

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS
ON MONDAY 15TH JULY, 2013**

PRESENT: County Councillor Mrs S. Davies [Chairman]

County Councillors P.J. Ashton, Mrs D. Bailey, L.V. Corfield, S. Davies, D.C. Jones, M.J. Jones, W.J.T. Powell, P.C. Pritchard and T. Turner.

1.	APOLOGIES	DSC27-2013
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Apologies for absence were received from County Councillors G.J. Bowker, D.O. Evans, P.E. Lewis, D.G. Thomas and D.H. Williams.

2.	APPOINTMENT OF VICE CHAIR	DSC28-2013
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RESOLVED that County Councillor T. Turner be appointed Vice Chair for the ensuing year.

The Chair thanked County Councillor Bailey for her support during her time as Vice Chair of the Committee.

3.	MINUTES	DSC29-2013
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The Chairman was authorised to sign as a correct record the minutes of the meeting held on 2nd May, 2013.

4.	DECLARATIONS OF INTEREST	DSC30-2013
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There were no declarations of interest reported.

5.	INTERIM HEAD OF DEMOCRATIC SERVICES	DSC31-2013
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Mr Wyn Richards left the meeting while this item was considered.

RESOLVED that Wyn Richards, Scrutiny Manager be re-appointed the Interim Head of Democratic Services until 30 September 2013.

6.	ITEMS REFERRED FROM THE MEMBER DEVELOPMENT WORKING GROUP	DSC32-2013
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6.1 Personal Development Reviews (PDRs)

The pilots with the Member Development Working Group had been completed and the next phase was to carry out PDRs on all members in receipt of a senior salary by the end of November 2013 and for all

members to be offered a PDR by the end of February 2014. The Committee felt that it would be sufficient to carry out PDRs every other year.

RESOLVED	Reason for Decision:
<p>That the Democratic Services Committee agrees</p> <ol style="list-style-type: none"> 1. That the PDR process [undertaken in 2014 and 2016 of this Council term and where officers meet with members for their reviews] and revised paperwork be adopted. 2. That PDRs are undertaken by Members in receipt of a senior salary including the Leader and that these are completed by November 2013. 3. That PDRs are offered to all other Members and that these are completed by February 2014. 	<p>To ensure that a PDR process is implemented for Members in line with the requirements in the Local Government (Wales) Measure 2011</p> <p>To meet the objectives in the Powys Change Plan - under Council in respect of Workforce Transformation.</p>

6.2 Member Support Agreement

The Committee received for information a draft service level agreement for Member and Cabinet support. It was noted that this had not yet been considered by the Cabinet.

6.3 Member Role Descriptions

The Committee received for information revised role descriptions for the positions of Chair and Vice Chair of Democratic Services Committee, the Chair and Vice Chair of the Audit Committee, the Chair and Vice Chair of the Standards Committee and the Chair and Vice Chair of the Standards Sub Committee. These would be included in the new constitution.

7.	COUNCIL DIARY 2014	DSC33-2013
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The Committee received the draft diary for 2014 and were advised of one amendment required with the date of Council moving from 26th February 2014 to 5th March 2014.

RECOMMENDED to Council	Reason for Decision
that the draft diary for 2014 be approved.	

8.	NEW MODEL CONSTITUTION	DSC34-2013
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The Committee considered a report on the proposed new model constitution for County Councils in Wales. The new model constitution had been drafted on behalf of the Lawyers in Local Government Group and it was intended that it would be easier to use than the current constitution. Work would commence to populate the new model constitution with provisions relating to Powys. Members asked that the membership of the Constitution Working Group to be considered at the next meeting.

RECOMMENDED to Council:	Reason for Recommendation:
(i) That the Council adopt the new model constitution for Councils in Wales.	To move the Council to the new model constitution for Councils in Wales.
(ii) That officers prepare the new constitution for consideration by the Working Group / political groups / Committee and approval by Council but that the further updates to the current constitution be allowed as and when required.	
(iii) That the completed new model constitution be presented to the Council meeting on 30 April 2014 for adoption.	

9.	LOCAL GOVERNMENT CANDIDATES SURVEY 2012	DSC35-2013
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The Committee received for information details of the Local Government Candidates Survey for 2102.

10.	REVISED LEGISLATION AND GUIDELINES	DSC36-2013
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10.1 Promoting Local Democracy

The Committee received a report setting out the provisions of the Local Democracy (Wales) Bill which had been passed by the National Assembly on 18th June 2013. The Committee also discussed the grant being made available to town and community councils to develop websites and it was noted that a letter inviting councils to apply had been sent the previous week and applications were starting to come in.

RESOLVED	Reason for Decision:
(i) That the report be noted and circulated in the Members' Bulletin.	(i) To advise the Committee of new Legislation / Regulations from Welsh Government.
(ii) That the requirements of the Bill and associated Regulations / Guidance be taken into account in reviews of the Council's Constitution.	(ii) To update the Council's Constitution to take account of new Legislative requirements and guidance.

10.2 The Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2013

The Committee received details of amendments to the Local Authorities (Standing Orders) (Wales) Regulations.

RESOLVED	Reason for Decision:
(i) That the Regulations from Welsh Government be noted.	(i) To update the Committee on new Legislation / Regulations / Guidance affecting the Council.
(ii) That the requirements of the Regulations be taken into account in reviews of the Council's Constitution.	(ii) To update the Council's Constitution to take account of new Legislative requirements and guidance.

10.3 The Family Absence for Members of Local Authorities (Wales) Regulations 2013

The Committee received details of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 which introduced five new types of family absence. There would have to be an appeal process and it was likely that this would be exercised by the Democratic Services Committee.

RESOLVED	Reason for Decision:
(i) That the Regulations and Guidance from Welsh Government be noted.	(i) To update the Committee on new Legislation / Regulations / Guidance affecting the Council.
(ii) That the requirements of the Regulations / Guidance be taken into account in reviews of the Council's Constitution.	(ii) To update the Council's Constitution to take account of new Legislative requirements and guidance.

10.4 The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013

The Committee received details of arrangements for Joint Overview and Scrutiny Committees.

RESOLVED	Reason for Decision
To defer consideration for clarification on whether the Chair of a Joint Committee who is also a Chair of a Scrutiny Committee can receive two senior salaries.	For further information.

10.5 Statutory Guidance from the Local Government Measure 2011 – Annual Reports

The Committee received details of the Statutory Guidance issued by Welsh Government in respect of Members' annual reports.

RESOLVED	Reason for Decision:
(i) That the Statutory Guidance from Welsh Government be noted.	(i) To update the Committee on new Legislation / Regulations / Guidance affecting the Council.
(ii) That the requirements of the Guidance be taken into account in reviews of the Council's Constitution.	(ii) To update the Council's Constitution to take account of new Legislative requirements and guidance.

10.6 Remote Attendance at Council Meetings – Consultation Document

The Committee received the Welsh Government consultation on remote attendance at Council meetings.

RESOLVED	Reason for Decision:
(i) That the Draft Statutory Guidance from Welsh Government be noted.	(i) To update the Committee on new Legislation / Regulations / Guidance affecting the Council.
(ii) That the requirements of the Guidance be taken into account in reviews of the Council's Constitution.	(ii) To update the Council's Constitution to take account of new Legislative requirements and guidance.

11.	MEMBER DEVELOPMENT WORKING GROUP	DSC3-2013
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The Committee received for information the notes of the Member Development Working Group held on 5th February 2013.

12.	JOINT CHAIRS AND VICE CHAIRS WORKING GROUP	DSC3-2013
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The Committee received for information the notes of the Steering Group meetings held on 22nd March and 24th May 2013.

County Councillor Mrs S. Davies
Chair