

**Committee: Democratic Services Committee**

Date of meeting: **23<sup>rd</sup> October 2018**

Report Subject: **Democratic Arrangements Progress Report**

Portfolio Holder: **Cllr N. Daniels, Leader / Executive Member  
Corporate Services**

Report Submitted by: **Gemma Wasley, Corporate Performance Manager**

Report Written by: **Gemma Wasley, Corporate Performance Manager**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
11.10.2018	16/10/18			23.10.18			08.11.2018	

**1. Purpose of the Report**

1.1 The purpose of the report is to present the Democratic Arrangements Progress Report covering the period April to September 2018 attached at Appendix 1.

**2. Scope and Background**

- 2.1 The progress report attached at Appendix 1 has been developed to incorporate the established action plans covering scrutiny support and Member development.
- 2.2 It also includes a section on the democratic process, with the aim of providing a more joined up picture of progress for Members.
- 2.3 Progress updates on the Scrutiny support action plan and Member development action plan have been presented to the Democratic Services Committee on systematic basis.
- 2.4 As part of the ongoing review process it was recognised that by integrating progress against these plans into one report and including a section on facilitating the democratic arrangements, Members would have a fuller picture of performance.
- 2.5 The Corporate Performance Team, which includes the Scrutiny support function and Member Development, under the Head of Democratic Services, has developed the revised version, which for consistency reflects the style and format used to present other performance information into the democratic process.
- 2.6 The intention is to continue to develop the progress report to include further actions and performance measures, which will link to the corporate business planning arrangements.

### 3. **Options for Recommendation**

3.1 The report has been agreed by the Departmental Leadership Team.

#### **Option One**

- The Democratic Services Committee considers the information included within the Democratic Arrangements Performance Report (Appendix 1) and recommends it to Council for approval.

#### **Option Two**

- The Democratic Services Committee consider the information included within the Democratic Arrangements Performance Report (Appendix 1), provide specific comment or amendment prior to recommending it to Council for approval.

### 4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The Democratic Arrangements Progress report supports the Corporate Plan's priority 'Efficient Council'. It also supports the requirements under the Local Government (Wales) Measure.

### 5. **Implications Against Each Option**

#### 5.1 ***Impact on Budget (short and long term impact)***

The only direct financial implication relating to the action plans would be any training needs that are identified through the Member Development Programme. In house training options are developed to support Members where possible.

#### 5.2 ***Risk including Mitigating Actions***

There are risks associated with reputation and not maximising the opportunity for monitoring of progress of actions to deliver the Council's democratic arrangements. The revised progress report aims to provide Members with a more joined up picture of performance across the key elements of the democratic arrangements.

#### 5.3 ***Legal***

There are no legal implications associated with this report.

#### 5.4 ***Human Resources***

There are no direct staffing implications associated with this report.

### 6. **Supporting Evidence**

#### 6.1 ***Performance Information and Data***

Appendix 1 provides detailed performance information.

#### 6.2 ***Expected outcome for the public***

Members being fully informed of performance across the key elements of democratic arrangements will support them to undertake their role as Elected

Members both within and outside of the Council in order to effectively represent their constituents.

6.3 ***Involvement (consultation, engagement, participation)***

There is a specific proposal for improvement contained within the WAO review in relation to engagement with the public.

Forward work programmes of the scrutiny committees include areas of work that promote positive benefits for people who fall under the protected characteristics.

6.4 ***Thinking for the Long term (forward planning)***

The Action Plans support the Council's longer term monitoring to ensure its Democratic Arrangements continues to be developed and reviewed.

6.5 ***Preventative focus***

By working to improve the democratic functions of the Council we are looking to prevent further amendment or the need for regulation in future. This work is anticipated to become more prominent as the requirements of the Well-being for Future Generations Act are implemented.

6.6 ***Collaboration / partnership working***

As part of the continuing development of the scrutiny function peer learning opportunities with other local authorities are undertaken.

6.7 ***Integration(across service areas)***

Democratic activity impacts all Directorates of the Council integrating the work of both members and officers.

6.8 ***EqlA(screening and identifying if full impact assessment is needed)***

There are no negative impacts on the protected characteristics associated with this report.

7. **Monitoring Arrangements**

7.1 The Democratic arrangements progress report is monitored regularly by the Democratic Services Committee and Council.

**Background Documents /Electronic Links**

- *Appendix 1 – Democratic Arrangements Progress Report*