

No.

DEMOCRATIC SERVICES COMMITTEE

Minutes of a Remote meeting held on 4th April, 2022.

The Committee agenda is available [here](#).

The Meeting recording is available [here](#).

Present: Councillor G.D.D Carroll (Vice-Chair in the Chair); Councillors: Mrs. S.M. Hanks, K.F. McCaffer, M.J.G. Morgan, Mrs. S.D. Perkes and M.R. Wilson

Also present: Councillors B.T. Gray and L.O. Rowlands.

1013 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Principal Democratic Services Officer advised all present that the meeting would be live streamed as well as recorded via the internet and the recording archived for future viewing.

1014 APOLOGIES FOR ABSENCE –

These were received from Councillors V.J. Bailey (Chair) and N.C. Thomas.

1015 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 22nd November, 2021 be approved as a correct record.

1016 DECLARATIONS OF INTEREST –

No declarations were received.

1017 MEMBER ICT INDUCTION 2022 (CX) –

The Operational Manager for ICT presented the report advising that 54 Elected Members and 13 Co-opted Members (total of 67) would be provided with corporate ICT Equipment to conduct their role within the Council following the next Local Government Election on 5th May, 2022. Members would be required to abide by the ICT Code of Conduct and shortly after 5th May 2022, would also be expected to attend an essential Member Induction Event on either Monday 9th or Tuesday 10th May having booked a space on the event prior to the election as a candidate.

At the Induction Event, each eligible Member would be provided with a corporate ICT package and an introductory workshop on key equipment features and software

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most relevant to their work on the Council in line with current Council policies and working practices.

In addition, at the Induction Event, Members would be able to book a slot to attend the Meeting Platforms ICT Drop-In Sessions held on Wednesday 11th and/or Thursday 12th May, if they felt they needed extra support ahead of using Microsoft TEAMS and CIVICO prior to Member Development sessions and formal Committee meetings taking place.

As well as remote training sessions facilitated by Council Officers, Members would also be required to complete online, self-study, e-learning modules as part of the Member Induction and Development Programme. Therefore, all Elected Member would be provided with access to the Council's online learning portal; iDev.

Councillor Wilson commented if it was possible that Members could be offered an accredited Microsoft 365 qualification to undertake. The Operational Manager for ICT agreed to look into this. The Operational Manager for Democratic Services stated that this would also depend on the ICT skills of the new cohort and that similar requirements could also be picked up under the Member Personal Development Review (PDR) process.

Following a query from Councillor S.M. Hanks the Operational Manager for Democratic Services confirmed that all Members would be shortly advised of arrangements for the return of their current ICT equipment (the majority of which required renewal) in view that new equipment was being provided during the induction period.

Councillor Wilson also requested to receive details of the particular specification of the new laptop devices and software.

RESOLVED –

(1) T H A T the specification details of the new laptop devices that were to be purchased and relevant software, be circulated to Members of the Committee for information.

(2) T H A T the proposed Member ICT Induction Plan, as set out within the body of the report, be endorsed.

Reason for decisions

(1&2) To update Members and to seek endorsement of the approval and subsequent delivery of Member Induction arrangements and ongoing Member Development Programme.

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1018 MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022 – UPDATE (HDS) –

The Operational Manager for Democratic Services drew attention to the fact that the comprehensive Member Induction and Development Programme that had been undertaken following the 2017 Local Government Election had informed the structure for the 2022 schedule.

On 12th July 2021, the Committee considered a draft Member Induction and Development Programme which was subsequently endorsed and referred by the Committee, with suggestions, to Cabinet for approval.

On 19th July 2021, Cabinet endorsed all of the Committee's suggestions and approved the draft schedule under the Urgent Decision Procedure as set out in Section 14:14 of the Council's Constitution to ensure that work on the schedule could progress over the 2021 summer period.

As anticipated and previously advised, the 2022 Member Induction and Development Schedule had continued to develop since it was last considered by the Committee in preparation for its publication on 6th April, 2022 when it would be shared with all confirmed candidates standing for the 5th May Local Government Election. The latest version of the schedule was attached at Appendix A to the report for the Committee's final consideration prior to publication.

Attached at Appendix C to the report was also a draft Co-opted Member Induction and Development Schedule, which had been produced to share with relevant individuals on 6th April, 2022.

Following a query regarding the candidate sessions that had been held prior to the completion of nomination papers, the Operational Manager for Democratic Services advised that three sessions had been arranged, however, these had been condensed into one due to the fact only three members of the public had confirmed attendance. Of the three that had been present, thanks had been extended for the helpful information and the opportunity that had been provided.

Councillor Wilson took the opportunity to request that a dedicated ICT officer for Members going forward be considered and the Operational Manager for ICT stated that discussions were taking place however, the Principal Democratic and Scrutiny Services Officer advised that prior to any decisions being made, in this regard and in order to ensure that any issues Members encountered, ICT or otherwise, that Democratic Services should be contacted in the first instance in order that a record of requests could be maintained.

RESOLVED –

(1) T H A T the Member Induction and Development Programme 2022, attached as Appendix A to the report, be endorsed.

(2) T H A T the draft Co-opted Member Induction and Development Programme 2022, attached as Appendix C to the report, be endorsed

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Reason for decisions

(1&2) To facilitate the subsequent delivery of Member Induction Events and ongoing Member Development Programme.