



## Chief Executive and Member Services (CEMS)



### Member Development Working Group 29<sup>th</sup> February 2016

#### Member Support/ Materials for Members

#### 1. Background

Guidance has never been provided to members to outline what they can expect in terms of the production of printed materials e.g. business cards, newsletters etc. The absence of clear guidance has, on occasion, caused issues for the Member Support Team in determining what is fair and appropriate in terms of meeting member requests. The Member Development Group asked for a review of current practice.

#### 2. Current Position

Over time members have come to expect support in terms of the following:

Area	Detail
<b>Promotional Materials:</b>	
Business Cards	template provided, no restriction on quantity
Calling Cards	template provided, no restriction on quantity
Annual Reports	template provided – published on the internet
<b>Copying:</b>	
Newsletters	quantities vary, no restriction on quantity
Letters to Residents	quantities vary, no restriction on quantity
Postage to Residents	quantities vary, quantity comes up as an issue
<b>Typing:</b>	
Typing of Letters and Reports	Quantities vary – note: must relate to Council business

In general terms all other requests are considered however it becomes very difficult to look to provide support in areas which are new or where there have not been requests before.

### 3. Existing Guidance

- a. **Constitution** - there are no requirements under the Constitution to provide such support, however, there's an expectation from members that requests for support would be met positively
- b. **Members Charter** - there are no specific requirements in Member Charter guidance to provide administrative support, however, when the Authority was applying for its charter the support provided outside of the committee structure was a very strong feature which contributed to the Authority achieving its status
- c. **The Independent Remuneration Panel** – there are recognitions in annual reports from 2011-12 onwards that authorities should provide support to meet member needs. The most recent being (extract from the 2015/16 annual report):

***Determination 6:** The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.*

***Determination 7:** The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.*

### 4. Options

- Option 1** – continue with the status quo i.e. do nothing and continue with the ad hoc arrangements in the absence of any formal agreement
- Option 2** – agree a formal set of standards to provide clarity and fairness

## 5. Recommendation

At the meeting on 6<sup>th</sup> November, 2015 the Member Development Working Group agreed the following:

The Working Group noted the Options and agreed in principle that Guidance should be agreed to ensure that a fair support system for Members was introduced and supported officers in their ability to respond to requests.

The MDWG is asked to consider the details provided in Appendix 1 and 2 [details in relation to the costs of providing calling cards to dwellings (1 per household) as per the most recent numbers on the electoral roll have been provided for reference purposes]. The MDWG should note that as there is no budget to cover any future costs a “growth bid” for resources will need to be made.

The MDWG is asked to:

- i) consider the details provided in Appendix 1 and 2 regarding options and costs
- ii) recommend to the Democratic Services Committee a way forward and if the provision of cards is supported, to advise the DSC that a “growth bid” will need to be developed.

### **Note:**

Where templates are provided they will be used and no other formats will be accepted for business cards, calling cards, annual reports and letters.

### **Templates to be developed if the recommendation is approved.**

- a. Business Cards
- b. Calling Cards
- c. Letters  
[Annual Reports – already agreed]

## Appendix 1

Recommendation for the relevant Committee for adoption:

Issue	Recommendation
Newsletters	Members arrange for their own newsletter production, copying and distribution and not to engage Member Support in any part of the process i.e. it would not be a function undertaken by member support
Business Cards	<p>Officers from Member Support to provide proofs using the standard template and to arrange for final copying.</p> <p><b>Options:</b>            To provide soon after the Council election then upon request thereafter            For members to meet the full costs            For members to be provided with an initial supply after the election and to pay for additional cards as required</p> <p>Cost: £2.40 per 100 cards (A4 sheet on colour, 24 p per sheet, 10 cards per sheet)</p>
Calling Cards	<p>Officers from Member Support to provide proofs and arrange for final copying:</p> <p><b>Options:</b>            To provide soon after the Council election then upon request thereafter            For members to meet the full costs            For members to be provided with an initial supply after the election and to pay for additional cards as required</p> <p>Cost: £6 per 100 cards – (A4 sheet on colour, 24p per sheet, 4 cards per sheet)</p> <p><b>Distribution of Calling Cards</b> – its proposed that distribution should be determined by members i.e. officers would not distribute and the Council would not meet any associated costs i.e. postage</p>
Annual Reports (Requirement for the Authority to provide resource to support reporting)	Member Support officers to provide support in terms of production and to publish on the internet. No hard copies will be provided
Letters	To be typed upon request, no bulk copying or postage to be paid for by Member Support (up to 10 copies can be provided)

## Appendix

2011 Ward	Households	6 p per calling card	Total - 1 Card Per Ward Per Election Period	Business Card - 0.024 per card	Total - 1 Card Per Electoral Period
Aber-craf	643	0.06	£38.58	0.024	£15.43
Banwy	428	0.06	£25.68	0.024	£10.27
Beguildy	604	0.06	£36.24	0.024	£14.50
Berriew	593	0.06	£35.58	0.024	£14.23
Blaen Hafren	951	0.06	£57.06	0.024	£22.82
Bronllys	554	0.06	£33.24	0.024	£13.30
Builth	1,118	0.06	£67.08	0.024	£26.83
Bwlch	440	0.06	£26.40	0.024	£10.56
Caersws	1,032	0.06	£61.92	0.024	£24.77
Churchstoke	695	0.06	£41.70	0.024	£16.68
Crickhowell	1,232	0.06	£73.92	0.024	£29.57
Cwm-twrch	866	0.06	£51.96	0.024	£20.78
Disserth and Trecoed	608	0.06	£36.48	0.024	£14.59
Dolforwyn	816	0.06	£48.96	0.024	£19.58
Felin-f'ch	546	0.06	£32.76	0.024	£13.10
Fordeu	598	0.06	£35.88	0.024	£14.35
Glantwymyn	890	0.06	£53.40	0.024	£21.36
Glasbury	1,009	0.06	£60.54	0.024	£24.22
Guilsfield	1,005	0.06	£60.30	0.024	£24.12
Gwernyfed	623	0.06	£37.38	0.024	£14.95
Hay	828	0.06	£49.68	0.024	£19.87
Kerry	838	0.06	£50.28	0.024	£20.11
Knighton	1,392	0.06	£83.52	0.024	£33.41
Llanafanfawr	597	0.06	£35.82	0.024	£14.33
Llanbadarn Fawr	483	0.06	£28.98	0.024	£11.59
Llanbryn-mair	397	0.06	£23.82	0.024	£9.53
Llandinam	587	0.06	£35.22	0.024	£14.09
Llandrindod East/Llandrindod West	671	0.06	£40.26	0.024	£16.10
Llandrindod North	901	0.06	£54.06	0.024	£21.62
Llandrindod South	1,011	0.06	£60.66	0.024	£24.26
Llandrinio	867	0.06	£52.02	0.024	£20.81
Llandysilio	769	0.06	£46.14	0.024	£18.46
Llanelwedd	519	0.06	£31.14	0.024	£12.46
Llanfair Caereinion	728	0.06	£43.68	0.024	£17.47
Llanfihangel	440	0.06	£26.40	0.024	£10.56
Llanfyllin	675	0.06	£40.50	0.024	£16.20
Llangattock	432	0.06	£25.92	0.024	£10.37
Llangors	440	0.06	£26.40	0.024	£10.56
Llangunllo	534	0.06	£32.04	0.024	£12.82
Llangynidr	426	0.06	£25.56	0.024	£10.22

Llanidloes	1,416	0.06	£84.96	0.024	£33.98
Llanrhaeadr-ym-Mochnant/Llansilin	971	0.06	£58.26	0.024	£23.30
Llansantffraid	828	0.06	£49.68	0.024	£19.87
Llanwddyn	444	0.06	£26.64	0.024	£10.66
Llanwrtyd Wells	838	0.06	£50.28	0.024	£20.11
Llanyre	511	0.06	£30.66	0.024	£12.26
Machynlleth	1,033	0.06	£61.98	0.024	£24.79
Maescar/Llywel	750	0.06	£45.00	0.024	£18.00
Meifod	535	0.06	£32.10	0.024	£12.84
Montgomery	603	0.06	£36.18	0.024	£14.47
Nantmel	621	0.06	£37.26	0.024	£14.90
Newtown Central	1,333	0.06	£79.98	0.024	£31.99
Newtown East	970	0.06	£58.20	0.024	£23.28
Newtown Llanllwchaearn North	1,093	0.06	£65.58	0.024	£26.23
Newtown Llanllwchaearn West	817	0.06	£49.02	0.024	£19.61
Newtown South	802	0.06	£48.12	0.024	£19.25
Old Radnor	678	0.06	£40.68	0.024	£16.27
Presteigne	1,241	0.06	£74.46	0.024	£29.78
Rhayader	987	0.06	£59.22	0.024	£23.69
Rhiwcynon	892	0.06	£53.52	0.024	£21.41
St. David Within	742	0.06	£44.52	0.024	£17.81
St. John	1,475	0.06	£88.50	0.024	£35.40
St. Mary	1,418	0.06	£85.08	0.024	£34.03
Talgarth	737	0.06	£44.22	0.024	£17.69
Talybont-on-Usk	837	0.06	£50.22	0.024	£20.09
Tawe-Uchaf	895	0.06	£53.70	0.024	£21.48
Trewern	556	0.06	£33.36	0.024	£13.34
Welshpool Castle	734	0.06	£44.04	0.024	£17.62
Welshpool Gungrog	1,210	0.06	£72.60	0.024	£29.04
Welshpool Llanerchuddol	1,011	0.06	£60.66	0.024	£24.26
Ynyscedwyn	957	0.06	£57.42	0.024	£22.97
Yscir	432	0.06	£25.92	0.024	£10.37
Ystradgynlais	1,192	0.06	£71.52	0.024	£28.61
<b>Totals</b>	<b>58,345</b>	<b>0.06</b>	<b>£3,500.70</b>	<b>0.024</b>	<b>£1,400.28</b>