

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON 9TH JULY, 2015**

PRESENT: County Councillor Sandra Davies [Chair]

County Councillors P.J. Ashton, D. Bailey, G.R. Banks, G.J. Bowker, L.V. Corfield, D.O. Evans, D.C. Jones, P.E. Lewis, P.C. Pritchard, K. Roberts-Jones, D.G. Thomas and T. Turner.

1.	APOLOGIES	DSC23-2015
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Apologies for absence were received from County Councillor J Holmes who was on other Council business.

2.	MINUTES	DSC24-2015
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The Chairman was authorised to sign as a correct record the minutes of the meeting held on 15th April, 2015 subject to the following:

4 – Member Development – Mandatory and Non-mandatory Development [DSC15-2015] - Mandatory Development sessions would be on two dates on “two different days in different weeks” to facilitate Members’ attendance.

8 – Diversifying Democracy Project [DSC19-2015] – the final paragraph to read “Members interested in becoming mentors...”.

11 Joint Chairs and Vice Chairs Steering Group [DSC22-2015] – noted of the meeting of 14th November 2014 rather than 2015 were received.

3.	DECLARATIONS OF INTEREST	DSC25-2015
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There were no declarations of interest.

4.	MEMBER DEVELOPMENT – MANDATORY AND NON-MANDATORY DEVELOPMENT	DSC26-2015
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The Committee received the report from the Head of Democratic Services [copy filed with the minutes].

The Council considered the previous report from the Democratic Services Committee [DSC] regarding Mandatory and Non-mandatory Development, at its meeting on 24th April, 2015 and asked the DSC to look at this again. The Member Development Working Group considered the issues at its last meeting. Mandatory development for specific committees was detailed in Appendix 1. Mandatory development for all Members was detailed in Appendix 2 and it was noted that two mandatory topics are provided at induction and mid-term and three topics are provided at induction and on an annual basis. If such development was undertaken via another Council or organisation such as a school governor training this could be recorded as completed if it was to the required standard.

RESOLVED:	REASON FOR DECISION:
<p>To recommend to Council that:</p> <ol style="list-style-type: none"> 1. Mandatory Development would be provided as detailed in the report. 2. In future Council diaries, Mandatory Development sessions would be identified and each session would be provided twice per annum, so giving Members options for attendance. 3. Details of the cost of Mandatory Development sessions would be provided to Members. 4. Attendance at Non-Mandatory Development sessions would be recorded but would not be monitored. Members would be expected to attend sessions to support them in their roles. 	<p>To support the continuous professional development of Members and encourage them to see this as part of their councillor role.</p>

5.	SCRUTINY COMMITTEES – AMENDMENT TO CURRENT CONSTITUTION	DSC27-2015
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The Committee received the report from the Head of Democratic Services [copy filed with the minutes].

After discussion, it was agreed that as the establishment of a Local Service Board Scrutiny Committee would not take place until September 2015 there was no requirement to amend the current Constitution. It was noted that this would not prevent officers from discussing its establishment with interested parties, prior to this date.

The Appendix to the report “Arrangements for the Scrutiny of the Local Service Board/Public Service Board in Powys would be added to Section 7 – Scrutiny Committees of the new Constitution.

6.	NEW CONSTITUTION	DSC28-2015
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The Committee considered the following sections of the New Constitution [copy filed with signed minutes].

As the Council’s Constitution is a “living document” the Committee noted a number of changes to the previously agreed new Constitution, as detailed in the report subject to the following amendments:

Section 2 – Purpose, Definition, Interpretation and Amendment of the Constitution

- “Local Representative” - has the meaning set out in Rules 19.82 to 19.89 rather than 19.67 to 19.73 (Planning Protocol).
- “Scrutiny Committees” – to read - Local Service Board Scrutiny Committee/Powys Service Board Scrutiny Committee

Section 4 – Full Council

- Filming, Audio Recording and Use of Social Media During Meetings – to read - Filming, audio recording and use of social media is permitted during meetings except (a) where children and / or vulnerable adults are participating in the debate by way of a presentation, or (b) where meetings or parts of meetings which are held in confidential session pursuant to Section 14, or (c) where a meeting is being webcast,

and noted the amendments to:

Section 19 – Code of Conduct for Members and Officers Dealing with Planning Matters.

RECOMMENED TO COUNCIL:	REASON FOR RECOMMENDATION:
<p>i. the approval of the amendments to the Sections 2 and 4 of the new Constitution set out in the report subject to the amendments detailed above</p> <p>ii. the approval of the revised Section 19 as detailed in the report filed with the minutes.</p>	<p>To agree sections of the new Constitution.</p>

The Committee considered the following;

Section 7 - Scrutiny Committees –

- Insert reference to Public Service Board as required
- Page 2 – delete Regeneration and Procurement (Joint working with the Environment, Infrastructure and Crime and Disorder Scrutiny Committee)
- Page 15/16 – insert a statement that the Chair of the Local Service Board/Public Service Board would not be a member of the Joint Chairs and Vice Chairs Steering Group

Section 12 - Finance, Contracts and Legal Matters

Section 13 - Responsibility for Functions

County Councillor P. Lewis left the meeting.

Section 17 - Contract Procedures Rules

Section 20 - Code of Conduct for Employees

Section 21 - Protocol on Member/Officer relations

RECOMMENED TO COUNCIL:	REASON FOR RECOMMENDATION:
<p>the approval of Sections 7,12,13,17,20 and 21 of the new Constitution as amended above.</p>	<p>To agree sections of the new Constitution.</p>

The Committee noted that the new Constitution would come into full force on 1st September, 2015 so enabling officers time to implement the changes.

RECOMMENED TO COUNCIL:	REASON FOR RECOMMENDATION:
the approval of the implementation of the new Constitution to take effect from 1st September, 2015.	To agree sections of the new Constitution.

The Chair thanked the Constitution Working Group and officers for their work in producing the new Constitution.

7.	MEMBER DEVELOPMENT WORKING GROUP	DSC29-2015
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The Committee received the notes of the Member Development Working Group held on 10th March, 2015 [copies filed with the signed minutes].

The Head of Democratic Services advised that at the last Member Development Working Group it was noted that some Member Development dates were being used for seminars. It was acknowledged that this then caused confusion as to whether Members were expected to attend. In response to the need for flexibility on the use of diarised dates and the need to add extra dates for sessions it was considered that from 2016 Non-Mandatory Member Development sessions would be referred to as “Members’ Seminars” and again shown in future Council diaries.

Resolved:	Reason for Decision:
that from 2016 Non-Mandatory Member Development sessions would be referred to as “Members’ Seminars” and shown as such in future Council diaries.	To support the continuous professional development of Members and encourage them to see this as part of their councillor role.

8.	JOINT CHAIRS AND VICE CHAIRS STEERING GROUP – SCRUTINY, AUDIT AND DEMOCRATIC SERVICES COMMITTEES	DSC30-2015
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The Committee received the notes of the Joint Chairs and Vice Chairs Steering Group held on 20th February and 13th March, 2015 [copies filed with the signed minutes].

County Councillor S.C. Davies
Chair