

**CYNGOR SIR POWYS COUNTY COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE**

**15<sup>th</sup> February, 2013**

**REPORT AUTHOR: Head of Democratic Services**

**SUBJECT: Members' Annual Reports**

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**REPORT FOR: Approval**

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**1. Background**

- 1.1 Part 1 of the Local Government (Wales) Measure 2011 contains provisions intended to strengthen local democracy. Section 5 requires local authorities to ensure that all elected members are able to make an annual report on their council activities for the previous year. Any reports produced by members must be published by that council.
- 1.2 Consultation by the Welsh Government on draft guidance was completed in December 2012. The following has been produced, by the Member Development Working Group, subject to final Guidance being received.

**2. Developing annual reports**

- 2.1 The Member Development Working Group Chairman advised Group Leaders of the proposed introduction of annual reports in an email in September, 2012. She asked Group Leaders to advise their Members that annual reports would be required and to encourage them to keep a record of their work. She also advised that the Member Development Working Group was considering how to introduce the annual reports. This email was also sent to non-aligned Members. A further reminder was sent in January, 2013.
- 2.2 The Member Development Working Group has piloted a draft annual report and as a result of this has produced the following [Appendix 1 and 2]:
- A template
  - Guidance for producing a report.
- 2.3 It will be up to individual Councillors whether to write an annual report. Any reports produced by councillors must be published on the council website no later than the end of June 2013. To enable this deadline to be met a timetable has been agreed [Appendix 3].
- 2.4 A Member Development session on Members' Annual Reports will be held on 15 March, 2013. Due to the tight timescale for producing reports, proof reading and translating these, it is extremely important that Members keep to this timescale.

<b>Recommendation</b>	<b>Reason For Recommendation</b>
The Committee is asked to recommend to the Council approval of the Member Annual Report template, subject to the receipt of further national guidance, the timetable and process for completion and publication.	To ensure the publication of Members' Annual Reports.

<b>Person(s) To Action Decision:</b>	Wyn Richards, Carol Johnson		
<b>Date By When Decision To Be Actioned:</b>	21 February, 2013		
<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>
<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Wyn Richards	01597 826375	01597 826220	wyn.richards@powys.gov.uk



## Powys County Council Councillor's Annual Report

This report gives details of the Councillor's key activities over the year ending 30<sup>th</sup> April 2013. It is provided for the information of all constituents and for no other purpose.

<b>Councillor:</b>	<b>Tel:</b>
<b>Ward:</b>	<b>Mobile:</b>
<b>Shire:</b>	<b>Email:</b>
<b>Party:</b>	<b>Date:</b>

### **Section 1: Role & Responsibilities**

Advice on the content of each section will be provided.

### **Section 2: Constituency activity**

### **Section 3: Learning & Development**

### **Section 4: Outside organisations and other activities**

**MEMBERS' ANNUAL REPORTS**

**GUIDANCE NOTES FOR COUNCILLORS**

**Background**

The Annual Report is your report providing details of your key activities over the past year. It is your choice as to whether you write a report. However, if you do, the Council has to provide you with the facility to write and publish a report.

Your report will provide information for constituents.

**Completion instructions.**

You are free to include as little information as you wish in each section. However, the maximum size of your report must be kept to **2 A4 pages**.

The typeface and size used must follow the County Council's Corporate Style Guide – **Arial 12pt**.

The content must:

- adhere to the requirements of the Freedom of Information and Data Protection Acts.
- not name individuals
- not enable individuals to be identified by what you write
- adhere to the Members' Code of Conduct [the Code]
- be written in the past tense.

**Drafting my annual report – what support can I expect?**

1. You will be emailed an Annual Report template and instructions on how to complete each section.
2. The Member Support Unit will be able to provide support, if you require, with the following:- typing/editing/adding data. Please contact Shane Thomas, Member and Executive Support Manager Ext 6430 - email [shane.thomas@powys.gov.uk](mailto:shane.thomas@powys.gov.uk)
3. As we have up to 73 members to support in producing annual reports, please complete your draft as soon as possible and by 19<sup>th</sup> April, 2013 at the latest.
4. Your draft report should be emailed/posted to Shane Thomas, Member Support Unit, who will note receipt.

## **Proofing your draft report**

1. Although this is your report Officers will proof read it to ensure that you are not in breach of the Code and Freedom of Information and Data Protection Acts.
2. The written style of the report will be personal to you. However, Officers will advise you to make changes where the content is difficult to understand, you identify individuals, make derogatory comments about other councillors, past councillors or others etc.
3. The proof reading process will be as follows:
  - Member Support Unit will proof read the draft for spelling and make minor amendments such as correcting the names of Committees, organisations etc.
  - The draft will then be proof read by either Steve Boyd, Cabinet Manager, Carol Johnson, Democratic Services Officer or Wyn Richards, Scrutiny Manager.
  - If they have concerns about the content they will discuss this with you.
  - If they are unable to resolve this issue with you and consider that what you have drafted will bring you and /or the Council into disrepute they will discuss this with your Group Leader. If concerns remain after this they will refer the issue to the Monitoring Officer.
  - If you are a non-aligned Member they will refer the issue to the Monitoring Officer.

## **Final version**

Once the final version of your report has been agreed it will be:

- translated
- added to your page on the Council website.

All reports will “go live” on the Powys County Council website on 28 June, 2013.

**Members' Annual Reports  
Timescales for production and publication**

<b>Dates</b>	<b>Work</b>	<b>Comments</b>	<b>Progress</b>	<b>Completion</b>
February 5 <sup>th</sup>	Member Development Working Group receives the pilot submissions from Working Group Members based on Bridgend CBC template.  Agree template, guidance and timescales.	.	Amendments agreed at MDWG 5 <sup>th</sup> February	Completed 5 <sup>th</sup> February, 2013
February 15 <sup>th</sup>	Extra Democratic Services Committee to agree template, guidance and timescales for approval by Full Council.	Extra DSC meeting.		
February 21 <sup>st</sup>	Full Council – report for approval, subject to any changes required due to Guidance published later.	Next available Full Council. April meeting too late. Need to get approval and to make Members aware of what they need to do.		

Dates	Work	Comments	Progress	Completion
March 15 <sup>th</sup>	Member Development Day – half day session re completing drafts, guidance, support etc.	Next available after Full Council in February.		
March 18 <sup>th</sup> – April 19 <sup>th</sup>	Members to draft their reports	5 weeks for drafting. Advise Members that as soon as drafted they submit draft to designated Officer.		
April 19 <sup>th</sup>	Last date for submitting draft reports to Officers	Non moveable date		
April 1 <sup>st</sup> – May 20 <sup>th</sup>	<p>Proofing drafts by Officers</p> <p>Translation of reports on an ongoing basis as soon as approved</p>	<p>Up to 7 weeks for proofing process.</p> <p>Proofing as soon as they come in and discuss any concerns with Member. If disagreements discuss with Group Leader and/or Monitoring Officer.</p>		

Dates	Work	Comments	Progress	Completion
May 20 <sup>th</sup> – June 27 <sup>th</sup>	Finalisation of reports and inclusion on website	Up to 6 weeks to finalise and add to website and test etc.		
June 28 <sup>th</sup>	Annual reports on website “go live”	All reports to go live on 28 June.		