

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting of the Democratic Services Committee held at the County Borough Council Headquarters, The Pavilions, Clydach Vale on Wednesday, 5th October, 2016 at 5 p.m.

PRESENT

County Borough Councillor M.Webber – in the Chair

County Borough Councillors

L.M.Adams	(Mrs) A. Calvert	(Mrs) M.E.Davies	A. Fox
P.Howe	(Mrs) S.J.Jones	K. Morgan	K.Privett

Officers in Attendance

Mr C. Bradshaw – Chief Executive
Ms K.May – Head of Democratic Services
Mr. T.Jones – Head of ICT
Mr. J. Vale – Cabinet Office
Ms.L.Evans. - Principal Information Management
and Data Protection Officer

14 CHAIR ABSENCE

In the absence of the Chair the Vice Chair, County Borough Councillor M.Webber took the meeting. County Borough Councillor M.Webber reported that Councillor.P.Jarman was unable to attend due to illness, however, in her absence had sent an e-mail. Councillor Webber explained to the Committee that the points raised by Councillor Jarman would be addressed throughout the meeting.

15 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors S.Bradwick, (Mrs)A. Davies, P.Griffiths , P. Jarman and (Mrs) C.Leyshon

16 DECLARATIONS OF INTREST

There were no personal interests declared in matters pertaining to the Agenda.

17 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Democratic Services Committee held n the 24th March 2016.

18 INTERNET AND EMAIL ACCEPTABLE USE POLICY FOR ELECTED MEMBERS

With reference to Minute No.11 of the meeting of this Committee held on the 24th March 2016, the Head of ICT Mr T.Jones gave a position statement of the management changes within ICT, which had delayed the development of the ICT and E-Mail policy for Members. Having looked at the previous policy it was found that it was very much Officer/Employee orientated and needed to be a standalone policy for Members. A new policy is to be redrafted after consultation with other Local Authorities and Head of Democratic Services.

Following discussion it was **RESOLVED** that following the completion of a draft Internet and E-Mail Acceptable Use Policy for Elected Members the draft policy be circulated to all Members and the views received be reported to a meeting of the Committee in order that a policy will be in use for all Members following the Election in May 2017.

REPORT OF THE GROUP DIRECTOR, CORPORATE AND FRONTLINE SERVICES

19 PROPOSED MEMBER DATA PROTECTION TRAINING

Member's views were sought in respect of the data protection training for Members and it was **RESOLVED**

1. To note the contents of the report
2. To support and Approve the proposal to provide training to Members on Data Protection on 2nd November 2016.
3. That data protection training is to be included in Induction Programme for Members following the County Borough Elections in May 2017.

20 DOCUMENT MANAGEMENT PROPOSAL

Members had before them the joint report of the Secretary to the Cabinet and the Group Director, Corporate and Frontline Services that was presented to Cabinet at its meeting held on 19th May 2016. Following consideration of the Cabinet's Work Programme at the meeting of the Overview and Scrutiny Committee on the 7th July 2016 it was agreed that Members of the Democratic Services Committee be asked to look at the 'Document Management Proposal' and to be advised of the outcomes of the pilot in respect of a 'paperless Cabinet'.

At the meeting, the Chief Executive updated Members on the progress made with regards to the implementation of paperless Cabinet Meetings.

The Chair advised Members of the concerns expressed in the e-mail sent by Councillor Jarman regarding the personal needs of those Members wishing

to continue receiving hard copies of agendas and reports. Following a discussion, it was **RESOLVED**

1. That the pilot 'paperless' approach be extended to the Chairs of the Scrutiny and Regulatory Committees and that the Modern Gov Software app be installed on the laptops or tablets to be provided and that these Members be provided with the necessary training to undertake such tasks
2. That any future proposals to extend this facility to all Members, then consideration be given to those Members who wish to receive hard copies for various reasons and circumstances.

REPORTS OF THE HEAD OF DEMOCRATIC SERVICES

21 MEMBERS ATTENDANCE AT MEETINGS

Pursuant to Minute No.9(7)(2) of the Annual Meeting of the Council held on the 25th May, 2016 when it was agreed that the matter regarding recording Members attendances be considered by the Democratic Services Committee. The Chair advised Members that at the meeting of the Standard Committee held on 21st September 2016 the Chair of the Standards Committee indicated that he would attend a meeting of the Democratic Services Committee to answer any questions in relation to the monitoring of Members attendance, unfortunately Mr.Jehu was unable to attend tonight's meeting due to a prior engagement.

In her report the Head of Democratic Services sought Members views as to whether the following data should be recorded in respect of Members attendance at meetings:-

- Members Attendance /Non Attendance
- Recording whether apologies were given(or not) for non- attendance by a Member
- Whether a Member remained for the duration of the meeting or left prior to its conclusion.

Following the observations made by the Head of Democratic Services and a discussion it was **RESOLVED** that systems would be put in place for the implementation of the data to be published.

22 DEMOCRATIC SERVICES – SUPPORT FOR MEMBERS

The Head of Democratic Service reported on the current resource arrangements within Democratic Services and confirmed that since the report was presented to the Committee on 26th November 2015 two members of staff had retired and two new appointments had been made. She indicated that in the email from Councillor Jarman, as referred to earlier in the meeting, Councillor Jarman was looking to increase the current staffing situation by appointing a Scrutiny Research Officer. The Head of Democratic Services informed the Committee that she did not feel that this appointment was

necessary at this time but if there were any resource issues in the future then she would bring it to the attention of this Committee, in accordance with the guidance within the Local Government (Wales) Measure, 2011.

RESOLVED to endorse the resourcing arrangements available to the Head of Democratic Services as they were deemed fit for purpose at the current time and will be kept under constant review.

**M.WEBBER
CHAIR**

The meeting closed at 17:50 p.m.