendas and access Committee papers through the Modern.Gov App? (N.B - This decision can be reviewed at any point)

Yes

No

Further Comments:

Member Support

Q5 Are you happy with the level of support provided to you by the Council Business Unit (Support at Committees / Scrutiny / General Member Support Provision)

Yes

No

Further Comments:

Q6 Are there any suggested improvements / support that the Council Business Unit could provide to assist Members further in their role?

Yes

No

Further Comments:

Q7 Are you happy with the training provision provided to Members and the availability of training? (One to One training / Pre Committee Training)

Yes

No

Further Comments:

Q8 What improvements would better facilitate you with any training need that you may have?

E-Learning provision

Evening Training Slots

Weekend Training Slots

Further Comments:

Q9 Are you happy with the facilities provided for members are the Council headquarters? (Chamber meeting room provision/ private rooms for each political group/ member library)

Yes

No

Further Comments:

Q10 Any further comments that you wish to provide in respect of the support to assist you in your role can be provided below:

Q11 (Your name will be anonymised when the information is fed back to Council)

Name:

Thank you for taking part in this survey.

AROLWG - AMSEROEDD CYFARFODYDD

Yn unol ag Adran 6(2) o Fesur Llywodraeth Leol (Cymru), 2011, rydyn ni'n ceisio barn Aelodau ynglŷn â faint o'r gloch hoffen nhw i gyfarfodydd ddechrau.

Llenwch y ffurflen a'i dychwelyd erbyn:

C1 Am faint o'r gloch hoffech chi i gyfarfodydd ddechrau (dewiswch un amser ar gyfer pob pwyllgor)

10.00am 2.00pm 4.00pm 5.00pm

Y Cyngor

Cabinet

Pwyllgor Cynllunio a Datblygu

Ymweliadau Safle Cynllunio

Pwyllgor Trwyddedu

Pwyllgor Deddf Trwyddedu 2003

Pwyllgor y Gwasanaethau Llywodraethol

Pwyllgor Archwilio

Pwyllgor Safonau

Pwyllgor Ymgynghorol a Llywodraethu Corfforaethol

Pwyllgor Trosolwg a Chraffu

Pwyllgor Craffu – Cynnal Gwasanaethau Cyhoeddus, Cymunedau a Ffyniant

Pwyllgor Craffu – Plant a Phobl Ifainc

Pwyllgor Craffu – Iechyd a Lles

Pwyllgor Craffu – Cyllid a Chyflawniad

Gweithgorau Craffu

Cydbwyllgor Trosolwg a Chraffu Bwrdd Gwasanaethau Cyhoeddus Cwm Taf

Bwrdd Rhianta Corfforaethol

Grwpiau Llywio'r Cabinet (Materion y Gymraeg)

/ Pwyllgor Gweithredu Diwylliant a Chelfyddydau Strategol)

Cronfa Bensiwn

Sylwadau Pellach:

C2 Ydych chi'n hapus gyda'r trefniadau presennol sydd ar waith ar gyfer cyfarfodydd sy'n cael eu cynnal yn ôl yr angen e.e. Llywodraethwyr yr AALI, Pwyllgor Penodiadau, Panel Gadael Swydd yn Gynnar o Wirfodd?

Ydw

Nac ydw

Os nad ydych chi'n hapus, rhowch resymau.

C3 Oes gyda chi unrhyw ofynion/anghenion penodol gallen ni eu bodloni er mwyn hwyluso'ch gwaith o fynd i gyfarfodydd y Cyngor a chymryd rhan ynddyn nhw? (e.e. dogfennau print bras neu Braille)?

Oes

Nac oes

Os oes gyda chi ofynion/anghenion penodol, rhowch fanylion.

C4 Gan ystyried dull y Cyngor o ddefnyddio llai o bapur mewn cyfarfodydd Pwyllgor, ydych chi'n hapus i beidio â derbyn copïau caled o agendâu, ac yn lle hynny, defnyddio ap Modern.Gov er mwyn gweld papurau'r Pwyllgorau? (D.S. Mae modd adolygu'r penderfyniad yma ar unrhyw adeg.)

Ydw

Nac ydw

Sylwadau Pellach:

Cymorth i Aelodau

C5 Ydych chi'n hapus â'r cymorth sy'n cael ei ddarparu i chi gan Uned Busnes y Cyngor (Cymorth mewn Pwyllgorau / Cyfarfodydd Craffu / Darpariaeth Cymorth i Aelodau yn gyffredinol)

Ydw

Nac ydw

Sylwadau Pellach:

C6 Oes unrhyw welliannau gallech chi eu hawgrymu i Uned Busnes y Cyngor, neu unrhyw gymorth pellach gallai'r uned ei roi, er mwyn rhoi rhagor o gefnogaeth i Aelodau gyda'u gwaith?

Oes

Nac oes

Sylwadau Pellach:

C7 Ydych chi'n hapus gyda'r hyfforddiant sy'n cael ei ddarparu i Aelodau ac argaeledd hyfforddiant? (Hyfforddiant Un i Un / Hyfforddiant Cyn Cyfarfod Pwyllgor)

Ydw

Nac ydw

Sylwadau Pellach:

C8 Pa welliannau fyddai'n hwyluso'ch gwaith o safbwynt unrhyw anghenion hyfforddiant sydd gyda chi?

Darpariaeth e-ddysgu

Sesiynau hyfforddi gyda'r nos

Sesiynau hyfforddi ar y penwythnos

Sylwadau Pellach:

C9 Ydych chi'n hapus gyda'r cyfleusterau sydd ar gael i Aelodau ym mhencadlys y Cyngor? (ystafell gyfarfod y Siambr / ystafelloedd preifat ar gyfer pob grŵp gwleidyddol / llyfrgell i Aelodau)

Ydw

Nac ydw

Sylwadau Eraill:

C10 Mae modd i chi nodi unrhyw sylwadau pellach sydd gyda chi ynglŷn â chymorth yn eich rôl isod:

C11 (Bydd yr wybodaeth yn ymddangos yn ddienw pan fydd yn cael ei hadrodd yn ôl i'r Cyngor)

Enw:

Diolch yn fawr i chi am gymryd rhan yn yr arolwg yma.