

Democratic Services Committee

Meeting Venue
**Council Chamber - County Hall,
Llandrindod Wells, Powys**

Meeting date
Wednesday, 21 September 2016

Meeting time
2.00 pm

For further information please contact
Carol Johnson
01597 826206
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County Hall
Llandrindod Wells
Powys
LD1 5LG

15th September, 2016

AGENDA

1.	APOLOGIES FOR ABSENCE	DSC21 - 2016
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To receive apologies for absence.

2.	MINUTES OF PREVIOUS MEETING	DSC22 - 2016
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To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record.

(Pages 3 - 6)

3.	DECLARATIONS OF INTEREST	DSC23 - 2016
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To receive and consider declarations of interests from Members relating to items to be considered on the agenda.

4.	MEMBERSHIP OF WORKING GROUPS	DSC24 - 2016
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To consider the membership of the following Working Groups:
Constitution Working Group
Member Development Working Group

5.	MATTERS RELATING TO DEMOCRATIC ISSUES	DSC25 - 2016
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To consider the report from the Head of Democratic Services.

(Pages 7 - 18)

6.	JOINT CHAIRS AND VICE CHAIRS STEERING GROUP	DSC26 - 2016
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To receive the notes of the meeting held on 24th May, 2016.

(Pages 19 - 24)

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON MONDAY, 4 JULY 2016

PRESENT

County Councillor S C Davies (Chair)

County Councillors L V Corfield, PJ Ashton, G R Banks and D R Price

1.	APOLOGIES FOR ABSENCE	DSC13 - 2016
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Apologies were received from County Councillors D. Bailey and G.J. Bowker and County Councillor M.J. Jones who was on other council business. It was noted that a number of new members had been appointed to the Committee at the Annual meeting in May. County Councillor D. Mayor, a newly appointed member, had sent his apologies as he had already got diary commitments.

2.	ELECTION OF VICE CHAIR	DSC14 - 2016
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RESOLVED that County Councillor L.V. Corfield be elected as the Vice Chair for the ensuing year.

3.	MINUTES OF PREVIOUS MEETING(S)	DSC15 - 2016
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The Chair was authorised to sign the minutes of the meeting held on 30th March, 2016 as a correct record.

4.	DECLARATIONS OF INTEREST	DSC16 - 2016
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There were no declarations of interest.

5.	MATTERS RELATING TO DEMOCRATIC SERVICES ISSUES	DSC17 - 2016
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The Committee considered the report from the Head of Democratic Services [copy filed with the signed minutes.]

1. Public Participation at Council meetings

The Head of Democratic Services advised that following the request of Council a review had been undertaken to establish whether other Welsh Authorities allowed public participation at Council meetings. As a result a draft document containing principles which could be developed into a protocol had been developed. It was noted that a discussion was needed with the Cabinet to consider if it wished to have public participation at its meetings before the protocol was extended to the Cabinet.

The Committee considered the issues and agreed:

- That questions should be asked of Cabinet Members and Chairs of Committees at Council meetings.
- Questions could be asked by letter/email and supplementary questions would be made verbally at Council meetings.

- Questions should be submitted no later than 10 working days prior to the meeting date and the requestor would have to submit their name and address.
- The reasons for refusing questions was noted but it was agreed that people should be advised of the complaints process and the public participations process should not be used in its place.
- The Chair would however have discretion regarding the questions taken.
- Questions would be asked at the beginning of Council meetings.
- Questions and answers in written form would be included on an agenda and a verbal supplementary question could be asked and answered at the meeting. The person submitting the question would not be required to read out the question at the meeting. Time limits for this would be 1 minute for the supplementary question to be asked and 3 to 4 minutes for the response. A maximum of 20 minutes would be made available for this part of the agenda.
- One question per requestor would be taken at each meeting and an individual requestor would be allowed to submit a maximum of two questions per council year.
- Any questions not added to the agenda would be added to a list for future meetings, unless due to the time lapse the question had been overtaken by events or the requestor asked that it not be taken. All questions which were not rejected would receive a written response, even if the requestor was not invited to attend the meeting. These questions and responses would be published on the council's website with the agenda for the Council meeting. This response would count towards the total number of questions which could be asked in a year. Rejected questions would not be publicised or available for inspection.
- Consent issues would need to be included in the protocol as Council meetings were webcast and requestors needed to understand that their question would be made public.
- The system would be trailed at a Council meeting and then reviewed by the DSC.

It was noted that the public would need clear guidance of any system introduced and be advised that the Council meetings are webcast. The trail would need to be promoted and advertised to the public.

RESOLVED	REASON FOR DECISION
<p>(i) That a draft protocol based on the discussions be developed for consideration by the Committee and the Council;</p> <p>(ii) That once the protocol was agreed the Council undertake a trial at a Council meeting and then review the process</p>	<p>To enable the Council to consider the introduction of public participation at Council meetings.</p>

and outcome.	
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2 2017 Council Election

2.1 Candidate information – “Be a Councillor Make a difference”

The Committee received a document developed by the Welsh Local Government Association [WLGA] and the Members’ and Officers’ Network. It was noted that two contributions had been included from Powys Councillors. The document would be added to the appropriate page on the Council’s website.

2.2 Members’ Induction Programme

The Committee received the draft Induction Programme developed by the Member Development Working Group. It was noted that this information would be included with any information sent out to prospective candidates and provided to political groups, to ensure that prospective candidates know of the need to attend Induction training.

RESOLVED	REASON FOR DECISION
To agree the content of the Members’ Induction Programme subject to the lunch break on Day 1 Induction being brought forward to 12.30 p.m.	To ensure prospective candidates and political groups receive the programme in a timely manner.

3. 2017 Council diary

The Committee received the draft 2017 Council diary. It was noted that on the request of the Finance Department the date of the Council meeting to set the budget in February 2017 would change and as a result dates of the Planning and Standards Committees would also change to accommodate this. The Head of Democratic Services advised that the Joint Chairs meeting dates would need to be checked due to changes in the dates for Cabinet meetings.

RECOMMENDED TO COUNCIL	REASON FOR RECOMMENDATION
To approve the 2017 Council diary.	To enable the dates for meetings to be published.

4. The following three items were provided for information

4.1 Support to Members

4.2 Frequency of Shire meetings

4.3 Constitution – Call-In of Cabinet Decisions

The Committee noted the work in respect of the above.

The Committee adjourned for five minutes.

6.	ELECTED MEMBERS TRENT SELF SERVICE UTILISATION	DSC18 - 2016
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On reconvening the meeting, County Councillor D.R. Price was absent for the following item. County Councillor W.T. Jones attended the meeting for this item.

Elected Members Trent Self Service Utilisation

County Councillor W.T. Jones, Portfolio Holder for Finance thanked the Chair for allowing the report to be added to the Agenda. It was noted that the Members' use of the Trent Self Service system, for claiming travel expenses, had reduced. By using the system the Council could save approx. £3000k and officers' time could be better used in promoting the service to other potential users. The Portfolio Holder advised that training would be provided at Shire meetings in September/ October 2016 to support current members in using the system and training would be included in the Induction Programme for new members after the 2017 election.

The Committee suggested that the staff in the Member Support Unit be trained to provide support to Members in using the system and in response to a question the Portfolio Holder advised he would establish whether an automatic email reminder could be sent to Members every month reminding them to submit claims.

In response to a comment the Portfolio Holder advised that during this period of reducing services to the public, Members had been affected little by the cuts. It was important that they used modern practices which meant that savings could be made.

The Committee supported the Portfolio Holders' approach.

Councillor D.R. Price returned to the meeting room.

7.	MEMBER DEVELOPMENT WORKING GROUP	DSC19 - 2016
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The Committee received the notes of the Member Development Working Group held on 11th March, 2016.

8.	JOINT CHAIRS AND VICE CHAIRS STEERING GROUP	DSC20 - 2016
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The Committee received the notes of the Joint Chairs and Vice Chairs Steering Group held on 18th March and 12th April, 2016.

County Councillor S C Davies (Chair)

DSC25 - 2016

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee
21st September, 2016

REPORT BY: Head of Democratic Services

SUBJECT: Matters relating to Democratic Services issues

REPORT FOR: Decision, Information and Discussion

1. Public participation at Council meetings

At the meeting of the Committee on 4th July, 2016, Members discussed the general principles which could be used as the basis for developing a protocol for public participation at council meetings.

Following that discussion, officers have developed a draft protocol which is attached to this report for consideration. Once agreed by the Committee the protocol will be submitted to the County Council for consideration and approval.

The Committee further agreed that if the protocol was agreed by the County Council then it should be trialled at a meeting of the Council and then the process reviewed.

RECOMMENDATION	Reason for Recommendation:
(i) That the comment on the draft protocol for public participation at Council meetings. (ii) That subject to any comments received, the draft protocol be approved for submission to the County Council for approval. (iii) To the County Council that the draft protocol be approved and trialled at a meeting of the Council and then the process reviewed by the Democratic Services Committee.	To complete the process for the development of a protocol for public participation at Council meetings.

2. Provision of the Council diary 2017 to Members

The Committee considered this matter at a meeting in October, 2013 and agreed that a review be undertaken. Since that date there has been a significant change to the way that committee agendas are produced with the introduction of the Modern electronic system. The introduction of Modern also provides alternatives relating to the production of Members diaries. A

separate report containing the options available and recommendations is attached to this report for consideration.

RECOMMENDATION	Reason for Recommendation:
That the Committee considers the attached report and recommendations therein.	To modernise the process for the production of the Council calendar of meetings and to produce cost savings in the Members' budget

3. Members' Annual Reports

As the Committee is aware Councils are required to provide Members with the resources and support to produce annual reports. Reports give a snapshot of a councillor's activities over the last year including membership of committees and attendances, issues taken up on behalf of constituents, development sessions attended and other activities. The reports were first introduced in 2012-13 as part of a Welsh Government initiative to strengthen local democracy.

Officers have recently asked the Welsh Local Government Association [WLGA] for clarification in respect of the timing of Annual Reports in the year of an election, i.e. for the period 2016-17.

The following information has been received:

- Frank Cuthbert [Welsh Government] has provided the following guidance: "Although it is not spelt out in the guidance a "year" has always been considered to be a municipal year. So local authorities should not enable publication of an annual report in the lead up to an election. Re-elected councillors could produce a report on 2016/17 in, say, June or July of 2017, for publication then. Councillors who ended their term in May 2017 would not then have a report published for their final year, unless the council felt that was for some reason worthwhile".
- Ceredigion County Council – reports are published on the Council's website each year. The links will, however, be removed preceding any Local Government Elections in order to ensure a 'level playing field' for both incumbent and prospective Councillors."

There are concerns about the risk of giving publicity and unfair electoral advantage to councillors who were standing as candidates. However, it could be argued that it could be seen to be unfair to councillors who are seeking re-election to deny them the opportunity to write a report for the 2016/17 period or to make all their reports unavailable to the public.

The options available are as follows:

- Provide Councillors with the opportunity to write a report for the period May – December 2016 to be published no later than the end February 2017. As with all reports officers will review these to ensure they do not contain political statements
- No reports will be written for the 2016-17 period
- Links to previous annual reports on the Council website will be removed.

RECOMMENDATION	Reason for Recommendation:
<p>Members' views are sought in relation to:</p> <p>(i) The preparation and publication of annual reports in the year leading up to a Council election.</p> <p>(ii) Whether links to previous annual reports should be disabled for a period prior to a Council election.</p>	<p>(i) To clarify whether annual reports should be prepared and published in the last year prior to a Council election.</p> <p>(ii) To determine whether annual reports should be available on the Council's website in the last year prior to an election.</p>

4. Local Democracy Week – 10th – 16th October, 2016

In preparation for Local Democracy Week in October, officers have been considering what should be the Council's focus to promote democracy during that week. As the County Council election will be taking place in May 2017, it was felt reasonable to consider that some form of awareness raising work to encourage individuals to stand for election might be the way forward.

It is accepted that generally that by this time of year prior to an election the political parties may have already selected the candidates for the various electoral divisions in the County. However, there is a role of the Council's Returning Officer to try to promote the opportunity for individuals to stand for election should they wish to do so. Local Democracy Week in October provided the ideal platform for the Council to undertake some promotional activity.

A discussion relating to what activities were being undertaken by other Councils during Local Democracy Week revealed little information as to what was planned elsewhere. In addition it was clear from early discussion between officers that the Council wished to undertake a greater level of activity during that week, earlier planning was required. This is something that the Council can consider in the future.

Therefore the discussion amongst officers has been around how this awareness raising campaign, commencing during Local Democracy Week should be developed.

As a starting point the Council's Chief Executive as the Returning Officer has agreed to prepare a video blog which can be publicised on the Council's website. This blog will focus on the following:

- Why is democracy important;
- Why become a councillor – what does being a councillor involve;
- What do Councils do;
- Information about Powys County Council;
- What do councillors do;

- How does someone stand for election.

It is then intended to reinforce this initial message with further information and reference material on the Council's website and in the press from October until the date of closure of nominations to stand for election.

RECOMMENDATION	Reason for Recommendation:
That the Committee endorses and supports the awareness raising being undertaken by the Council commencing during Local democracy Week in October, 2016.	To fulfil the role of the Returning Officer in promoting democratic involvement.

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

Powys County Council – Protocol for Public Participation at Council Meetings.

1. Background:

- 1.1 As a result of a motion and debate at Council on 20th January 2016 it was resolved:
1. to empower the Democratic Services Committee to look at ways in which public participation operates successfully across Wales.
 2. to explore options for introducing public participation and make proposals aimed at introducing a system to allow members of the public to contribute in council meetings.
- 1.2 A review has been undertaken of what happens in Councils in Wales and it has been established that 11 of the 22 County Councils allow public questions at Council meetings. Of the three National Park Authorities [NPAs] Snowdonia and Brecon Beacons NPAs allow public questions at authority meetings.

Powys Protocol:

Time Allocated for Supplementary Public Questions:

- 2.1 A maximum of 20 minutes will be allowed for the section of the agenda dealing with public questions during Ordinary Full Council meetings only.
- 2.2 The public question session will be undertaken as the first substantial item of business at the beginning of an Ordinary meeting of the Full Council.
- 2.3 Questions can only be addressed to the following:
- (a) A Cabinet Member;
 - (b) A Chair of a Committee.
- 2.4 Any person (other than Members) who resides, works or studies in the area of the Council may ask a question of those listed under Rule 2.3 above at Ordinary Meetings of the Full Council.

Public Consent:

- 2.5 As Full Council meetings are webcast and agendas of Council are open to the public (except for the consideration of confidential information), **any person submitting a question will (in submitting the question) be deemed to have given their consent to take part in a meeting which is being broadcast to the public and any information submitted will be made public on the Council's website.**

Notice and Number of Questions:

- 2.6.1 A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Solicitor to the Council by no later than 5pm, 10 Working Days before the day of the meeting. Each question must give the name and address of the questioner (otherwise it will be

Comment [WR1]: Should we have a generic democratic services email address for these questions?

- rejected) and must specify the person to whom it is to be put (by name or title).
- 2.6.2 At any one Full Council meeting no person may submit more than 1 question. Each element of multi-part questions will be treated as a separate question.
- 2.6.3 A person may only submit 2 written questions in total during a Council year (May to April)
- 2.6.4 Where a question is accepted for inclusion on an agenda of a Full Council meeting, the requestor will be notified of the date and time that their question will be considered by the Full Council, and they will be invited to attend that meeting.

Scope of Questions:

2.7.1 The Chair of the Council may reject a question if it:

- (i) is not about a matter for which the County Council has responsibility / powers or duties or which affects the County; and / or
- (ii) is defamatory, frivolous or offensive; and / or
- (iii) is substantially the same as a question which has been considered at a meeting of the Council in the past six months; and / or
- (iv) requires the disclosure of confidential or exempt information; and / or
- (v) relates to a complaint (complaints should be presented through the Council's complaints procedure); and / or
- (vi) relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman; and / or
- (vii) relates to a Regulatory Decision or a specific application for permission, a licence, consent, approval or registration, or any enforcement action relating to such a matter; and / or
- (viii) relates to a decision which has been made by the Council in exercise of its regulatory functions in respect of which there are legal rights of redress; and / or
- (ix) relates to the activities and aims of a political party or organisation; and / or
- (x) relates to an individual / group / business or the questioner's own particular circumstances (where the Council's complaints process should be utilised); and / or
- (xi) relates to the personal circumstances or conduct of any officer and Councillor or conditions of service of individual employees; and / or
- (xii) is a statement or otherwise and is not a genuine enquiry; and / or
- (xiii) would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer; and / or
- (xiv) relates to a local matter that has no wider significance to the County.

2.7.2 The ruling of the Chair in the above matters shall be final.

2.7.3 Responses to rejected questions will be dealt with in accordance with Rule 2.12 below.

Comment [WR2]: Should this be a question raised by a member of the public or could it apply to ANY question to Council, including those from members?

Order of Questions:

- 2.8 Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions. The Chair has discretion to vary the order in which questions are asked.

Recording of Questions:

- 2.9 The Solicitor to the Council will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting.
- 2.10 A copy of the question will be sent to the Councillor to whom it is to be put.
- 2.11 A copy of the written response to the question submitted will be open to public inspection and circulated to Members prior to the meeting.
- 2.12 Rejected questions will not be open for inspection. The person whose question is rejected will be advised in writing of the decision to reject the question together with the reasons the question was rejected.
- 2.13 Any accepted questions which are not included on the next available Full Council agenda for consideration will be placed on the following available Full Council agenda unless the requestor has indicated that the question no longer needs to be asked.
- 2.14 All questions accepted will receive a written response whether the requestor attends a Full Council meeting or not. All questions receiving a response will be included in the calculation towards the total number of questions which can be asked in a year in Rule 2.6.3)

Process for Initial Questions Submitted and Accepted:

- 2.15 A question which has been submitted in writing will be recorded on the agenda together with a written response. Therefore there will be no requirement for the requestor to read out the question at the meeting or for the person responding to read out their response.
- 2.16 There will be no discussion / debate on any answer given.

Process for Supplementary Public Questions at the Meeting:

- 2.17 A questioner whose question is on the agenda may attend the meeting and also ask 1 supplementary question without notice to the Member who has replied to the original question.
- 2.18 Prior to asking the supplementary question, a person who has been invited to the meeting will sit in the public gallery until they are called by the Chair of the Council.
- 2.19 When invited by the Chair, the person to ask the supplementary question will move to the seat allocated for this purpose where a microphone will be available.
- 2.20 The maximum time limit for asking a supplementary question to be asked will be 1 minute.
- 2.21 The person responding to the supplementary question will have a maximum of 4 minutes to respond.
- 2.22 A supplementary question must relate to the original question or the answer given, and the Chair may reject a supplementary question on any of the grounds set out in Rule 2.7.1.

Comment [WR3]: If the supplementary relates to another Cabinet Member is this allowed e.g. question on roads and supplementary is about funding?

- 2.23 If the questioner is absent from the meeting then the original question and response will be noted and there will be no opportunity for the questioner to ask a supplementary question at a later time.
- 2.24 If the Councillor to whom the question has been put is unable to attend the meeting, the response to the supplementary question will be by means of a written answer.
- 2.25 Any supplementary question not asked because of insufficient time, will be answered in writing with a copy of the answer included in the minutes.
- 2.26 Once the person has completed their 1 supplementary question and received the response they will move to the public gallery or leave the meeting room.

Answers:

- 2.27 An answer may take the form of:
- (i) A direct oral answer; or
 - (ii) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - (iii) Where a reply cannot conveniently be provided orally, a written answer circulated later to the questioner, with a copy of the response being circulated to all Councillors.
- 2.28 A person to whom a question is addressed may decline to answer provided that they state the reason for declining to answer.
- 2.29 There will be no discussion / debate on any answer given.

Record of Debate:

- 2.30 Questions asked under this protocol and the replies to the questions will be recorded in the minutes of the meeting.
- 2.31 The essence of supplementary questions and responses will be recorded but supplementary questions and answers do not have to be recorded verbatim.

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee – 21st September, 2016

REPORT BY: Solicitor to the Council

SUBJECT: Members' Diaries

REPORT FOR: Decision

1. Introduction.

- 1.1 At the Democratic Services Committee on 4th October, 2013 there was a discussion regarding a review of Members' diaries and the committee agreed that a review be undertaken, "looking at different options and associated information".
- 1.2 Since that date there has been a significant change in the way that committee agendas are produced with the introduction of the Modern electronic system, which also provides alternatives relating to the production of Members' diaries.

2. Current position.

- 2.1 Currently, once a draft diary has been produced, there is officer time expended in both preparing the format of the diary prior to it being sent to the printer, and in proof reading the draft documents from the printer prior to the final sign off of the document. This would equate to a cost of £144.83 (hourly rate x number of hours). The cost of printing the Filofax paper diaries is £600 per year.
- 2.2 In addition there is the cost of purchasing Filofaxes at a cost of £20 each. On average the Council has approximately 20 new Members at each election which would be a cost of £400 every 5 years.
- 2.3 The other significant issue is that with a number of changes of dates of meetings and in particular additional meetings being inserted in the Council diary during the year, the paper diaries once printed become out of date very rapidly.
- 2.4 Democratic and Scrutiny Services maintain an electronic Outlook "Council diary" which is populated with the Council's meetings.
- 2.5 With the introduction of the Modern system there are opportunities for the Council to operate more efficiently and this also relates to the area of Members' diaries.
- 2.6 Members are familiar with the Modern system as they have been using it now for 12 months to access agendas and committee papers. One way that

Members have been shown how to access their papers is by means of the Calendar on the Modern system.

3. The Way Forward.

Options:

- 3.1 Option 1 – Members (and officers) can use the calendar on Modern to refer to details of dates of all meetings, including main meetings of other bodies such as the Brecon Beacons National Park Authority and the Welsh Local Government Association. Using this calendar will also save Democratic and Scrutiny Services officers time in not completing the Outlook Council diary, as when meetings are set up in Modern this will automatically populate the calendar on the Modern website. This calendar can be updated on a regular basis by Scrutiny and Democratic Services, which cannot be achieved at present with the Filofax diary.
 - 3.2 Option 1(a) – If Members wish to have a printed version of the diary in addition to, or rather than Option 1 above they can print the calendar pages themselves to carry with them, and use to add entries as they do currently. A printable version can be accessed from the ‘calendar of meetings’ page in Modern. *
 - 3.3 Option 1(b) - It would be possible for the Council to print the diary page for Members once a month, then the total cost for the year would be £87.60 (10p per two sided sheet x 12 x 73 Members). The page would be distributed using the Members’ pigeon holes. If these were to be posted to Members that would be an additional cost. However Members printing their own copy on demand [Option 1(a)] would be the preferred option as there is a likelihood that printed diaries would be out of date very quickly. In addition not all Members would want to have a paper copy, and would either work electronically or make their own arrangements for a diary. *
- * Members using either of these options will need to continue to check the online system during the month for any amendments to the calendar.
- 3.4 Option 2 – Retain the status quo – i.e. printed Filofax version. However this is not the preferred option due to the need to modernise the process, and the cost and time savings involved as set out in 4 below.
 - 3.5 In addition to the above the Council is initiating the integration of the Modern system with the Council’s email / calendar system so that when a committee is set up in Modern, those Members on the committee will have the date automatically inserted in their Council outlook calendar.
 - 3.6 The electronic options above will integrate with the proposal to enable Members to have Council smartphones (report to be considered by the Cabinet in September 2016) whereby Members who decide to avail themselves of a smartphone will be able to pick up their calendar and emails using these phones.

4. Savings.

4.1 The savings to the Council over a 1 and 5 year term would be as follows:

Item	1 Year Saving	5 Year Saving
Annual Cost of printing diary	£600.00	£3000.00
Cost of purchasing Filofax covers (20 per term)	NIL	£400.00
Staff cost on producing printed version of diary	£144.83	£724.15
Total Saving over 1 year and 5 years	£744.63	£4124.15
Reduction in saving due to cost of producing monthly diary sheet for 73 Members internally – if all members selected this option	-£87.60	-£438.00
Revised Total Saving over 1 year and 5 years	£657.03	£3686.15

5. Proposal.

5.1 Option 1 [whichever is taken up] set out above have a number of advantages as follows:

- (a) Ability to keep the diary pages more up to date;
- (b) Facility for Members to have a choice i.e. use the calendar either electronically (either online or by means of their own outlook calendar) or to print a paper copy where required;
- (c) Reduction in production costs;
- (d) Reduction in number of processes undertaken by officers and time saving for officers.

5.2 It is therefore proposed that the Council no longer produces the Filofax printed diary as previously (Option 2). It is further proposed that Members select from Option 1, and 1(a) set out in the report, which they wish to use to access the diary of meetings.

Recommendation:	Reason for Recommendation:
(i) that the Council no longer produces the printed Filofax diary as previously (Option 2);	To modernise the production of the calendar of Council meetings and to produce cost savings in the Members' budget.
(ii) that Members select from Option 1, and 1(a), set out in the report which they wish to use to access the diary of meetings.	

Person(s) To Action Decision:	Clive Pinney, Solicitor to the Council.		
Date By When Decision To Be Actioned:	May, 2016		
Relevant Policy (ies):	Council's Constitution.		
Within Policy:	Y	Within Budget:	Y
Contact Officer:	Wyn Richards, Scrutiny Manager Tel: 01597 826375 Email: wyn.richards@powys.gov.uk		

MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 24 MAY 2016

PRESENT: County Councillor D R Jones (Chair), S C Davies JG Morris, D R Jones, S C Davies and Mr J Brautigam

In Attendance: County Councillors W B Thomas, R G Brown, S Hayes, E A Jones, W T Jones and W J T Powell

Officers: J Patterson, Chief Executive, P Griffiths, Strategic Director, Place D Powell, Strategic Director Resources, C Pinney, Solicitor to the Council, P Jones, Strategic Programme Manager, W Richards, Scrutiny Manager and E Patterson and L Richards, Scrutiny Officers

1.	ELECTION OF CHAIR	JCSG1 - 2016
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RESOLVED that the Chair of People take the Chair for the ensuing year.

2.	ELECTION OF VICE CHAIR	JCSG2 - 2016
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RESOLVED that the Chair of Place be elected Vice Chair for the ensuing year.

3.	APOLOGIES	JCSG3 - 2016
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Members: County Councillors L V Corfield
Officers:

4.	DRAFT NOTES - FOR CONSIDERATION	JCSG4 - 2016
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Documents Considered:

- Notes of meeting 12 April 2016

Outcomes:

- **Noted**

5.	DISCUSSION WITH THE CHIEF EXECUTIVE, STRATEGIC DIRECTOR / DIRECTOR REGARDING POTENTIAL SCRUTINY ITEMS	JCSG5 - 2016
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Documents Considered:

- None

Issues Discussed:

- Work programming
- Budget – if savings have not been met, research why and whether there are any learning points
- MTFS – some plans are not well defined. These plans should be developed and assist in the development of the Resourcing Plan. Additional consideration needs to be given to ‘service redesign’ and the details of that redesign.
- Constructive challenge and inquiry is useful
- Plans must be more defined
- A role for FSP is being developed which will encompass these areas
- Risks should also be assessed – Resources are expected to deliver £3M savings and consideration must be built into the programme
- Some savings from previous years have still not been achieved. Local Members are frustrated that cuts are imposed due to the approved budget, but those details were never made apparent
- Highways services have to achieve £1.6M savings and specific plans are not yet developed
- The more debate that can be had round an issue could highlight other alternatives enabling better decisions to be made
- Savings have to be delivered within the libraries and leisure services by the end of the financial year and firm proposals will need to be considered by Cabinet in the autumn leaving little time for scrutiny
- Real value could be had by scrutiny evaluating options
- The emphasis must be to drive the programme through Joint Chairs but scrutiny must be flexible to respond
- A suggestion was put that scrutiny should be included within the performance/finance, business intelligence framework which would result in a defined work programme
- Scrutiny should be concentrated on those items where there is the biggest return on investment and, as discussed with Cabinet, should concentrate on the ‘big ticket’ items

Outcomes:

- **Outcomes included in Work Programme item**

6.	ANNUAL GOVERNANCE STATEMENT	JCSG6 - 2016
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Documents Considered:

- Draft Annual Governance Statement

Issues Discussed:

- The document has expanded over recent years and the format will be reviewed for future years.

Outcomes:

Action	Completion Date	Action By
Comments on AGS to be forwarded to Peter Jones or Wyn Richards	31 May 2016	Members

7.	CORPORATE IMPROVEMENT PLAN	JCSG7 - 2016
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Documents Considered:

- Draft Corporate Improvement Plan

Issues Discussed:

- The Corporate Improvement Plan draws existing policies together and once agreed will become the corner stone for financial planning

Outcomes

Action	Completion Date	Action By
Comments on the Corporate Improvement Plan to be forwarded to Peter Jones or Wyn Richards	31 May 2016	Members

8.	SCRUTINY WORK PROGRAMME	JCSG8 - 2016
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Documents Considered:

- Scrutiny Work Programme

Joint discussion with Cabinet:

(Cabinet Members present: County Councillors W B Thomas, W T Jones, R G Brown, E A Jones, S Hayes and W J T Powell)

- The scrutiny work programme has been reviewed and will be prioritised
- During the course of the review a number of items were removed and agreement reached that there should be greater concentration on quality over quantity
- Some items were listed which were considered to be better monitored by Cabinet rather than scrutiny

- There needs to be good communication between Cabinet and Scrutiny to develop both work programmes to be effective
- Pre scrutiny should be used more
- The Cabinet work programme must be sufficiently detailed to enable the scrutiny work programme to be drawn up
- There was an acknowledgement that there would be reports submitted to Cabinet at short notice but these should not be on key decisions
- The Leader suggested that regular meetings with Joint Chairs should take place to ensure a constant dialogue takes place to avoid the current disconnect
- The Portfolio Holder for Adult Social Care informed the meeting of two major issues to be considered by Cabinet in the summer – Day Centres in mid July and Residential Care in August/September. Whilst he would welcome scrutiny's input, timeliness was essential and there would be a short time frame for scrutiny to comment
- Cabinet would welcome timely and informed information prior to making decisions
- Comments were made that less than 50% of items on the Cabinet work programme were considered as specified – some did not appear to have been considered at all and some may have been integrated into other reports
- It was considered that some items should not be taken to Cabinet but should be subject to Portfolio Holder decision. The Leader acknowledged this but wanted decisions to be open
- Many key decisions are governed by consultation. It was suggested that Scrutiny could become involved during the consultation period
- Many savings are predicated on decisions being made in accordance with a tight timetable
- Some items have been dropped from the Cabinet work programme but the Leader has always been made aware of these issues. Consideration was given to whether scrutiny should also be informed
- Processes need to be streamlined
- Although Key Decisions – requiring advertising for 28 days prior to a decision being made – were not required in Wales, a process could be developed with the same principles
- Reporting needs to be SMARTer and lengthy reports should perhaps contain a summary sheet for general information
- There was general agreement for scrutiny to take place during the consultation period
- Options must be provided together with details of the drivers eg finance
- Cabinet should only consider key decisions – anything else should be determined by Portfolio Holders
- Where a policy has already been agreed, projects should be implemented without reference to Cabinet
- The Chief Executive noted that a number of 'for information' items were appearing on the Cabinet agendas and this would be addressed
- The Portfolio Holder decision process should be refined – decisions are publicized but is this adequate? More Portfolio Holder decisions would free up Cabinet time.

- A Resourcing Plan is being produced and it will be essential to know key dates to develop the Plan. However, political discussion also needs to be factored in to that timetable
- It was suggested that too much time was spent on why things did not work rather than concentrate on what did work
- A review of publicity should be undertaken following the demise of the Red Kite – is Facebook working, are any positives reported through the Helpdesk etc
- There was a need to maintain momentum in moving forward. The majority of officers were committed to transformation but a minority may not be the senior management team are working against that. The right challenge and scrutiny is essential but the momentum must be maintained
- A further suggestion was made that high profile decisions could be subject to dialogue with scrutiny in the early days – this would inform debate on which options were included for formal consultation
- A Member commented that some Members were also resistant to change
- Scrutiny could benefit from its own or joint press released with Cabinet and this was accepted by the Portfolio Holder with responsibility for communications
- The Joint Chairs Steering Group had been concerned at the amount of scrutiny coming forward and the reporting process being too late to enable scrutiny to take place. The Solicitor to the Council suggested that a briefing paper could be prepared on options for key decisions which could also be considered by scrutiny
- Consideration was given to scrutiny attending the Commissioning and Procurement Board as observers and whether the minutes of that Board should be sent to scrutiny committee chairs for information. It was agreed that a work programme should be developed and that all information should be channelled through Joint Chairs to ensure the work programme was adequately developed
- The capacity of both Members and Officers was of concern – the resource was limited and must be used in the most effective way. There was agreement that the resource must be concentrated on the ‘big ticket’ items.
- It was noted that information was not always forthcoming – the Senior Management Team and appropriate Portfolio Holder should be informed of such occurrences. A system of escalation should be agreed.
- The Portfolio Holder for Finance had also taken on responsibility for scrutiny and he sought the approval of the Joint Chairs Steering Group for his attendance at scrutiny committees and the Steering Group as an observer when possible. There were no objections raised to the proposal.

After Cabinet Members had left the meeting the Joint Chair and Senior Management Team considered the priorities for each item. All top priorities would be further prioritized once dates had been included in the work programme

Outcomes:

Action	Completion Date	Action By
A process for scrutiny procedures to be drafted and circulated for comments	1 June 2016	Wyn Richards

The scrutiny work programme to be prioritized in line with the discussion	24 May 2016	Joint Chairs Steering Group
Top priority items to be reviewed when a timetable has been agreed with Strategic Directors	24 June 2016	Wyn Richards

9.	PUBLIC SERVICE BOARD	JCSG9 - 2016
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9.1. Draft Notes of Previous Meeting(s)

Documents Considered:

- Draft notes of final LSB – 10 March 2016

Outcomes:

- **Noted**

9.2. PSB Dates - For Information

- 9 June 2016
- 22 September 2016
- 1 December 2016

10.	DATES OF NEXT MEETINGS - FOR INFORMATION	JCSG10 - 2016
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- 5 July 2016
- 13 September 2016
- 18 October 2016
- 29 November 2016

County Councillor