

Pecyn Dogfennau Cyhoeddus

Pwyllgor Gwasanaethau Democraidd

Man Cyfarfod

Ystafell Bwyllgor A - Neuadd y Sir,
Llandrindod, Powys

Dyddiad y Cyfarfod

Dydd Llun, 29 Gorffennaf 2019

Amser y Cyfarfod

10.00 am



Neuadd Y Sir
Llandrindod
Powys
LD1 5LG

I gael rhagor o wybodaeth cysylltwch â

Carol Johnson

01597 826206

carol.johnson@powys.gov.uk

Dyddiad Cyhoeddi
24 Gorffennaf 2019

Mae croeso i'r rhai sy'n cymryd rhan ddefnyddio'r Gymraeg. Os hoffech chi siarad Cymraeg yn y cyfarfod, gofynnwn i chi roi gwybod i ni erbyn hanner dydd ddu ddiwrnod cyn y cyfarfod

AGENDA

1. YMDDIHEURIADAU AM ABSENOLDEB

I dderbyn ymddiheuriadau am absenoldeb.

2. ETHOL IS-GADEIRYDD

I ethol Is-gadeirydd am y flwyddyn ganlynol.

3. COFNODION CYFARFOD(-YDD) BLAENOROL

I awdurdodi'r Cadeirydd i arwyddo cofnodion cyfarfod y Pwyllgor a gynhaliwyd ar 29 Ebrill 2019 fel cofnod cywir.

(Tudalennau 1 - 8)

4. DATGANIADAU O FUDD

I dderbyn ac ystyried datganiadau o fudd gan Aelodau mewn perthynas ag eitemau i'w hystyried ar yr agenda.

5. CYFLEUSTERAU AELODAU YN NEUADD Y SIR

I ystyried yr adroddiad a chanlyniadau arolwg Aelodau a thrafod y newidiadau i gyfleusterau Aelodau.

(Tudalennau 9 - 26)

6. NEWIDIADAU I'R RHEOLIADAU ARIANNOL AR GYFER TROSGLWYDDIADAU ARIAN

(Tudalennau 27 - 30)

7. CWESTIYNAU GAN AELODAU A YSTYRIWYD YN Y CYNGOR A SIARAD MEWN CYFARFODYDD Y CYNGOR

I ystyried adroddiad Pennaeth Gwasanaethau Democrataidd.

(Tudalennau 31 - 34)

8. AELODAETH Y GRŴP DATBLYGU AELODAU A'R GWEITHGOR DEMOCRATIAETH

I ystyriedaelodaeth y canlynol:

Y Gweithgor Datblygu Aelodau:

Aelodaeth: Cadeirydd ac Is-gadeirydd y Pwyllgor Gwasanaethau Democrataidd. Grŵp sydd â chydbwysedd gwleidyddol o bum Aelod – Aelodau blaenorol: Y Cynghorwyr Breeze, Charlton, Evans, Jones-Poston a Silk. Y Cyngorydd Corfield oedd yr Is-gadeirydd blaenorol.

Gorchwyl: I ddatblygu ac arolygu'r Rhaglen Datblygu Aelodau a gwneud gwaith arall a gytunwyd arno gan y Pwyllgor Gwasanaethau Democrataidd.

Y Gweithgor Democratiaeth:

Aelodaeth: Unrhyw Aelod o'r Gweithgor Democratiaeth ac Aelod arall y Cyngor sydd â diddordeb yn y gwaith. Aelodau blaenorol: Y Cynghorwyr Sir Charlton, Dorrance, Jones-Poston a R Williams. Ar ôl e-bostio pob aelod yn 2019 mynegodd y canlynol ddiddordeb: Y Cynghorwyr Sir Durrant a Laurie-Parry.

Gorchwyl: I hybu ymgysylltu democrataidd a chyfranogiad ni waeth be fo cefndir, rhyw neu anabledd rhywun.

9. RHAGLEN WAITH

I nodi'r Rhaglen Waith.

(Tudalennau 35 - 38)

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD
AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON
MONDAY, 29 APRIL 2019**

PRESENT

County Councillor M J Dorrance (Chair)

County Councillors L V Corfield, G Breeze, J Charlton, D O Evans, D Jones-Poston, D R Price, D Rowlands, K S Silk and R Williams

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor D Davies.

2. MINUTES OF PREVIOUS MEETING(S)

The Chair was authorised to sign the minutes of the meeting held on 21 January, 2019 as a correct record.

3. DECLARATIONS OF INTEREST

County Councillor M Dorrance declared a prejudicial interest in the Review of Senior Salaries, as he was in receipt of a senior salary. County Councillor R Williams declared a prejudicial interest in the Member Support and Wellbeing as he was a Trustee and Treasurer of Brecon Mind, which might be involved in the tender process.

4. MEMBER DEVELOPMENT

The Chair welcomed the Dr Caroline Turner, Chief Executive to the meeting.

The Committee considered the report regarding the future proposal for Member Development for all Members and to support the new scrutiny structure. The Committee agreed that development needed to be provided in a variety of ways to suit the learning needs of Members. In response to questions officers advised that the completion of mandatory development is monitored and that sessions are provided on a number of occasions. Members who do not complete such development are reported to the Standards Committee. It was noted that this had done in respect of the non-completion of mandatory Treasury Management development.

The Committee noted the proposal to undertake monthly Laming visits (visits with Children's Services teams / establishments) involving Members and a representative of the Senior Leadership Team to develop links with front line staff.

RESOLVED	Reason for decision:
That the Committee supported the proposed approach.	To support the development of Member Development.

5. REDESIGN OF ICT SUPPORT TO MEMBERS

The Chair welcomed Ellen Sullivan, Professional Lead ICT to the meeting. The Committee considered the report regarding the proposed ICT support to Members. The Committee advised that the proposed changes should not be viewed as a criticism of the current officer but addressed the risks in the current system.

Members noted that the proposed changes would mean a dedicated contact number for Members, as the current systems already in place for PtHB and Schools. However, comment was made that the latter was not working as well as officers indicated. Concerns were raised that any officers providing support needed to be trained to speak to Members in “non-technical” ways and need to build up relationships with the Members. It was suggested that “Meet the Team” sessions could be provided to support this.

Members raised concerns that although officers had stated that the system was not effective or efficient there had not been any discussions with Members to seek their views.

The officer's recommendation was put to the vote and was lost.

RESOLVED	Reason for decision
That the proposal for the redesign of ICT Support for Members be refused.	The current support was considered appropriate.

The Chair agreed to change the order of the Agenda.

6. REIMBURSEMENT OF COSTS OF CARE

The Committee considered the report regarding how details of the reimbursement of care costs to Members is published. The Committee noted the two options available. Concerns were raised that having details of individuals' claims may prevent some Members with caring responsibilities from making legitimate claims. In response to questions the Head of Legal and Democratic Services advised that for some individuals their caring responsibilities may be in the public domain. However, for others this may not be the case and therefore publishing their details could lead to a breach of personal data.

RECOMMENDATION TO COUNCIL THAT	Reason for recommendation
from May 2019 the Council only publishes the total amount reimbursed for costs of care by the authority during the year but not attributed to any named member.	To publish the total costs of care reimbursed to Members only rather than on an individual basis.

7. PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Since the Committee reviewed the Public Participation at Council meetings at its last meeting, officers had discussed the reasons for refusing questions, in light of experience. It was noted that questions not taken to the next meeting are held on a reserve list and if the questioner still wishes it to be put, it would be taken to the next meeting. In response to questions, the Committee was advised that those submitting questions were asked for their feedback after the Council meeting.

The Committee commented that it should periodically review questions received, the public should be advised that they can ask questions via their local member and that the responses to questions may not be what they want to hear.

RECOMMENDATION TO COUNCIL	Reason for recommendation
That 1.7.1 (iii) is amended to read: is substantially the same as a question / issue which has been considered at two meetings of the Council in the past six months (including questions raised by Members and answered).	To update the Public Participation at Council meeting process.

8. MEMBER DEVELOPMENT WORKING GROUP [MDWG]

8.1. Personal safety guide for Councillors

The Committee considered the draft Personal Safety Guidance developed by the Member Development Working Group. It was noted that this had been developed to support Members in their work.

In response to comments officers agreed to make a cross reference in the Guide to the Social Media Guide previously developed for Members. Members were advised that if they were the subject of abuse etc. they should advise the Head of Legal and Democratic Services, police and provide information to the Personal Safety Register. The Committee was advised that Members could register to access the Personal Safety Register and Corporate Lone Worker System.

RECOMMENDATION TO COUNCIL THAT	Reason for recommendation
The Personal Safety – A Guide for Councillors be approved and that a Member development session on personal safety be provided for Members.	To support Members in their role.

County Councillor R Williams declared a prejudicial interest in the following item and left the meeting room.

8.2. Member support and wellbeing

The Committee considered the recommendation from the Member Development Working Group that Members, co-opted members and their family members have access to the Employee Assistance Programme.

The Committee noted that HR was to undertake a tender process and the final costs would be known after the completion of this process.

RESOLVED	Reason for decision
that subject to costs and a budget being confirmed: 1. Councillors and Co-opted Members have access to the Employee Assistance Programme, 2. ex-Councillors and Co-opted Members have authorised access to the Programme for three months following their last day of office as a Councillor or as a Co-opted Member, 3. family members of Councillors or Co-opted Members would have the same access rights as family members of employees.	To meet the Council's duty of care.

County Councillor R Williams returned to the meeting room.

9. WORK PROGRAMME

The Committee noted the Work Programme. The Chair advised that Members could suggest issues for consideration by the Committee.

10. MEMBERS' FACILITIES IN COUNTY HALL

The Chair welcomed Isobel Bowen, Property Services to the meeting to update the Committee on Members' facilities in County Hall, since the last meeting. The Committee noted that the Welsh Government office was due to co-locate in County Hall from April 2020. Refurbishment work on the ground floor in County Hall was scheduled to commence in six months' time.

The Committee raised concerns that officers had developed plans for the Members' facilities without discussing the needs with Members. Concerns were also raised that there should be clarity regarding the source of funding for any refurbishment of Members' facilities due to the public perception of the Council spending money on itself when services were being cut. The Property Officer advised that discussions were ongoing with the Welsh Government regarding the level of funding available to support the refurbishment of the ground floor to be used by the Council.

RESOLVED THAT	Reason for decision
The Democratic Services Committee meets on 20 May, 2019 to meet with Property Officers to discuss the Members' facilities in County Hall and that the Portfolio Holder Highways, Recycling and Assets be invited to attend.	To ensure Members' needs are taken into account in the refurbishment of Members' facilities at County Hall.

Prior to moving to the next item the Chair advised that this was his last meeting as Chair and thanked the Committee for its work in developing the support to Members.

The Head of Legal and Democratic Services advised that the Radnorshire Room would be used for the Petition regarding the Brecon and Radnor MP. Access to the Member Support Unit would be via the main corridor rather than directly from Reception.

County Councillor M Dorrance having declared a prejudicial interest left the meeting room for the next item.

County Councillor L Corfield took the Chair.

County Councillors J Charlton and K Silk left the meeting for other Council business.

11. REVIEW OF SENIOR SALARIES

The Committee considered the report from the Working Group – Senior Salaries.

The Committee noted that the size of the Cabinet was for the Leader to determine. The current Cabinet was 8 Members. The maximum membership could be 10. It was agreed that the reference in recommendation (i) should not refer to a number.

The Committee noted that the Working Group had recommended that the chair of the Employment Committee should not be paid a senior salary. The Committee discussed the workload of this Committee and at Employment Appeals. It was duly moved and seconded that the chair of the Employment Committee should be paid a senior salary. On the casting vote of the Chair, the proposal was agreed.

RECOMMEND TO COUNCIL THAT:	Reason for recommendations
(i) a senior salary be paid to the Members of the Cabinet;	To review senior salaries as requested by the Council.
(ii) a senior salary be paid to the 3 Chairs of the Scrutiny Committees;	
(iii) the role description for the Independent / Lay Member	

	<p>of the Audit committee be amended to include the requirement that the Independent / Lay Member would be the chair of the Committee;</p>	
(iv)	<p>the requirement for the Independent / Lay Member to chair the Audit Committee be established as a local protocol, subject to the committee being able in accordance with the Local Government (Wales) Measure 2011 to elect a councillor as chair instead;</p>	
(v)	<p>the Chair of the Audit Committee be paid a senior salary if that role was undertaken by a councillor;</p>	
(vi)	<p>the chair of the Employment Committee should be paid a senior salary;</p>	
(vii)	<p>the chair of the Planning Committee should be paid a senior salary;</p>	
(viii)	<p>in view of the workload that the chair of the Democratic Services Committee should not be paid a senior salary;</p>	
(ix)	<p>in view of the workload that the chair of the Pensions and Investment Committee should not be paid a senior salary;</p>	
(x)	<p>the Leader of the Opposition role be paid a senior salary;</p>	
(xi)	<p>the chair of the Public Service Board [PSB] Scrutiny Committee should not receive a senior salary.</p>	
(xii)	<p>should there be any requests to increase the number of senior salaries being paid, that a business case be presented to the Democratic Services Committee for consideration</p>	
(xiii)	<p>the Working Group should meet annually to review the</p>	

<p>position regarding senior salaries and make recommendations to the Democratic Services Committee and Full Council.</p>	
--	--

County Councillor M J Dorrance (Chair)

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

CYNGOR SIR POWYS COUNTY COUNCIL

**Democratic Services Committee
29.07.2019**

REPORT BY: **Head of Democratic Services**

SUBJECT: **Members' Facilities Survey**

REPORT FOR: **Decision, Information and Discussion**

1. Further to the meeting of the Committee on 29th April, 2019 a survey was developed to gain Members' views regarding their use of the Members' facilities at County Hall as well as other related matters such as the location of support officers.
2. The results of the survey are attached as an Appendix. 43 out of 73 Members responded to the survey which is a 58.9% response rate.
3. The results of the survey show that Members use the facilities provided mostly on a Weekly or Monthly basis (General discussions between Members and Officers / Confidential and Non-Confidential discussions between Members and officers. A high number of responses show that the facilities are used for individual work on a daily basis.
4. The responses also show a high percentage of members accessing support from Members Support Officers and ICT Support Officers on a daily or monthly basis. With regard to the location of support staff, the results show a clear preference for the co-location of support staff in the Members' area.
5. Finally the survey shows that there is a need for a network printer and a shredder as well as access to power supplies to charge mobile phones and laptops in the Members' area.
6. Property Services are invited to attend the meeting to discuss the findings of the survey which will inform the design of the revised Members' area, which should be considered by the Committee.

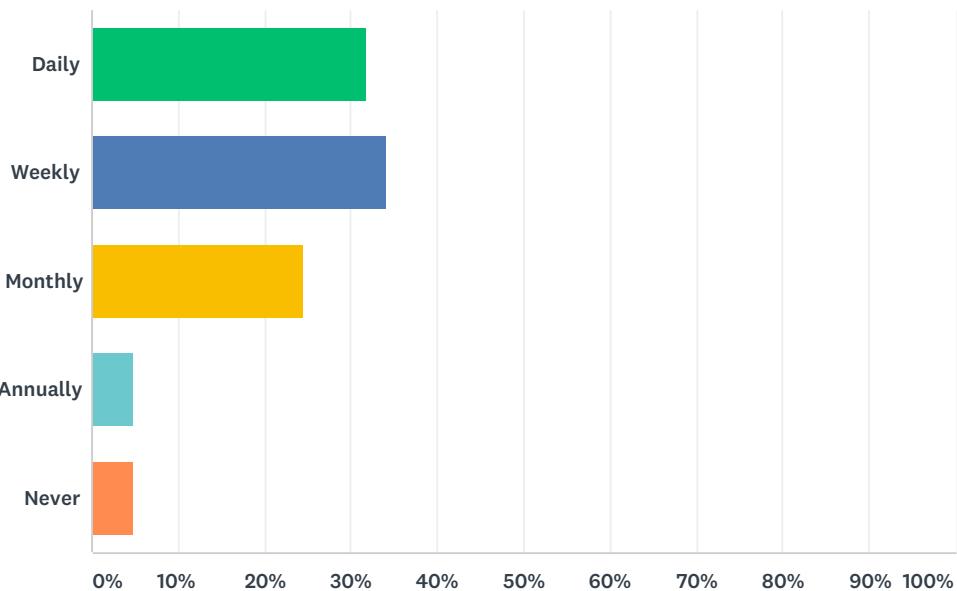
RECOMMENDATION	Reason for Recommendation:
(i) that the outcome of the survey be used to inform the design for the revised Members' area; (ii) that the design of the revised Members' area be considered by the Committee.	To ensure that members' views are taken into account in the design of any revised Members' facility at County Hall.

Contact Officer Name: Wyn Richards, Head of Democratic Services	Tel: 01597 826375	Email: Wyn.richards@powys.gov.uk
--	----------------------	-------------------------------------

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

Q1 Work, either individually or with a group of Members, on your computer, read documents or make phone calls

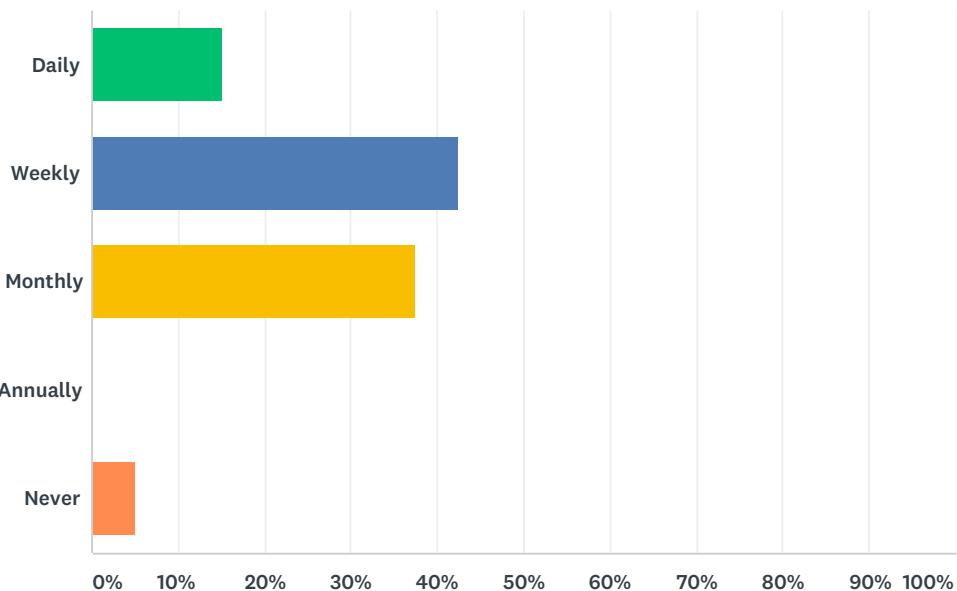
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	31.71%	13
Weekly	34.15%	14
Monthly	24.39%	10
Annually	4.88%	2
Never	4.88%	2
TOTAL		41

Q2 Sitting and have a general discussion with members

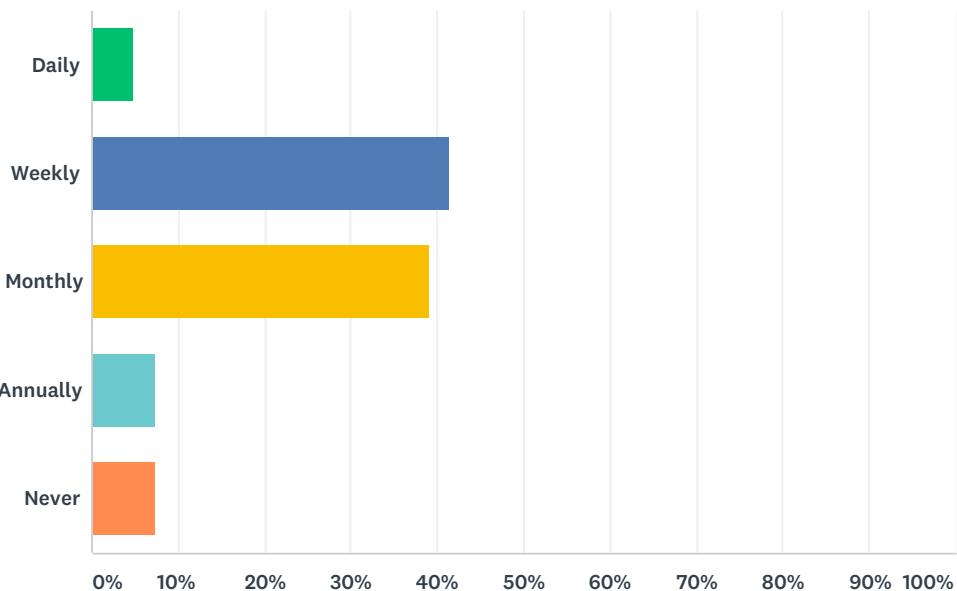
Answered: 40 Skipped: 3



ANSWER CHOICES	RESPONSES	
Daily	15.00%	6
Weekly	42.50%	17
Monthly	37.50%	15
Annually	0.00%	0
Never	5.00%	2
TOTAL		40

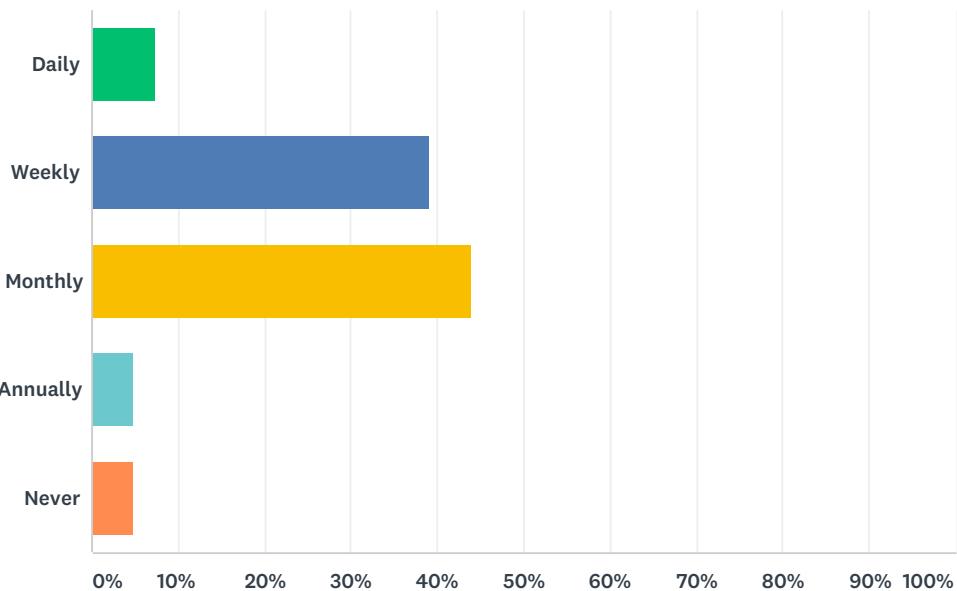
Q3 Sitting and have a general discussion with officers

Answered: 41 Skipped: 2



Q4 With councillors [up to 4 people] have a quiet discussion [not confidential]

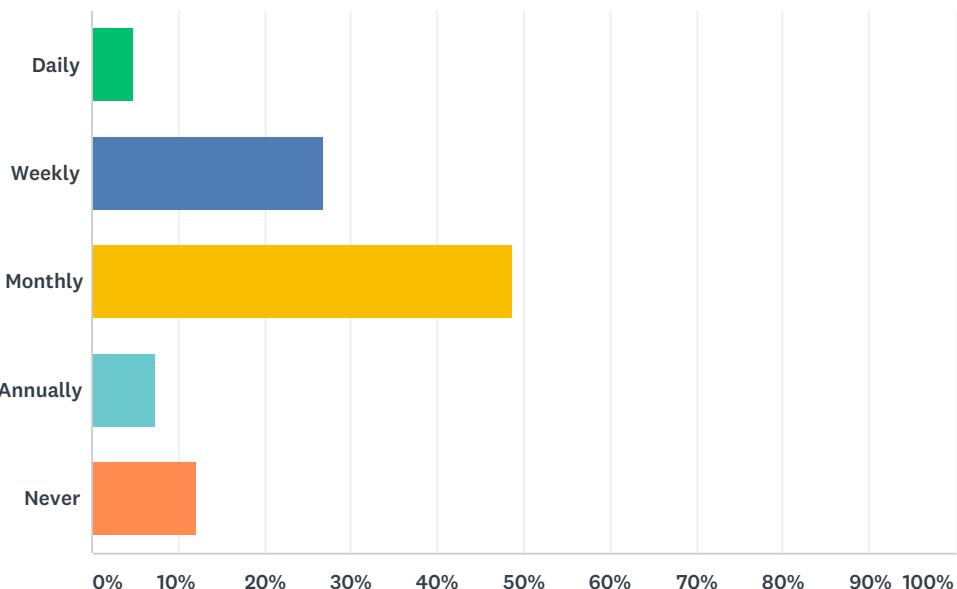
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	7.32%	3
Weekly	39.02%	16
Monthly	43.90%	18
Annually	4.88%	2
Never	4.88%	2
TOTAL		41

Q5 With councillors [up to 4 people] have a confidential discussion

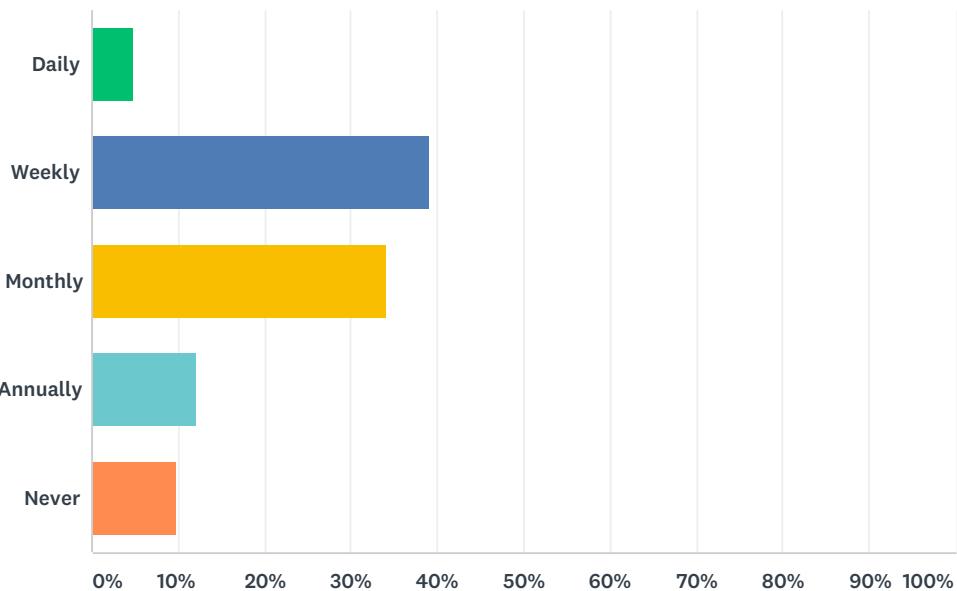
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	4.88%	2
Weekly	26.83%	11
Monthly	48.78%	20
Annually	7.32%	3
Never	12.20%	5
TOTAL		41

Q6 With councillors and officers [up to 4 people] have a quiet discussion [not confidential]

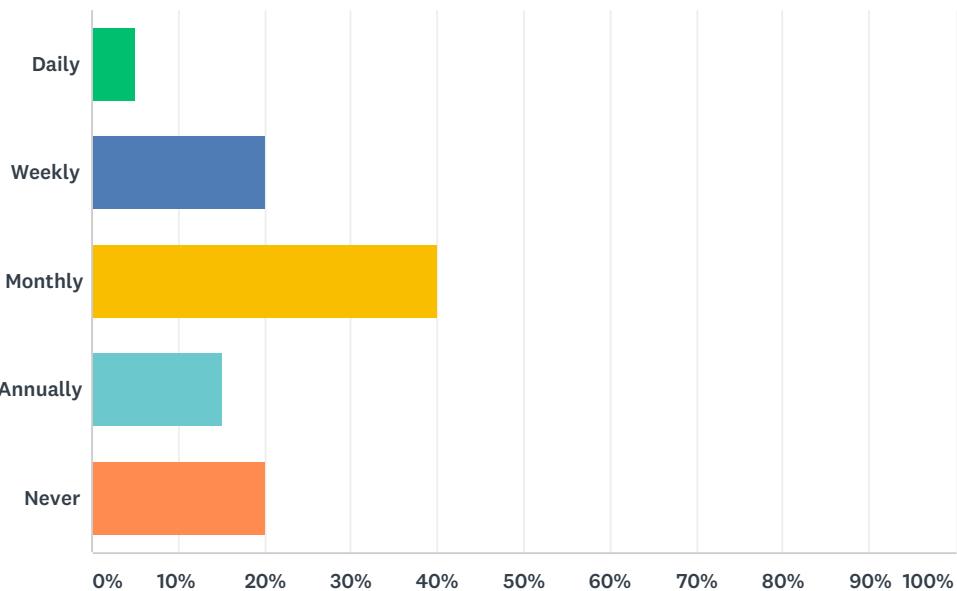
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	4.88%	2
Weekly	39.02%	16
Monthly	34.15%	14
Annually	12.20%	5
Never	9.76%	4
TOTAL		41

Q7 With councillors and officers [up to 4 people] have a confidential discussion

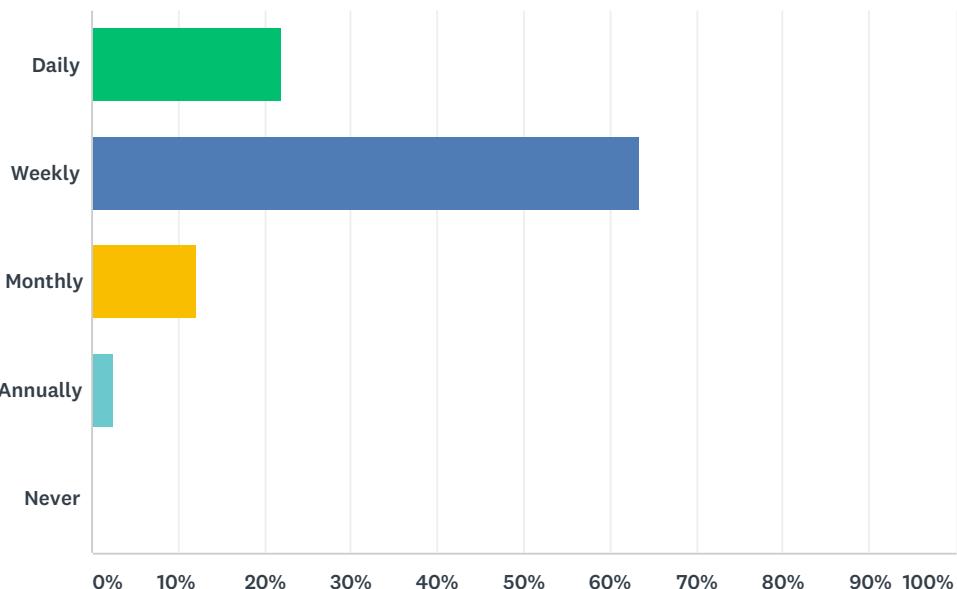
Answered: 40 Skipped: 3



ANSWER CHOICES	RESPONSES	
Daily	5.00%	2
Weekly	20.00%	8
Monthly	40.00%	16
Annually	15.00%	6
Never	20.00%	8
TOTAL		40

Q8 How often do you receive support from Member Support Officers?

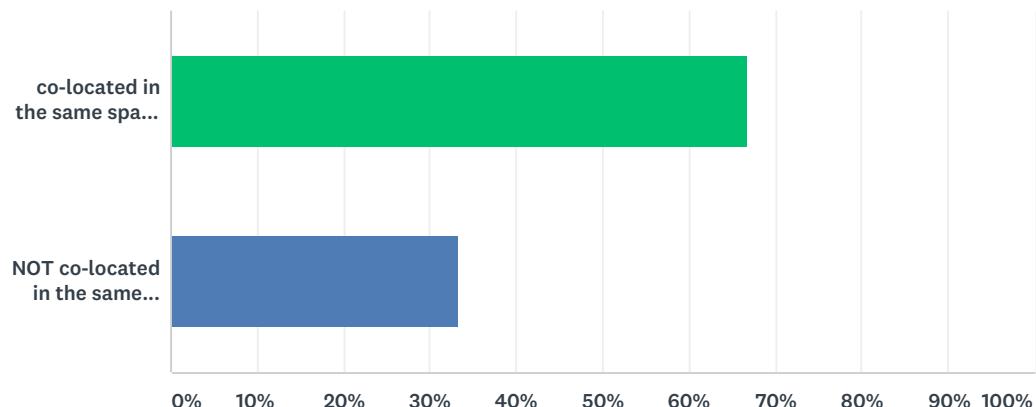
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	21.95%	9
Weekly	63.41%	26
Monthly	12.20%	5
Annually	2.44%	1
Never	0.00%	0
TOTAL		41

Q9 Would you like Member Support Officers to be:

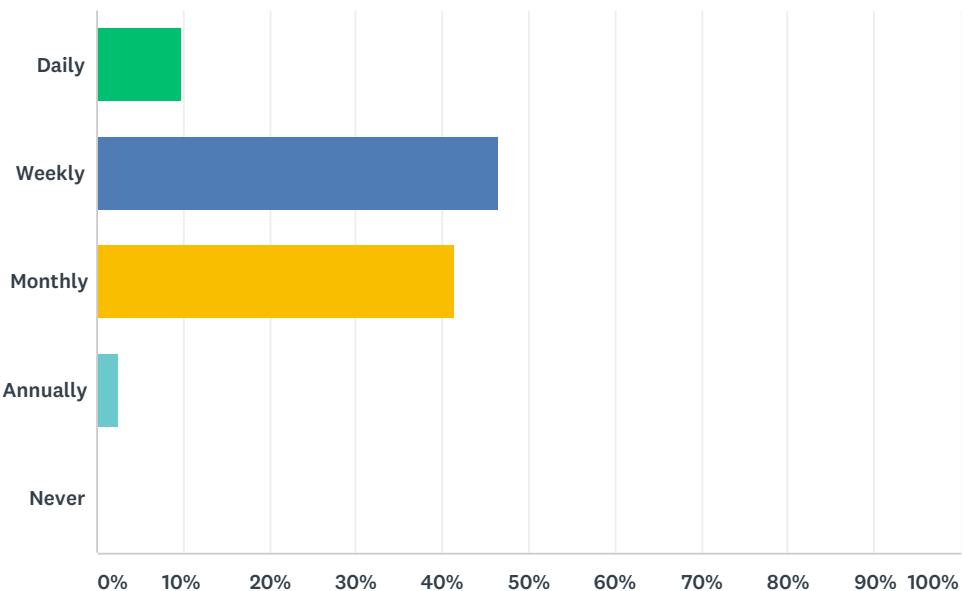
Answered: 39 Skipped: 4



ANSWER CHOICES	RESPONSES	
co-located in the same space as Members?	66.67%	26
NOT co-located in the same space as Members, but easily accessible?	33.33%	13
TOTAL		39

Q10 How often do you receive support from Members ICT Officer?

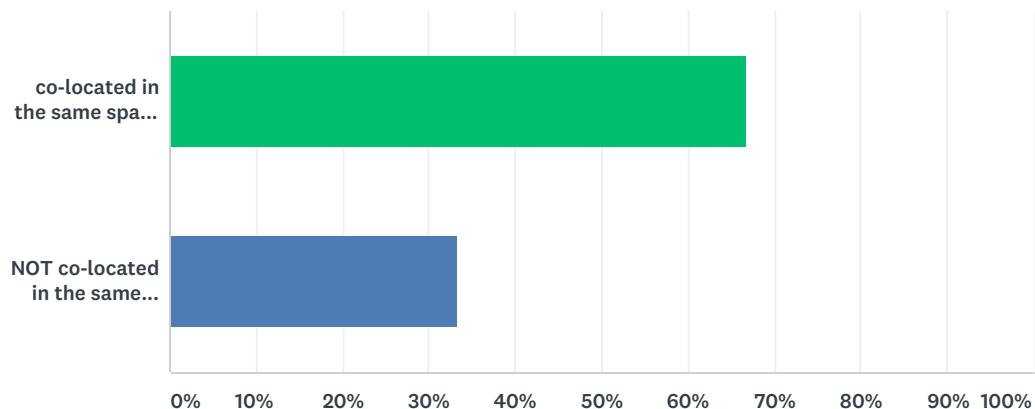
Answered: 41 Skipped: 2



ANSWER CHOICES	RESPONSES	
Daily	9.76%	4
Weekly	46.34%	19
Monthly	41.46%	17
Annually	2.44%	1
Never	0.00%	0
TOTAL		41

Q11 Would you like Members ICT Officer to be:

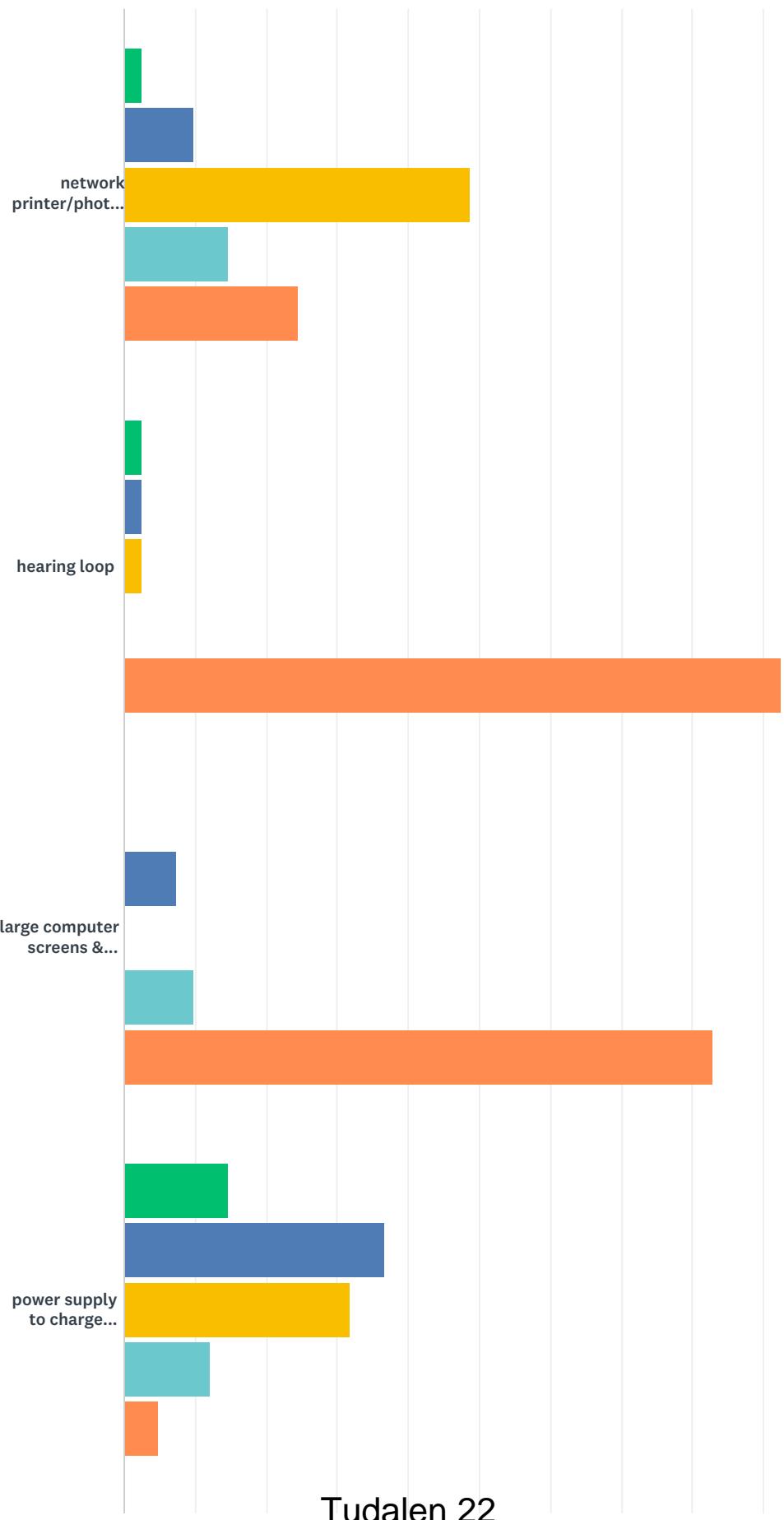
Answered: 39 Skipped: 4



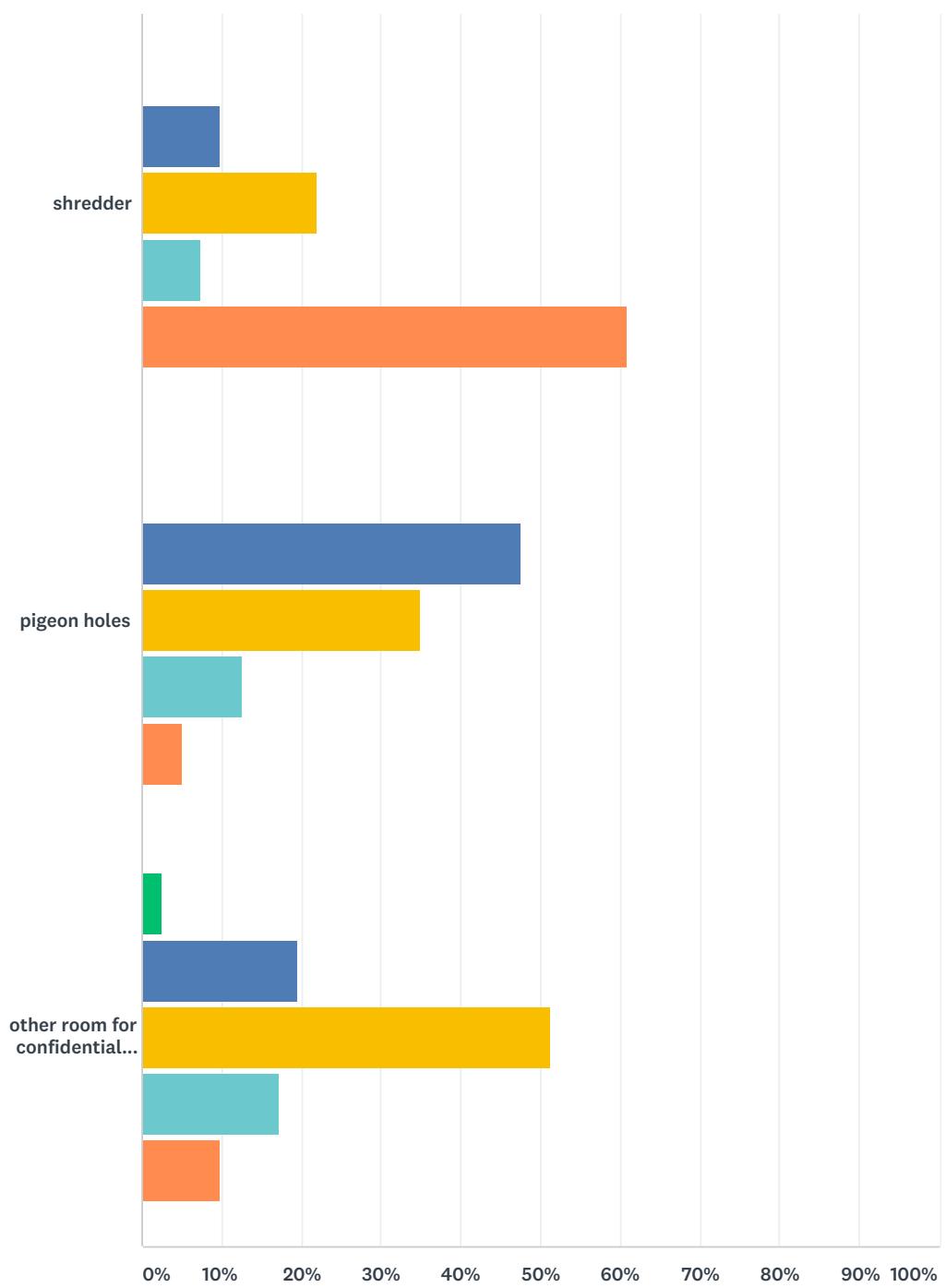
ANSWER CHOICES	RESPONSES	
co-located in the same space as Members?	66.67%	26
NOT co-located in the same space as Members, but easily accessible?	33.33%	13
TOTAL		39

Q12 How often do you use the following

Answered: 41 Skipped: 2



Members' facilities in County Hall



█ Daily █ Weekly █ Monthly █ Annually █ Never

	DAILY	WEEKLY	MONTHLY	ANNUALLY	NEVER	TOTAL
network printer/photocopier	2.44% 1	9.76% 4	48.78% 20	14.63% 6	24.39% 10	41
hearing loop	2.50% 1	2.50% 1	2.50% 1	0.00% 0	92.50% 37	40
large computer screens & keyboards to which laptops can be connected	0.00% 0	7.32% 3	0.00% 0	9.76% 4	82.93% 34	41
power supply to charge laptops and mobile phones	14.63% 6	36.59% 15	31.71% 13	12.20% 5	4.88% 2	41
shredder	0.00% 0	9.76% 4	21.95% 9	7.32% 3	60.98% 25	41

Members' facilities in County Hall

pigeon holes	0.00%	47.50%	35.00%	12.50%	5.00%	
	0	19	14	5	2	40
other room for confidential discussions	2.44%	19.51%	51.22%	17.07%	9.76%	
	1	8	21	7	4	41

Q13 Any other comments?

Answered: 20 Skipped: 23

#	RESPONSES	DATE
1	I am not impressed that WAG could be occupying the members resource area and members lounge? Personally, I am against this. Why should this be accepted, it will make matters inconvenient for members. I think it would be far better if they were offered space upstairs.	7/11/2019 3:01 PM
2	I have received a short survey regarding the above – I am not one to conform so I have decided to write to you instead. I did look at the survey but find it somewhat restricting. I tend to pop into the members area when I am in County Hall if I have the time to do so as and when I want. Our mail is greatly reduced as most information is via email so there is less need to collect anything from our pigeon holes. I do contact members of the team as and when I need to do so rather than daily /weekly etc. It is very reassuring to be able to contact someone to ask for guidance /support. When Powys entered into the Charter award, there was a requirement for members to have an area away from officers, to meet, read, work and so on. Where are we in regard to the Charter? The lounge area was supposed to have been an area exclusive to members, this has never been the case as it is more of a walk through area for anyone who chooses to enter. I did visit Swansea and saw what facilities they have – rooms for individual groups to meet, work and so on. What area – if any will be available for us members? Or are we of such an insignificance to require anywhere?	7/11/2019 3:01 PM
3	Allweddol bo'r swyddogion cymorth ac IT fel mae rwan efo'u gilydd - It's key that support officers and IT as it is now are [?kept] together	7/11/2019 2:58 PM
4	It would be better to have more contact (and proximity) with Wyn Richards.	7/4/2019 9:57 AM
5	Member support is vitally important and valued very highly by myself and others and also BIG player Lauren	7/3/2019 12:49 PM
6	I drive 46 miles each way to county hall. I think I should be able to use a convenient car park.	7/3/2019 10:51 AM
7	Cabinet members need permanent personal space even if in a shared room (not hot-desking) with storage space; also easy access to SMT/EMT workspace area.	7/2/2019 3:36 PM
8	none	6/26/2019 9:48 PM
9	The Member Support Team is a very valued support to Councillors and the Team should be located where Councillors are based.	6/26/2019 11:17 AM
10	no	6/26/2019 10:39 AM
11	To maintain the canteen for members refreshments and not taken up as office space .	6/26/2019 8:00 AM
12	Whilst I accept that it makes every sense to make monetary value from our buildings' accommodation, but please do not forget the council's members and staff. With more use of county hall's car park, what about adequate parking facilities.	6/25/2019 7:32 PM
13	Members are no more important than anyone else. FACT!	6/25/2019 6:24 PM
14	The members work area is very important to carry out work in a quiet area, it is also very useful to have support officers in the same area to answer questions and help with issues that arise. Any change in the current setup would make carrying out our duties harder and less efficient.	6/25/2019 6:06 PM
15	do not need a lounge but would like working space and space for meetings	6/25/2019 4:58 PM
16	I think if members are moved from the ground floor it is vital that the lifts are both repaired or replaced. Shane Thomas sits at present in an ideal position as he is able to see members coming and going as there are still quite a few who do not bother to sign in or out. For my part it is much more sensible for members resources to be located on the ground floor near reception. I have answered most questions as weekly as it does depend on what members are involved with and how often they are in County Hall.	6/25/2019 3:49 PM
17	Members need a more modern and flexible work space. We need desks, large table discussion space and break out facilities. Members also need access to a printer and support officers.	6/25/2019 3:38 PM
18	Member support and the ICT officers are conduits for information and advice. They are important support personnel.	6/25/2019 3:16 PM
19	I feel some questions were not straightforward to answer, in many cases it depends on other factors, and when I have left blanks it is due to the reply falling between the time periods offered. In addition I often do not have a good connection at home	6/25/2019 2:43 PM

20	Members support is very important to my roll. I would not be able to complete my roll without the support they give.	6/25/2019 2:42 PM
----	--	-------------------

**CYNGOR SIR POWYS COUNTY COUNCIL
Democratic Services Committee**

Date 29th July 2019

REPORT AUTHOR: **Jane Thomas**
Head of Finance

SUBJECT: **Changes to the Financial Regulations for Virements**

REPORT FOR: **Decision**

1 Summary

- 1.1 This report will set out the proposal to change the Financial Regulations for the authority. The change relates predominately to the virement rules regarding projects that span more than one financial year.

2 Proposal

- 2.1 The proposal is to change the Financial Regulations. The changes are to add paragraph 16.89.2 below:

16.89.1 The scheme of virement applies to the revenue budget and the capital programme.

16.89.2 For the avoidance of doubt, the re-profiling of capital budgets between financial years (provided always that the overall project budget remains the same) is not a Virement to which Rules 16.92 to 16.100 below apply. Such re-profiling of budgets will be subject of approval of the section 151 officer and will be reported to Cabinet within the budget monitoring reports.

3 Options Considered / Available

- 3.1 The options considered are no change and continue with the current arrangements.

- 3.2 Change the regulations as outlined above.

4 Preferred Choice and Reasons

- 4.1 The preferred choice is to change the financial regulations.

- 4.2 The reason for the change is to make the monitoring of capital projects easier. The budgets will be up to date. This will enable project managers to monitor against a reprofiled budget. Capital projects by their very nature are complex with unexpected delays occurring.

- 4.3 A second benefit is that Cabinet will only need to be concerned about projects that are over or under spending.
- 4.4 A third benefit is that capital accounting staff can spend more time assisting project managers and budget holders rather than updating monthly reports with the same information, particularly for projects over £500,000 where a Council virement is required.

5 Impact Assessment

- 5.1 Is an impact assessment required? Yes/No

6 Corporate Improvement Plan

- 6.1 To achieve the Corporate Improvement Plan (CIP) objectives the Council undertakes forward planning with its medium term financial strategy (MTFS) - this sets out the financial requirements to deliver the short and longer term council vision. These capital and revenue monitoring reports, are used to ensure the funding identified to deliver the council priorities is spent appropriately and remains within a cash limited budget.

16. Statutory Officers

The Deputy Head of Finance (Deputy Section 151 Officer) supports the recommendation.

The Monitoring Officer comments that the recommendation can be supported from a legal point of view.

Recommendation:	Reason for Recommendation:
That the changes to the Financial Regulations are recommended to Council at the next meeting in October 2019	To allow the roll forward of capital budgets and finding to a future year providing the overall budget remains the same.

Contact Officer: Jane Thomas Tel: 01597-827789 Email: jane.thomas@powyscc.gov.uk
--

Relevant Local Member(s):	
Person(s) To Implement Decision:	Jane Thomas
Date By When Decision To Be Implemented:	ongoing
Is a review of the impact of the decision required?	N
If yes, date of review	n/a

Background Papers used to prepare Report:

Financial Regulations

CABINET REPORT TEMPLATE VERSION 6

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

CYNGOR SIR POWYS COUNTY COUNCIL

**Democratic Services Committee
29.07.2019**

REPORT BY: Head of Democratic Services

SUBJECT: Questions at Council and Speaking at Council Meetings

REPORT FOR: Decision, Information and Discussion

1. Questions by Members Considered at Council.

The numbers of questions being raised by Members at Council meetings seems to be increasing. Over the last 12 months the numbers have been as follows:

July 18	16
October 18	27
January 19	14
March 19 (budget)	8
July 19	21

Other Council Meetings (5) have not had any questions as they were the Annual, Appointment of Chief Officer, Special or Budget meetings. There have been comments from Members regarding the value of asking questions at Council as well as regarding the length of Council meetings. As the Council has been operating this process for a few years it is an opportune time to consider whether the process needs to be amended.

- 1.2 Currently Members have to submit questions at least 10 clear days before the Council meeting. There is also a limit of 2 questions per Member (potentially 130 questions in total if every non-Cabinet Member utilised their full quota). There is no time limit for dealing with questions or a maximum number of questions that can be considered at a Council meeting.
- 1.3 A review of all other Council Constitutions in Wales has shown that the Council's practice of allowing questions to the Leader, Cabinet Members and Chairs of Committees is the same as other Councils, as is the requirement for notice of questions and that only a single supplementary question can be asked at the meeting.
- 1.4 However there are some variations in practice which the Committee might wish to consider (either individually or as a package of options) in reviewing the current process. These include:
- (i) Reducing the maximum number of questions which can be asked by a Member at a Council meeting to 1 (plus 1 supplementary).

- (ii) Limiting the total time allowed for questions. This ranges from 10 to 15 minutes for Leader and Cabinet Members in one Council, to 60 minutes in other Councils. The majority of Councils having a time limit have set the limit at 30 minutes from when the first speaker commences their question. Any questions which are not considered in that timescale are responded to in writing by the next meeting of Council.
- (iii) Limiting the number of questions which will be considered by Council at each meeting. The maximum number varies e.g. 3 (Denbighshire); 5 (Rhondda Cynon Taf); 10 (Anglesey). If the number of questions submitted is above the maximum limit, those to be asked are determined by ballot.
- (iv) Newport City Council has a process called “Formal Questions at Any Other Time”. This requires that any questions submitted are responded to within 10 working days and are published on the Council’s website. This has the benefit that Members do not have to wait for a formal Council meeting to have questions asked and responses published. A link to Newport Council’s website is set out below:

[Link to the Questions and Responses Page with Detail of the Process](#)

- 1.5 The Committee is asked to consider whether there is a need to revise the process for Members’ questions at Council, and if so, whether any of the options set out above in paragraph 1.4 above should be recommended to the Council for adoption.

2. Speaking at Council Meetings.

- 2.1 In reviewing the Constitutions of other Councils in Wales, it has become apparent that in a number of Councils, when matters are being debated, political groups use nominated speakers to represent the views of that political group at the meeting rather than having numerous speakers from the floor. To implement such a change in Powys would be a radical departure from current practice, and therefore such a change is not being proposed.
- 2.2 However, the Committee is asked to consider whether there would be a merit in discussing such a process with political Group Leaders on a trial basis, to see if it has impact on for example, the focus and structure of debates in the Chamber, or whether it leads to the identification at an earlier point of possible amendments to propositions before the Council.
- 2.3 It must be understood that if such a process is used groups will undoubtedly use different spokespersons for different topics, and it will also continue to be the case that individual Members can make their own representations known at a Council meeting.
- 2.4 The Committee’s views are sought.

RECOMMENDATION	Reason for Recommendation:
<ul style="list-style-type: none"> (i) that the Committee considers whether to review the process for Members' Questions at Council and to make recommendations to the Council for consideration; (ii) that the Committee indicate its views regarding nominated speakers at Council meetings. 	

Contact Officer:	Wyn Richards, Scrutiny Manager and Head of Democratic Services.
Tel:	01597-826375
Email:	wyn.richards@powys.gov.uk

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

	A	B	C	D	E	F	G	H
1	Topic	Description	Lead	Requested by	Work outstanding	DSC date	DSC further consideration	Council Date
2	Democratic Services Committee							
3	Work to complete & take to DSC							
4	Involvement of members	How we ensure all members are able to participate and contribute to the work of the Council - especially those not in groups and therefore not on committees	Wyn Richards	DSC Chair following request from Councillor Gary Price				
5	Member Champions	To confirm the current champions and review the role descriptions, appointment and reporting process.	Wyn Richards/Carol Johnson	DSC Chair following request from Councillor David Meredith	Information being collated for a report to go to DSC			
6	Case management [including keeping Members informed of issues raised by Town & Community Councils in their areas	Provisionally book presentation to DSC on system and look at needs of members 9 July. 08/01/2018 Kelly Watts advised Council's Corporate Complaints process as agreed by Jeremy Patterson - due to go live at the end of January with the following phases bringing on board Social Care Complaints and Case Management.	Wyn Richards/Carol Johnson	Previous DSC 03/07/2017	Further developments will need to be considered after this but no timescale available. Explore the need to ensure County Councillors were kept abreast of issues raised by Town and Community Councils and the responses from officers. REVIEW whether this process should be included in the current work on developing a case management system for Members.			
7	Opposition Day Debates on Council Agendas	Develop proposals using good practice from other Councils etc.	Wyn Richards	DSC 16/04/2018	Researching what other Councils do for a report to DSC			
8	Constitution - ongoing	Ongoing review by Constitution Working Group with recommendations to DSC and Council, as required.	Wyn Richards	DSC	Ongoing reports to DSC when needed			
9	Annual Improvement Letter [AIL]	Officers to review and only issues relating to Members in the Letter will be brought to the Committee, if required. 09/02 Wyn emailed Rhian to check if re AIL received.	Wyn Richards	DSC				
10	Developing the Council to be representative of its electorate in 2022	Explore how the Council prior to 2022 election can develop and promote democracy via such work as a programme of Members visits to schools to promote democracy, how the Council engages with younger people, the role of political parties. Invite Bets Ingram, Equality Officer to DSC meetings when discuss.	Democracy Working Group [DWG] / Sandra Matthew/Carol Johnson	DSC	DWG developing own Work Programme - reports to DSC meeting	Ongoing	N/A	
11	Review how the Council engages with young people	Review of current engagement with young people and how this can be developed. Currently the Powys Youth Forum provides an annual Member Development session. Ideas which led to this topic - could school councils be invited to attend Shire meetings to engage with them. REVIEW after the White Paper [which may refer to Youth Councils] is published.	Wyn Richards	DSC				
12	Planning for 2022 election	Links with "Developing the Council to be representative of its electorate in 2022". In addition - preparing services for new membership [IT, HR, Payroll, Democratic Services]; candidate information; member induction programme; member information.		DSC				
13	Review of Members guidance etc prior to 2022 election							
14	Review of Public Participation at Council meetings	DSC review on a regular basis						
15	Presiding officer	DSC review - previously considered by Council 22/01/2014 & DSC 14/01/2014. Also considered when reviewed role of Chair of Council and Civic role 16/04/2018 DSC and Council 12/07/2018						
16	DSC 29/07/19							
17	Members' facilities at County Hall	Review Members' survey results and consider facilities	Wyn Richards					
18	Questions by Members Considered at Council and Speaking at Council Meetings	Review current system and consider options	Wyn Richards					
19	Constitution - capital virements	Review process	Wyn Richards					
20	DSC 29/04/2019							
21								



	A	B	C	D	E	F	G	H
1	Topic	Description	Lead	Requested by	Work outstanding	DSC date	DSC further consideration	Council Date
22	Member development review post discussions at EMT & SLT	Developing more focussed member development	Wyn Richards	Chief Executive/EMT			N/A	
23	Review of Senior salaries	Review of salaries	Wyn Richards	Scrutiny Development Board	Working Group to meet annually to review & make recommendations to DSC			16/05/2019
24	Review of recording reimbursement of care costs	Wyn Richards				16/05/2019		
25	Personal safety guide for Members	Development of guidance to support members.	Carol Johnson	MDWG	Once approved by Council distribute to members and arrange development session			11/07/2019
26	Member support and wellbeing	Providing support to Members & co-opted members	Carol Johnson	MDWG	Costs & budget to be confirmed, HR to tender re-service for staff & members. Once contract made promote to members			
27	ICT support to Members	Review of support to Members as part of review of service area		ICT				
28	Public participation at Council meetings	Further review	Wyn Richards		Recommendation from meeting & DSC 21/01/2019 to be considered by Council			11/07/2019
29	Members' facilities in County Hall - update	To ensure Members are involved in any discussions regarding future facilities for Members	Wyn Richards	DSC officers	Ongoing . DSC to meet 20/05/2019 with Property Services. Portfolio Holder invited. Survey to Mbrs sent out 25/06/19			
30								
31	DSC 21/01/2019							
32	Review of Public Participation at Council meetings	Public Participation at Council meetings pilot undertaken in January 2017. Reviewed by DSC and approved by Council	Carol Johnson	Council July 2017		29/04/2019		11/07/2019
33	Constitution - ongoing	Review Sections 7 & 9	Wyn Richards	DSC	Ongoing			
34	Mentoring scheme	Review completed by MDWG	Carol Johnson	MDWG	Information emailed to Members 08/05/2019, seeking interest			03/05/2019
35	Members' facilities in County Hall	To ensure Members are involved in any discussions regarding future facilities for Members	Wyn Richards	DSC officers	Ongoing			
36	Mandatory development	Recommendation from MDWG re Corporate safeguarding and corporate parenting	Wyn Richards	MDWG 26/11/2018				
37	Protocol on Civic and Executive Matters - Section 27 Constitution	Review the Protocol agreed in April 2013	Carol Johnson	Scheduled review				
38								
39	DSC 14/11/2018							
40	Scrutiny Committee structure	Review of proposals	Wyn Richards	Scrutiny Development Board	N/A		N/A	N/A
41								
42	DSC 09/07/2018							
43	Member Development Strategy	Review completed by MDWG	Wyn Richards		N/A		N/A	12/07/2018
44	Developing the promotion of involvement in public life National Democracy Week project - Democracy Working Group		Sandra Matthews/Carol Johnson	Ongoing		N/A		N/A
45								
46	Previous meetings May 2017- May 2018							

Tudalen 36

	A	B	C	D	E	F	G	H
1	Topic	Description	Lead	Requested by	Work outstanding	DSC date	DSC further consideration	Council Date
47	Role of Chair of Council, all civic roles and Chair's car	Resolution at Council 13 July 2017 "RESOLVED to refer the matter of the practice of purchasing or leasing a car for the use of the Chairman to Democratic Services and to review the future role of the chairman and all civic roles."	Wyn Richards	Council	N/A		16/04/2018	12/07/2018
48	Blogging & Social Networking Guidance	Review Guidance previously agreed by Council January 2013. The review will link with the current review of the guidance for staff.		DSC	N/A		16/04/2018	12/07/2018
49	Mandatory development	Review of range of mandatory development	Wyn Richards	DSC	N/A		27/11/2018	
50	Timing of meetings - Members' survey	Spring 2018 to influence the 2019 diary which will be produced & approved by Council in the autumn of 2018 Agreed by DSC 15/01/18.	Steve Boyd (CSP - Board Business)	Welsh Govt requirement	N/A	16/04/2018	12/07/2018	

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol