Pecyn Dogfennau

Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DYDD MAWRTH, 22 IONAWR 2019

AT: HOLL AELODAU'R PWYLLGOR GWASANAETHAU DEMOCRATAIDD

YR WYF DRWY HYN YN EICH GALW I FYNYCHU CYFARFOD O'R **PWYLLGOR GWASANAETHAU DEMOCRATAIDD** A GYNHELIR YN **Y SIAMBR, NEUADD Y SIR** AM **10.00 AM, DYDD MAWRTH, 29AIN IONAWR, 2019** ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA SYDD YNGHLWM

Mark James DYB

PRIF WEITHREDWR

AILGYLCHWCH OS GWELWCH YN DDA

Swyddog Democrataidd:	**Gaynor Morgan**
Ffôn (llinell uniongyrchol):	**01267 224026**
E-bost:	**GMorgan@sirgar.gov.uk**

PWYLLGOR GWASANAETHAU DEMOCRATAIDD
AELODAETH – 5 AELOD

GRWP PLAID CYMRU 2 AELOD

1. **Y Cynghorydd W.T. Evans [Is-Gadeirydd]**
2. **Y Cynghorydd Dai Thomas**

GRWP LLAFUR 2 AELOD

1. **Y Cynghorydd Fozia Akhtar**
2. **Y Cynghorydd Suzy Curry [Cadeirydd]**

GRWP ANNIBYNNOL 1 AELOD

1. **Y Cynghorydd Jim Jones**

A G E N D A

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PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Dydd Llun, 15 Hydref 2018

YN BRESENNOL: Y Cynghorydd W.T. Evans (Is-Gadeirydd yn y gadair)

Y Cynghorwyr:
T.J. Jones, J.G. Prosser (yn lle y Cyng S.A. Curry) a D. Thomas

Hefyd yn bresennol:-
Y Cynghorydd L.M. Stephens (Arweinydd Datblygiad Aelodau i'r Bwrdd Gweithredol)

Yr oedd y swyddogion canlynol yn gwasanaethu yn y cyfarfod:
N. Daniel, Pennaeth Gwasanaeth TGCh
G. Morgan, Pennaeth Gwasanaethau Democrataidd
H. Daniels, Ymgynghorydd Datblygu Corfforaethol

Siambr, , Neuadd y Sir, Caerfyrddin - 10.00 - 10.15 am

1.   **YMDDIHEURIADAU AM ABSENOLDEB**

      Cafwyd ymddiheuriad am absenoldeb gan y Cadeirydd, y Cynghorydd S. Curry.

2.   **DATGANIADAU O FUDDIANNAU PERSONOL.**

      Ni ddatganwyd unrhyw fuddiannau personol.

3.   **LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALWYD AR Y 11EG MEHEFIN 2018**

      PENDERFYNWYD YN UNFRYDOL lofnodi bod cofnodion cyfarfod y Pwyllgor ar 11 Mehefin 2018 yn gofnod cywir.

4.   **Y WYBODAETH DDIWEDDARAF AM GYNLLUN DATBLYGU'R AELODAU 2018/19**

      Cafodd y Pwyllgor y wybodaeth ddiweddaraf gan yr Ymgynghorydd Datblygu Corfforaethol ynghylch y rhaglen Datblygu Aelodau ar gyfer 2018/19.

      Atgoffodd yr Ymgynghorydd Datblygu Corfforaethol y Pwyllgor ei fod, yn ei gyfarfod ar 11 Mehefin, wedi cytuno ar broses ar gyfer Aelod-fentoriaid, fodd bynnag nid oedd yr aelodau posibl wedi cael eu nodi eto, felly gofynnodd i'r Pwyllgor roi arweiniad ynghylch a ddylid anfon e-bost at yr holl aelodau yn gofyn am wirfoddolwyr i gymryd rhan. Dywedodd y byddai Cymdeithas Llywodraeth Leol Cymru yn darparu hyfforddiant ar 8 Tachwedd 2018 ar ôl cael nifer digonol o bobl.

      Roedd y Pwyllgor o'r farn bod anfon e-bost at yr holl aelodau yn gofyn am wirfoddolwyr yn addas a dywedodd yr aelodau hefyd y byddent yn hyrwyddo'r broses fentora o fewn eu grwpiau gwleidyddol eu hunain.

      Dywedodd yr Ymgynghorydd Datblygu Corfforaethol wrth y Pwyllgor fod sesiwn 'Gwella sgiliau gwneud penderfyniadau' wedi'i threfnu ar gyfer 28 Tachwedd, a byddai'r sesiwn hon yn canolbwyntio ar ddatgelu tueddiadau yn yr isymwybodol

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wrth wneud penderfyniadau. Roedd hon yn sesiwn arbennig o bwysig a gofynnodd i'r Pwyllgor hyrwyddo presenoldeb o fewn eu grwpiau.

Dywedwyd wrth y Pwyllgor, yn sgil penderfyniad y Cyngor ar 12 Medi i symud tuag at system ddi-bapur o gyfathrebu â'r holl Gynghorwyr (o 2 Medi 2019 ymlaen), fod rhaglen hyfforddi yn cael ei datblygu ar hyn o bryd i sicrhau bod aelodau yn gyfarwydd ac yn gyfforddus o ran defnyddio'r ap gweithio'n ddi-bapur.

PENDERFYNWYD YN UNFRYDOL fod y Cynllun Datblygu Aelodau a'r diweddariad yn cael eu derbyn

5. DARPARIAETH DATA SIM I GYNGHORWYR

Atgoffwyd y Pwyllgor ei fod wedi gofyn am ddadansoddiad ar ddefnydd cardiau Data SIM yr Aelodau yn ei gyfarfod a gynhaliwyd ar 11 Mehefin 2018 (gweler cofnod 7), er mwyn penderfynu a yw'r ddarpariaeth yn rhoi gwerth am arian ac a ddylid ei chadw

Ar ôl i'r Pwyllgor ystyried yr adroddiad:-

PENDERFYNWYD YN UNFRYDOL barhau i ddarparu cardiau Data SIM i Gynghorwyr a chynnal adolygiad arall ymhen 12 mis.

6. PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL ADRODDIAD BLYNYDDOL DRAFFT – CHWEFROR 2019

Atgoffwyd y Pwyllgor fod Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (IRPW) bob blwyddyn yn pennu'r cyfraddau talu a delir i aelodau etholedig a chyfetholedig awdurdodau lleol Cymru ar gyfer blwyddyn nesaf y cyngor a bod ganddo bwerau i wneud argymhellion ynghylch amrywiadau arfaethedig i gydnabyddiaeth ariannol Prif Weithredwyr a Phrif Swyddogion Prif Gynghorau Cymru.

Rhoddodd y Pwyllgor ystyriaeth i benderfyniadau drafft y Panel ar gyfer 2019 a dywedwyd wrtho fod y Panel yn gwahodd sylwadau ar yr adroddiad drafft erbyn 27 Tachwedd 2018.

Dywedod Pennaeth y Gwasanaethau Democrataidd, ar gyfer 2019/20, fod y Panel yn argymell:-

- cynnydd o 1.97% (£268) mewn Cyflogau Sylfaenol, gan gynyddu cyflog sylfaenol cynghorwyr i £13,868.
- cynnydd yn Uwch-gyflogau Band 1 a Band 2 sy'n daladwy i'r Arweinydd, y Dirprwy Arweinydd a'r Aelodau Gweithredol o £800 gan gynnwys y cynnydd o £268 yn y cyflog sylfaenol y byddai pob aelod yn ei gael
- dim newid i Uwch-gyflogau Bandiau 3, 4 a 5 (heblaw am y cynnydd o 1.97% yn y cyflog sylfaenol)
- cael gwared â'r dewis am Gyflogau Dinesig ar sail lefel y cyfrifoldeb ac fel arall dylid talu cyflogau'r pennaeth dinesig a'r dirprwy bennaeth dinesig ar Fand 3 £22,568 ar gyfer pennaeth dinesig ac ar Fand 5 £17,568 ar gyfer dirprwy bennaeth dinesig.

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- dileu'r fframwaith dalu ar gyfer Cyd-bwyllgorau Trosolwg a Chraffu. Yn y dyfodol, os byddai cynghorau penodol yn ffurfio Cyd-bwyllgorau Trosolwg a Chraffu, gellid gwneud cais i roi cydnabyddiaeth ariannol dan adrannau 3.22 a 3.23 yr adroddiad.

Nododd y Pwyllgor fod Pwyllgor y Gwasanaethau Democrataidd a Phennaeth y Gwasanaethau Democrataidd wedi cael gwahoddiad i gwrdd â'r Panel i drafod yr adroddiad drafft ar 25 Hydref 2018.

Gofynnwyd cwestiwn ynghylch darparu ffonau ar gyfer aelodau etholedig, a dywedodd Pennaeth y Gwasanaethau Democrataidd fod y mater hwn yn cael ei ystyried ar hyn o bryd a chynigwyd y dylid cyflwyno adroddiad ynghylch hynny yn un o gyfarfodydd y dyfodol. Dywedodd y gofynnwyd i'r Panel roi arweiniad o ran yr hyn y disgwylir i awdurdodau ddarparu, oherwydd byddai hyn yn sicrhau cefnogaeth gyson ledled Cymru, fodd bynnag roedd y Panel wedi gwrthod rhoi eglurhad o ran yr hyn a ddisgwylir, ac yn caniatáu i bob awdurdod fod yn hyblyg yn ei ddull gweithredu.

PENDERFYNWYD YN UNFRYDOL dderbyn y fersiwn drafft o adroddiad yr IRPW.

7. **ADRODDIAD BLYNYDDOL Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD 2017-18**

Ystyriodd y Pwyllgor ei Adroddiad Blynyddol am y cyfnod 2017-18 a oedd yn rhoi amlinelliad o weithgareddau'r Pwyllgor a'i argymhellion i'r Cyngor dros y 12 mis diwethaf.

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad.

_____   _____

CADEIRYDD   **DYDDIAD**

Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR GWASANAETHAU DEMOCRATAIDD
29AIN IONAWR 2019

SWYDDOGAETH GRAFFU CYNGOR SIR CAERFYRDDIN –
ADRODDIAD BLYNYDDOL 2017/18

Yr Argymhellion / Penderfyniadau allweddol sydd eu hangen:

- Bod y Pwyllgor Gwasanaethau Democrataidd yn ystyried ac yn derbyn adroddiad blynyddol 2017/18 y Swyddogaeth Graffu.

Rhesymau:

- Darparu trosolwg i'r Pwyllgor Gwasanaethau Democrataidd o waith Swyddogaeth Graffu y Cyngor, ynghyd â'r pwyllgorau craffu priodol, yn ystod blwyddyn y cyngor 2017/18.

Ymgynghorwyd â'r pwyllgor craffu perthnasol: Ddim yn berthnasol
Angen i'r Bwrdd Gweithredol wneud penderfyniad: Nac oes
Angen i'r Cyngor wneud penderfyniad: Nac oes

Aelod y Bwrdd Gweithredol perthnasol: Amh

Cyng. Giles Morgan (Cadeirydd Fforwm Cadeiryddion ac Is-Gadeiryddion y Pwyllgorau Craffu / Pwyllgor Craffu Polisi ac Adnoddau)

Y Gyfarwyddiaeth: Prif Weithredwr	**Swyddi:**	**Rhifau Ffôn / Cyfeiriadau E-Bost:**
Enw Pennaeth y Gwasanaeth: Linda Rees Jones	Pennaeth Gweinyddiaeth a'r Gyfraith	01267 224010 lrjones@sirgar.gov.uk
Awdur yr Adroddiad: Gaynor Morgan	Pennaeth Gwasanaethau Democrataidd	01267 224026 gmorgan@sirgar.gov.uk

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EXECUTIVE SUMMARY

DEMOCRATIC SERVICES COMMITTEE
29 JANUARY 2019

CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION – ANNUAL REPORT 2017/18

Scrutiny plays a key role in promoting accountability in the decision making process of local authorities. It is also useful in ensuring that council policies reflect current priorities, as well as promoting efficiency and encouraging partnership working with external agencies.

Carmarthenshire County Council has five Scrutiny Committees who normally meet on a six weekly basis.

The attached report provides an overview of the Council's Scrutiny Function and makes specific reference to the work of the 5 Scrutiny Committees:-

- Policy & Resources
- Community
- Education & Children
- Environmental & Public Protection
- Social Care & Health

DETAILED REPORT ATTACHED?	YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Linda Rees Jones   Head of Administration and Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The Scrutiny function has an important role in helping the Council to achieve its expressed aims:

- People in Carmarthenshire are healthier
- People in Carmarthenshire fulfil their learning potential
- People who live, work and visit Carmarthenshire are safe and feel safer
- Carmarthenshire's communities and environment are sustainable
- Carmarthenshire has a stronger and more prosperous economy

2. Legal

Article 6.2 of the County Council's Constitution states that a scrutiny committee must:

"Prepare an annual report giving an account of the Committee's activities over the previous year."

Each Committee has prepared individual annual reports which have been combined in this report of scrutiny activity during 2017/18 to the Democratic Services Committee.

3. Risk Management

- An ineffective scrutiny function could undermine the Council's corporate governance arrangements and lead to poor quality decision making.

- Lack of progress in enhancing the role of scrutiny will impact on its effectiveness and esteem within the Council.

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CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees Jones   Head of Administration & Law

1. Scrutiny Committee(s) – This report contains information from the individual Scrutiny Committee annual reports, received by the relevant committees during October/November 2018.

2. Local Member(s) – N/A

3. Community / Town Council – N/A

4. Relevant Partners – N/A

5. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Scrutiny Committee information and links to Annual Reports for 2017/18.	Scrutiny information page: Cymraeg: http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/scrutiny.aspx#.WgV9eE27KAg Agendas and Minutes http://democracy.carmarthenshire.gov.wales/mgListCommittees.aspx?bcr=1
Local Government (Wales) Measure 2011	**English –** http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_en.pdf **Cymraeg –** http://www.legislation.gov.uk/mwa/2011/4/pdfs/mwa_20110004_we.pdf
Council Constitution	http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution.aspx#.WgV87E27KAg

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Carmarthenshire County Council's Scrutiny Function

ANNUAL REPORT 2017/18

C O N T E N T S

Foreword

I am pleased to present this Annual Report for Carmarthenshire County Council's Scrutiny Function for the 2017/18 municipal year. The Annual Report provides a useful opportunity to reflect on the work of the Council's Scrutiny Committees during the past year. To recognise the achievements and identify where improvements could be made. This analysis is instrumental in developing the work of scrutiny and to inform the Forward Work Programmes for the upcoming year.

It has continued to be a challenging period for the Council, particularly with the unprecedented budget situation faced by all local authorities in Wales. All the scrutiny committees have played their part in terms of scrutinising performance and contributing to key council policies and decisions.

All scrutiny committees have been busy this year, with community's scrutiny continuing to monitor the local development plan (LDP) and the new council owned housing companies. The education committee did some great work in analysing how the TIC (Transform, Innovate, and Change) team have positively improved and allowed efficiencies in schools to take place. Importantly this committee also setup a task and finish group to look at nursery provision in the county. Our environment committee looked at energy consumption in all our non domestic buildings and road safety investment. Members of the Policy and Resources committee attended several public service board (PSB) meetings and continue to support the all departments in reducing sickness absence throughout the council. During the year committee members visited our occupational health facilities in St Davids Park. Finally, with an ever greater strain placed on our social services, members of our social care committee looked at the effectiveness of social care in Carmarthenshire amongst several other important pieces of work.

Member and officer development is also key to successful scrutiny and the Chair and Vice Chairs forum agreed this year that more member training needs to be devised and also specialised scrutiny training for officers should be looked at.

I would like to take this opportunity to thank all members of the Scrutiny Committees during 2017/18 for their constructive input and to the Chairs and Vice-Chairs for the way they managed their Committees. I have no doubt that 2018/19 will also be a challenging year and Members will continue to be dedicated to effective scrutiny. I would also like to express my sincere thanks and appreciation to our partners for their participation in the scrutiny process.

Finally I would like to thank all the officers who have provided support, advice and guidance throughout the year, particularly those in the Democratic Services Unit.

Cllr. Giles Morgan
Chair of Chairs & Vice-Chairs of Scrutiny Forum and
Carmarthenshire County Council's Scrutiny Champion

Scrutiny in Carmarthenshire

Scrutiny plays a key role in improving the services that the people and children of Carmarthenshire use. The majority of decisions are made by the Executive Board of 10 County Councillors. Scrutiny offers the other 64 Councillors an opportunity to influence those decisions and act as a 'critical friend'. It is also useful in ensuring that Council policies respect current priorities, as well as promoting efficiency and encouraging effective partnership working with external bodies. Scrutiny Committees' main roles and responsibilities are to:

- Examine how well the Executive Board and Council are performing.
- Hold the Executive Board to account and seek to promote open and transparent decision-making.
- Monitor the performance of the Council's services and functions.
- Review decisions made by the Executive Board where appropriate.
- Assist the Executive Board in the development, monitoring and review of policy.
- Scrutinise, as a key element of the consultation process, the proposed revenue budget strategy and capital investment programmes.
- Enable the participation of external organisations and partners in consideration of issues that may impact upon the delivery of Council and countywide priorities.

All non-executive councillors can be appointed to at least one Scrutiny committee, depending on their specialist interests or expertise.

Carmarthenshire County Council has 5 Scrutiny Committees:

- Community
- Education & Children
- Environmental & Public Protection
- Policy & Resources
- Social Care & Health

The Committees normally meet 8 times a year on a 6 weekly basis to consider issues and reports included in a scrutiny forward work programme, which is developed at the beginning of the municipal year. Additional meetings are sometimes arranged if required and special or joint meetings may be held to consider urgent or cross-cutting issues.

The Scrutiny Committees are politically balanced to reflect, as far as possible, the political composition of the Council as a whole. The Chairs and Vice-Chairs of Scrutiny Committees are appointed at the beginning of each municipal year for a period of one year (e.g. May 2017 to April 2018) by Council. They also participate in the Chairs and Vice-Chairs of Scrutiny Forum, which meets on a quarterly basis to oversee the strategic direction of Scrutiny.

The Scrutiny Committees

Standard Scrutiny Monitoring Reports / Items

All Scrutiny Committees receive the following monitoring reports as standard and have previously agreed the frequency and format of these reports.

Performance Management Reports – One of the principal roles of a Scrutiny Committee is to monitor the performance of services and functions under its remit. They undertake this work mainly through the consideration of half-yearly performance monitoring reports, which provide a balanced picture of performance. In addition, the Committees receive business plans and compliments and complaints monitoring information.

Revenue & Capital Budget Monitoring Reports – Each Scrutiny Committee receives half-yearly reports on the revenue and capital budgets for the services within their remit.

Actions & Referrals Updates – During the course of the municipal year several recommendations and requests for additional information are made by Scrutiny Committees to assist them in discharging their scrutiny role. Quarterly Action and Referral Reports are produced to provide an update on progress against the recommendations and actions requested.

Community Scrutiny Committee

The Community Scrutiny Committee has 13 Members and its remit covers:

- Housing – Social and Private Sector
- Planning Policy
- Community Regeneration including Physical and Rural Development
- Economic Development
- European and Externally Funded Programmes
- Libraries
- Arts and Theatres
- Museums and Archives
- Countryside Facilities
- Sports, Leisure and Recreation

Committee meetings – During 2017/18 the Committee considered reports on a wide range of topics including:

- Annual Monitoring Report 2016/17 – Carmarthenshire Local Development Plan
- Carmarthenshire Community Infrastructure Levy – Update and Progress Report
- Carmarthenshire Museums Strategic Plan 2017-2022
- Annual Performance Report (Planning)
- Establishment of a Council Owned Housing Company
- Introduction of a 'Choice Based Lettings' Process for Council Housing in Carmarthenshire
- Carmarthenshire Local Development Plan 2006-2021 Review Report
- Revised Carmarthenshire Local Development Plan 2018-2033 Draft Delivery Agreement and Draft Site Assessment Methodology

- Housing Revenue Account and Housing Rent Setting 2017/18 (Revenue and Capital)
- Carmarthenshire Homes Standard Plus (CHS+) 'Delivering What Matters'
- Local Resilience Forum Business Plan
- Welsh Library Standards
- Llanelli Town Centre – Regeneration
- Carmarthenshire County Council's Annual Report 2016/17, including the second year progress report for the Corporate Strategy 2015-20
- Revenue Budget Strategy 2018/19 to 20/21

Task and Finish Review – The Committee did not undertake a task and finish review during 2017/18. Consideration will be given to topics for further scrutiny investigation during 2018/19.

Education & Children Scrutiny Committee

The Education & Children Scrutiny Committee has 19 Members, five of which are co-opted Members. Only the Education & Children Scrutiny Committee has co-opted Members and they represent:

- Parent Governor Member for Area 1 – Dinefwr
- Parent Governor Member for Area 2 – Carmarthen
- Parent Governor Member for Area 3 – Llanelli
- Roman Catholic Church Representative
- Church in Wales Representative

The Committee's remit covers:

- Educational Standards & School Performance
- Inclusion & Additional Learning Needs
- Welsh Medium Education
- School Modernisation
- Adult Community Learning
- Youth Services
- Youth Offending
- School Meals
- Children's Services including Social Services & Family Support Services

Committee meetings – During 2017/18 the Committee considered reports on a wide range of topics including:

- Education & Children Departmental Draft Business Plan 2018/19-2021
- Draft Annual Report of the Statutory Director of Social Services on the Effectiveness of Social Care Services in Carmarthenshire 2016/17 (Joint with the Social Care & Health Scrutiny Committee)
- Draft Corporate Strategy 2018-23
- Provisional Examination and Teacher Assessment Results and Provisional School Attendance
- Annual School Performance and Achievement Report
- School Budgets
- Transformation, Innovation & Change (TIC) Programme – Support for Schools Update
- Revised Estyn Inspection Framework
- Modernising Education Programme (MEP) Strategic Outline Programme Band B Update
- Reports on Modernising Education Programme (MEP) proposals to increase the capacity at Gorslas School
- School Leadership and Data Contextual Paper 2016/17
- Carmarthenshire 11-19 Curriculum Review Update
- Categorisation of Schools 2018
- Elective Home Education
- ERW Curriculum Update
- Carmarthenshire Welsh in Education Strategic (WESP) Plan
- Digital Schools Strategy 2018-21
- Carmarthenshire Youth Support Service Business Plan 2017-20
- Adoption Service Annual Report 2016/17

- Behaviour Service Review
- Corporate Parenting Annual Report 2017
- Fostering Service Annual Report
- Carmarthenshire County Council's Annual Report 2016/17, including the second year progress report for the Corporate Strategy 2015-20
- Revenue Budget Strategy 2018/19- 2021

Task & Finish Review – The Committee agreed to set up a Task and Finish Group to review Early Years Education, Childcare and Play in Carmarthenshire. The key aims and objectives for the review along with the membership of the Task and Finish Group were endorsed at a meeting in March 2018.

Site visits – The programme of school visits commenced in the 2009/10 municipal year and by the end of the October 2015, the Committee had visited all the county's primary, secondary and special schools, along with the 3 integrated family centres. In 2016/17 the Committee began revisiting schools, linking in with the School Improvement Panel's work programme and the Authority's Modernising Education Programme proposals. The Committee felt that school visits tended to focus on premises issues and considered a report ('Scrutiny School Visits Framework') which proposed that the school visits programme's focus be realigned to facilitate broader discussion on aspects chosen as greater priorities, such as leadership, teaching, learning and outcomes. The Committee emphasised that the Framework was not intended to preclude or ignore any elements of premises related issues which may arise and require attention.

The Committee continued its programme of school visits with the new emphasis as detailed above and visited the following 3 schools during the Spring Term of 2018:

- Llechyfedach Tumble Federation
- Llangunnor
- Bryngwyn Glanymor Federation

The Committee also considered the School Visits Feedback report which provided an overview of the school visits undertaken during the Spring Term 2018. This enabled the Committee to undertaken their key role in monitoring school leadership, provision and standards within the County's schools. It also assisted in determining future priorities as a result of any issues raised.

Environmental & Public Protection Scrutiny Committee

The Environmental & Public Protection Scrutiny Committee has 14 Members and its remit covers:

- Visible front line services (e.g. highways, street cleaning, waste and recycling services, town-centre management, grounds maintenance, public conveniences, bus shelters and maintenance of car parks)
- Regional Waste Plan
- Transport
- Trading Standards
- Vehicle Maintenance
- Road Safety
- On/Off Street and Residents' Car Parking
- Conservation
- Shoreline Management & Coastal Protection
- Contaminated Land
- Public Protection (Air Pollution, Trading Standards, Pest Control & Environmental Health)
- Community Safety Issues —identified in the Corporate Community Safety and Crime and Disorder Reduction Strategies, working with the relevant partners
- Environmental Enforcement (e.g. litter, dog fouling)
- Planning Enforcement
- Pest Control

Committee meetings – In addition to its regular monitoring reports, the Committee considered a number of reports on areas of specific concern and interest, such as:

- Service Delivery Plan – Environmental Protection Services for 2017/18
- Environmental Health and Licensing Services Annual Report 2016/17
- Fair and Safe Communities Annual Report 2016/17
- Carmarthenshire Rights of Way Improvement Plan (ROWIP) 2007-17 Review
- Air Quality Management Area (AQMA) Annual Update
- Highway, Footway and Road Safety Investment Programme Update
- Review of LED Conversion Project
- Highways Network Hierarchy
- Garden Waste Scheme
- Future Waste Treatment and Disposal Arrangements
- Carmarthenshire Parking Strategy
- Towy Valley Path - Expenditure (referral from the Policy and Resources Scrutiny Committee)
- Energy Consumption in the Council's Non-Domestic Buildings
- Carmarthenshire County Council's Annual Report 2016/17, including the second year progress report for the Corporate Strategy 2015-20
- Revenue Budget Strategy 2018/19- 2021

Task & Finish Review – The Committee set up a Task and Finish Group to review the maintenance provision of highway hedgerows and verges. The scoping document and membership of the Task and Finish Group were endorsed at a meeting in November 2017. The Task and Finish Group considered of a range of evidence over a series of meetings

between January 2018 and April 2018. Based on the research and evidence provided, the Group formulated recommendations which would be included within the final report to be presented to the Executive Board for approval.

Site visits – The Committee arranged a site visit to two major facilities:

- Waste recycling provision at Cwm Environmental
- Winter maintenance fleet at Cillefwr, Johnstown

The aim of the site visit was to provide Committee Members with experience and a better understanding of these service areas. The visit also provided Members with operational knowledge regarding the reception and processing of blue bag recycling, residual waste (black bag waste) and composting facilities. The Managing Director and Operations Director of CWM Environmental were present at the meeting.

Policy & Resources Scrutiny Committee

The Policy & Resources Scrutiny Committee has 13 Members and its remit covers:

- Corporate Policy, Strategy and Performance Monitoring
- Cross-cutting Issues
- Sustainable Development
- Finance
- Property
- Information Technology
- Communications
- Customer Services
- Audit
- Procurement
- Non-housing Maintenance
- Organisational Development
- Human Resources
- Emergency Planning
- Public Service Board (PSB)

Committee meetings - Reports considered by the Committee this year included:

- Attendance Management Monitoring Report April 2017 to September 2017
- Quarterly Treasury Management and Prudential Indicator Reports
- Corporate Asset Management Plan 2016-19 and Office Accommodation Strategy Update
- Annual Report 2016/17 on the Welsh Language
- Carmarthenshire Public Services Board (PSB) Annual Report 2016/17
- Carmarthenshire Public Services Board (PSB) Draft Carmarthenshire Well-being Plan
- Strategic Equality Plan Annual Report 2016-17
- Transform, Innovate & Change (TIC) Programme Annual Report 2016/17 & Business Plan 2017/18
- Corporate Enforcement Policy
- Digital Schools Strategy for Carmarthenshire
- Proposed Digital Technology Strategy 2018-2021
- Proposed policy to govern how the Council provided its computers with internet access to members of the public
- Carmarthenshire County Council's Annual Report 2016/17, including the second year progress report for the Corporate Strategy 2015-20
- Revenue Budget Strategy 2018/19 to 20/21
- Five Year Capital Programme 2018/19-23

Task & Finish Review – The Committee did not undertake a Task and Finish Review during 2017/18. Consideration will be given to topics for further scrutiny investigation during 2018/19.

Social Care & Health Scrutiny Committee

The Social Care & Health Scrutiny Committee has 14 Members and its remit covers:

- Social services for Older People including Nutritional Standards
- Adults with Learning Disabilities
- Support for Carers
- Mental Health Services
- Safeguarding of Adults
- Integration of Health and Social Care Services
- Dementia Services

Committee meetings – Reports considered by the Committee this year included:

- Communities Departmental Draft Business Plan 2018/19-2021
- Annual Report of the Statutory Director of Social Services on the effectiveness of Social Care Services in Carmarthenshire 2016/17 (Joint with the Education & Children Scrutiny Committee)
- Corporate Strategy 2018-23
- Service Integration and Pooled Funds
- Carmarthenshire's Quality Assurance Arrangements Including Operation Jasmine Action Plan
- Social Care Welsh Language Strategy 'More Than Just Words'
- Future Business Model for Careline in Carmarthenshire
- West Wales Care Partnership Overview
- Update on Trading Standards Initiatives – Protection of Elderly and Vulnerable Citizens in Carmarthenshire
- Deprivation of Liberty Safeguards (DoLS)
- Adult Social Care Complaints and Compliments Report
- Transforming Mental Health Services – Consultation Closing Report
- Unpaid Carers Update
- Draft Learning Disability Strategy 2018-2023
- Carmarthenshire County Council's Annual Report 2016/17, including the second year progress report for the Corporate Strategy 2015-20
- Revenue Budget Strategy 2018/19 to 20/21

Task & Finish Review - The Committee did not undertake a task and finish review during 2017/18. Consideration will be given to topics for further scrutiny investigation during 2018/19.

Site visits – The Committee undertook a visit to the Careline offices in Eastgate, Llanelli, where Careline, Dewis Sir Gar and the Community Resource Team are all based. The Committee learned about the process following a client's initial contact with the Information, Advice and Assistance Service.

Development Sessions - The Committee received the following presentations at meetings during the course of the year:

- Presentation by Ros Jervis (Director of Public Health with the Hywel Dda University Health Board) who provided a general overview of his role
- Presentation by Estelle Hitchon (Director of Partnership and Engagement and Rob Jeffery, Head of Operations with the Welsh Ambulance Services NHS Trust) who provided an overview of the service
- Presentation by Mr Richard Jones (Head of Clinical Innovation & Strategy with the Hywel Dda University Health Board) who provided an update on the Transformation of Mental Health Services
- Presentation by Ms Alison Harris (Chief Executive Officer of Carers Trust, Crossroads, Sir Gar) who provided an update on Unpaid Carers.

Other activities during 2017/18

Chairs & Vice-Chairs of Scrutiny Forum – The Chairs and Vice-Chairs of the Council's Scrutiny Committees usually meet on a quarterly basis to discuss issues relating to the scrutiny function. The Forum, which was established in 2004, is chaired by the Chair of the Policy & Resources Committee, who is also the Council's 'Scrutiny Champion'. During 2017/18 the Forum met on four occasions.

Scrutiny Member Development and Training - The following all-member development sessions and seminars were held during 2017/18, to which Committee Members were invited:

- Social Services and Well-Being (Wales) Act
- Data Management and Freedom of Information Act
- Health & Safety (including Corporate Manslaughter)
- Welsh Local Government Association (WLGA) Regional Workshop
- Digital Transformation Seminar
- Substance Misuse
- Local Housing Company
- Financial Exploitation Safeguarding Scheme Seminar

In addition, there were several departmental budget seminars held.

Following the Local Government Elections, a comprehensive Induction Programme for Members was launched in May 2017. New and existing Members were invited to attend these sessions. The following induction sessions were held:

- Ethics, Standards, Legal Duties and Responsibilities (Induction)
- Finance including Budgeting & Treasury Management
- Introduction to Marketing and Media
- Decisions for Future Generations (Well-Being of Future Generations Act)
- Safeguarding & Violence Against Women & Domestic Abuse & Sexual Violence Act

Two focus groups were held in December 2017 to give Members the opportunity to give feedback on the new Programme and help identify further areas for training and development. Feedback from the focus group and further recommendations from various Scrutiny Committees have informed the development of the annual Member Development Plan for 2018/19.

ERW Scrutiny Councillor Group - The ERW Scrutiny Councillor Group is a regional group that consists of the Chairs and Vice-Chairs of the six education scrutiny committees from across the ERW consortium. The aim of the Group is to ensure there is consistent scrutiny across the region on matters within the remit of ERW. It meets twice a year to discuss ERW items and the opportunity is also taken to consider other education items of common interest. The meetings take place on a rota basis between the six local authorities that form the ERW consortium. The Chair of the Group is also rotated and is normally the Chair of the hosting local authority. Previous meetings have been productive and Estyn view the Group as a strength for the consortium. The meetings are administered by the City & County of Swansea's Scrutiny Team. The Chair and Vice-Chair of the Education & Children Scrutiny Committee have attended two meetings of this regional group during the past year. Carmarthenshire Council hosted a Group meeting in March 2018.

Swansea Bay City Deal Joint Scrutiny Committee - The Swansea Bay City Deal Joint Scrutiny Committee is a regional scrutiny committee consisting of 12 non-executive members of the four Swansea Bay City Deal Constituent Authorities. The Joint Scrutiny Committee was established in July 2018 to review and scrutinise the Swansea Bay City Deal Joint Committee. It aims to ensure greater public accountability over decisions made by the Joint Committee and any of its sub-committees and related entities. This complements Local Authority scrutiny work on individual projects of the City Deal that fall within their remit. The Joint Scrutiny Committee is hosted by Neath Port Talbot County Borough Council. It is envisaged that the Joint Scrutiny Committee meets on a quarterly basis. The first meeting was held at Carmarthenshire County Council in November 2018.

Wales Scrutiny Managers Network - Officers attended the Scrutiny Managers Network in October 2018. Issues discussed included:

- WAO Overview and Scrutiny Fit for the Future review
- Self-evaluation and peer review
- Joint scrutiny
- Public engagement
- Measuring scrutiny outcomes
- Future Generations Scrutiny Framework
- Local Government Reform Working Group

Attendance at these meetings has been useful in providing a national perspective of scrutiny and sharing ideas and issues with cross cutting themes for all areas. They also offered a useful insight into future developments. WLGA has agreed to organise and facilitate two meetings of the Scrutiny Manager Network per year.

Local Government Wales Measure 2011

Forward work programmes for all Scrutiny Committees are available on the Authority's Scrutiny pages.

Chairs of Scrutiny Committees are appointed in accordance with Part 6 of the Measure.

Looking ahead to 2018/19

Each Scrutiny Committee must develop and publish a forward work programme for the forthcoming year and an annual report outlining the work of the previous year. All annual reports for 2017/18 have been completed and approved by the relevant Scrutiny Committees.

The Local Government elections in May 2017 resulted in changes to the membership of the Scrutiny Committees and a comprehensive induction programme was undertaken, including sessions on scrutiny and meeting procedures. Planning sessions for the forward work programmes for 2017/18 were held with each scrutiny committee. Due to the number of new Members on the Scrutiny Committees, an overview of the remit of each of the Committees was provided by Lead Officers, which Members found useful. As part of this overview, Officers also highlighted the key plans, policies and strategic issues for the upcoming year. Members discussed what they felt were the priority topics for their Committee and developed a draft forward work programme. The forward work programme planning also provided Members with the opportunity to consider potential Member Development Sessions and topics for further scrutiny investigation. The forward work programmes and the annual reports are available to view on the Council's website.

The Council continues to face serious budgetary pressures and needs to continue to identify and achieve more savings and efficiencies. A key achievement for the Council will be to maintain and deliver improvements to services, whilst meeting the required savings targets. Scrutiny Committees will continue to contribute and challenge in a constructive way to support the Council in meeting these challenges.

Key policies, plans and performance will continue to be monitored and scrutinised. The Council's overarching policies and plans include: the Annual Report and Improvement Plan, Wellbeing Objectives, Ageing Well Plan and Corporate Strategy. The Policy & Resources Scrutiny Committee has the overarching remit for corporate policy, strategy and performance. However, such plans and objectives also cross over into other scrutiny areas. Where appropriate, all Scrutiny Committees will consider elements of such plans and policies relevant to their remits. Innovative solutions will be sought to reduce duplication and waste, such as the super scrutiny held during 2016/17.

Other key areas that the Committees will be focussing on include:

Community – Homelessness Strategy, Local Development Plan (LDP) Delivery Agreements and Preferred Option, Amendments to the Private Sector Housing Renewal Strategy, Tenant Vision Engagement Plan, Fire Safety and Fire Risk Assessments. The Committee has indicated that it wishes to undertake a series of site visits to the County's leisure facilities and regeneration areas. The Committee has also specified that it will be undertaking Task and Finish Work on the provision of affordable bungalows in Carmarthenshire.

Education & Children – Recruitment and Retention of Staff (Teachers and Headteachers), Additional Learning Needs (ALN) Reform, Approaches to Securing Positive Behaviour, Music Service, ERW Business Plan 2018-19 and Review of 2017-18, School Redundancy and Enhanced Voluntary Redundancy (EVR), Welsh Government Categorisation of Schools 2018, Welsh in Education Strategic Plan (WESP), West Wales Regional Partnership Board and New Children's Zone.

Environmental & Public Protection – Area Planning Board Drug & Alcohol Misuse Strategy Annual Report 2016/17, Substance Misuse Service Annual Report 2016/17, Service Delivery Plan for the Environmental Protection Services, Carmarthenshire Cycling Strategy, LED Conversion Project, Highway Footway and Road Safety Investment Programme, Gambling Policy and Licensing Policy.

Policy & Resources – 2017/18 Annual Report on Well-Being Objectives, Treasury Management 2018/19, Digital Transformation Strategy Annual Progress Report, Attendance Management, Public Services Board (PSB) Annual Report 2018 and Welsh Language Annual Report.

Social Care & Health – Area Planning Board Drug & Alcohol Misuse Strategy Annual Report 2016/17, Substance Misuse Service Annual Report 2016/17, Draft Regional Strategy 'Safer Lives, Healthier Families' 2018-2022, Initiatives to Safeguard Teenagers from Harm, Local Development Plan (LDP) Planning Policy in relation to Disabilities, Workforce Planning, Meals on Wheels Update, Country Cars and Regional & Partnership Working Update.

Support for the Scrutiny Function

In July 2015, support for Carmarthenshire County Council's scrutiny function was transferred from the former Scrutiny & Consultancy Team, based in the People Management & Performance Division, to the Democratic Services Unit, based in the Administration & Law Division of the Chief Executive's Department.

Support for the Scrutiny function includes:

- Providing support and constitutional advice to the Council's Scrutiny Committees and to Members of those Committees as well as producing minutes of their meetings and ensuring items arising from those meetings are actioned

- Giving support and advice in relation to the functions of the Council's Scrutiny Committees to executive and non-executive Members of the Council and its Officers

- Managing the strategic development of Scrutiny in Carmarthenshire through engaging in national and regional Scrutiny networks and initiatives, supporting the Chairs and Vice-Chairs of Scrutiny Forum and the Scrutiny Chairs and Vice-Chairs Executive Board Forum

- Advising and supporting the implementation of the requirements of the Local Government (Wales) Measure 2011 as guidance is published

- Managing the co-ordination and development of the Scrutiny forward work programmes in conjunction with Scrutiny Members

- Managing and co-ordinating Scrutiny review work, including the operation of scrutiny task and finish groups, authoring reports in conjunction with the groups, and assisting in the implementation and monitoring of completed reviews

- Managing the Scrutiny Member development programme.

- Despatching agendas for Scrutiny Committee meetings a minimum of 4 working days prior to the meeting.

For more information on scrutiny in Carmarthenshire, including work programmes, task and finish reports and annual reports, visit the County Council's website at: www.carmarthenshire.gov.wales/scrutiny

To contact the Democratic Services Unit, please call 01267 224028 or email: scrutiny@carmarthenshire.gov.uk

Scrutiny Committee Chairs & Vice-Chairs during 2017/18

Policy & Resources

Cllr. Giles Morgan
Chair
(Swiss Valley)
Independent

Cllr. Ken Howell
Vice-Chair
(Llangeler)
Plaid Cymru

Community

Cllr. Sharen Davies
Chair
(Llwynhendy)
Labour

Cllr. Gareth Thomas
Vice-Chair
(Hendy)
Plaid Cymru

Education & Children

Cllr. Darren Price
Chair
(Gorslas)
Plaid Cymru

Cllr. Edward Thomas
Vice-Chair
(Llandeilo)
Independent

Environmental & Public Protection

Cllr. John James
Chair
(Burry Port)
Labour

Cllr. Alun Davies
Vice-Chair
Plaid Cymru

Social Care & Health

Cllr. Gwyneth Thomas
Chair
(Llangennech)
Plaid Cymru

Cllr. Ieuan Davies
Vice-Chair
(Llanybydder)
Independent

Glossary of Terms

ALN - Adult & Community Learning

Bilingual Secondary (2A) - At least 80% of subjects apart from English and Welsh are taught through the medium of Welsh to all pupils. One or two subjects are taught to some pupils in English or in both languages.

CSSIW - Care & Social Services Inspectorate Wales

DoLS - Deprivation of Liberty

ERW - Education through Regional Working

IAA - Information Advice & Assistance

MEP – Modernising Education Programme

PSB – Public Service Board

TIC – Transform, Innovation and Change

WESP – Welsh in Education Strategic Plan

WLGA - Welsh Local Government Association

WM - Welsh-Medium

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

29AIN IONAWR 2019

GWEITHIO'N DDI-BAPUR - DIWEDDARIAD
YR ARGYMHELLION/PENDERFYNIADAU ALLWEDDOL SYDD EU HANGEN: Ystyried a chymeradwyo'r holiadur asesu anghenion TG a chanllawiau i aelodau ar ddefnyddio ipad / ap mod.gov. Nodi'r rhaglen hyfforddi a drefnwyd i aelodau ar yr ap Modern.gov.
Y RHESYMAU: Yng nghyfarfod y Cyngor a gynhaliwyd ar 12 Medi 2018 (gweler Cofnod 11) "PENDERFYNWYD bod yr Awdurdod yn symud tuag at system gyfathrebu ddi-bapur gyda'r holl Gynghorwyr o 2 Medi 2019 er mwyn gallu mynd i'r afael ag unrhyw bryderon a bod rhaglen hyfforddi briodol yn cael ei threfnu cyn y dyddiad hwn. " Fel rhan o'r drafodaeth honno, gwnaethpwyd hefyd ymrwymiad gan y Prif Weithredwr y byddai asesiad yn cael ei wneud o ofynion TG yr aelodau ynghyd â rhoi cyfarwyddyd priodol ar gyfer gweithio heb bapur.

Ymgynghorwyd â'r Pwyllgor Craffu	NA
Angen i'r Bwrdd Gweithredol wneud penderfyniad	NAC OES
Angen i'r Cyngor wneud penderfyniad	OES

Aelod o'r Bwrdd Gweithredol sy'n Gyfrifol am y Portffolio: Y Cyng. Mair Stephens (TG a Arwain ar Datblygu y Bwrdd Gweithredol)

Y Cyng. Suzy Curry – Cadeirydd y Pwyllgor Gwasanaethau Democrataidd a Hyrwyddwr datblygu aelodau

Y Gyfarwyddiaeth	Prif Weithredwr	Rhif ffon:-
		01267 224012 LRJ
Enw Pennaeth y Gwasanaeth:	Swyddi	01267 224026 GM
Linda Rees-Jones	Pennaeth Gweinyddiaeth a'r Gyfraith	Cyfeiriad ebost:-
		Lrjones@sirgar.gov.uk
Awdur yr Adroddiad:	Rheolwr Gwasanaethau Democrataidd	GMorgan@sirgar.gov.uk
Gaynor Morgan		

EXECUTIVE SUMMARY

29th JANUARY 2019

PAPERLESS WORKING - UPDATE

BRIEF SUMMARY OF PURPOSE OF REPORT.

This report sets out progress made in respect of the move to paperless working agreed by Council in September 2018.

As part of the discussion on paperless working a commitment was made to provide a training programme on the modern.gov app; to survey all members on their IT requirements and current provision of broadband within their homes, and to produce a guidance document for Councillors and officers on making paperless working a success.

The report:-

1. Provides a draft IT questionnaire for circulation to all elected members (Appendix 1)

2. A document on rationale, preparing and attending paperless meetings (Appendix 2)

3. A list of training sessions arranged for elected members (and officers) together with information on 'drop in' sessions available by appointment (Appendix 3)

The County Hall Development Working Group is discussing options for installing appropriate charging points within the Chamber at County Hall together with the possible upgrade of the conference system to make this fit for the future. This work is being undertaken in conjunction with electrical upgrading works required for the building and a report will be considered by in due course.

DETAILED REPORT ATTACHED ?	Appendix 1 – Survey Appendix 2 – Paperless Meeting Guidance Appendix 3 – Training Timetable

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones   Head of Administration & Law
                      Gaynor Morgan   Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	**NONE DIRECTLY ARISING FORM THIS REPORT**	**YES**	**NONE DIRECTLY ARISING FORM THIS REPORT**	**NONE**	**NONE**	**NONE**

Policy

The Council has agreed to move towards a paperless system of communication with all Councillors with effect from 2nd September 2019.

Legal

None directly arising from this report.

Finance

Additional funding will need to be identified within the Democratic Budget for the purchase of any 'loan' tablet devices for use on meeting days.

ICT

In the event of poor broadband connectivity at home IT Services may be limited in what can be done, but will engage with members to try and find a way forward.

EICH CYNGOR **arleinamdani**
www.sirgar.llyw.cymru

YOUR COUNCIL **doitonline**
www.carmarthenshire.gov.wales

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones   Head of Administration and Law

               Gaynor Morgan   Head of Democratic Services

1. Scrutiny Committee

Not applicable

2.Local Member(s)

Not applicable

3.Community / Town Council

Not applicable

4.Relevant Partners

Not applicable

5.Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council Meetings 12th September 2018		http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=155&MId=1304&Ver=4

EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru

YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

Enw:	
Name:	

Ar gyfer pob un o'r cwestiynau canlynol, dewiswch un ateb sydd, yn eich barn chi, yn disgrifio pa mor hyderus ydych o ran defnyddio TGCh yn eich rôl fel Cynghorydd.

For each of the following questions, please select one statement which you think sums up your current level of confidence with ICT in your role as a Councillor.

CYSYLLTEDD/ CONNECTIVITY

1a

	Ydw Yes	*Nac Ydw No*	
Rwyf yn cael problemau o ran cysylltu â band eang gartref ar i-pad neu liniadur y Cyngor			*I have issues connecting to my home broadband /connection with the Council i-pad or laptop*

1b

	Glinidaru/ Laptop	*iPad*	*Y Ddau/ Both*	
Mae fy mhroblem cysylltu mewn perthynas â (ticiwch y ddyfais berthnasol)				*My connection issue is in relation to (please tick relevant device)*

1c

	Gwaith/Work	*Cartref/Home*	*Y Ddau/ Both*	
Nodwch a yw hyn yn y gwaith, yn y cartref neu'r ddau				*Please specify if this is at work, home or both*

2

	Oes Yes	*Nac Oes No*	
Mae gen i gysylltiad band eang gwael gartref			*I have a poor broadband connection at home*

3

	Ydw Yes	*Nac Ydw No*	
Rwyf yn gwybod sut mae cysylltu dyfais y Cyngor â wi-fi allanol			*I know how to connect my Council device to external wi-fi*

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

4.		
Nid wyf yn defnyddio TGCh wrth fy ngwaith Cyngor.		I do not use ICT in my Council work
Rwy'n defnyddio rhywfaint o TGCh wrth fy ngwaith Cyngor		I use some ICT in my Council work
Rwy'n hyderus wrth ddefnyddio TGCh wrth fy ngwaith Cyngor		I feel confident using ICT in my Council work

5		
Nid oes gennyf unrhyw sgiliau TGCh.		I have no basic ICT skills
Mae gennyf rywfaint o sgiliau TGCh sylfaenol		I have some basic ICT skills
Mae gennyf sgiliau TGCh sylfaenol da		I have a good set of basic ICT skills

6.		
Nid wyf yn defnyddio'r Rhyngrwyd/Mewnrwyd o gwbl		I do not use the Internet/Intranet at all
Rwyf wedi defnyddio'r Rhyngrwyd/Mewnrwyd ond nid wyf yn hyderus wrth ei defnyddio		I have used the Internet/Intranet but am not confident
Rwy'n defnyddio'r Rhyngrwyd/Mewnrwyd yn gyson ar gyfer gwaith y Cyngor (amcangyfrif o niter yr oriau yr wythnos): Ar gyfer gwylio agendas ac adroddiadau, dyddiadur y cyngor, tab democrataidd, gwybodaeth cyffredinol ac ymchwil		I use the Internet/Intranet on a regular basis for Council business (approx. number of hours per week) : i.e. Viewing agendas and reports, council diary, Democracy Tab, general information and research.

7.		
Nid wyf yn hyderus wrth ddelio â newidiadau cyfrinair		I am not confident in dealing with password changes
Mae gen i rywfaint o hyder wrth ddelio â newidiadau cyfrinair ac yn gwybod pwy i gysylltu â am gymorth os oes gen i broblemau		I have some confidence in dealing with password changes and know who to contact for assistance if I have problems
Rwyf bob amser yn newid fy nghyir-gyfryngau fy hun ac nid oes angen cymorth arnaf.		I always change my own passwords and require no assistance

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

MOD.GOV

8.

Nid wyf yn defnyddio'r Mod.gov app		I don't use the Mod.gov app
Rwy'n weithiau defnyddio y Mod.gov app i weld agendas, cofnodion ac adroddiadau.		I sometimes use Mod.gov app to view agendas, minutes and reports
Rwyf bob amser yn defnyddio y Mod.gov app i weld agendâu, cofnodion ac adroddiadau.		I always use the Mod.gov app to view agendas, minutes and reports

9.

Gallaf gael mynediad i'r Agendâu a'r Cofnodion ar gyfer yr holl Bwyllgorau yr wyf yn gwasanaethu trwy'r Mod.gov app.		I can access the Agendas and Minutes for all Committees I serve on via the Mod.gov app
Nid wyf yn gwybod sut i ddewis pa Bwyllgorau i'w gweld ar y Mod.gov app		I don't know how to choose which Committees to view on the Mod.gov app.

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

Yn y tabl isod, nodwch y llythyren (llythrennau) sydd yn eich barn chi yn disgrifio orau pa mor gyfarwydd ydych phob sgil a restrir. Dyma'r gosodiadau mae'r gwahanol lythrennau'n eu cynrychioli:

In the table below please insert the letter(s) you feel best describes your familiarity with each skill listed. The letters correspond to:

Nid wyf yn gwybod beth yw hwn.	A	I don't know what this is.
Rwy'n gwybod beth yw hwn ond nid wyf erioed wedi ei ddefnyddio.	B	I know what this is but have never used it.
Rwyf yn defnyddio hwn nawr ac yn y man ond mae angen mwy o hyfforddiant arnaf.	C	I have used this occasionally but need more training
Rwy'n defnyddio hwn yn gyson ac yn hyderus wrth ei ddefnyddio.	D	I use this regularly and feel confident
Byddwn yn gartrefol yn dangos i eraill sut mae defnyddio hwn.	E	I would be comfortable showing others how to use this.

Sgiliau Cyffredinol — General Skills

Defnyddio'r bysellfwrdd/llygoden		Using the keyboard/mouse
Defnyddio dyfais tabled (e.e. iPad)		Using a tablet device (i.e. iPad)
Defnyddio dewi.slenni ar y sgrin		Using on-screen menus
Defnyddio cyfleusterau cymorth ar-lein rhaglenni		Using online help facilities in programs
Amlygu ac anodi dogfennau Mod.gov		Highlighting and annotating Mod.gov documents
Symud deunydd mewn rhaglen neu rhwng rhaglenni (cop"io a gludo)		Moving material within or between programs (copy and paste)

Gwella trwy Ddysgu

Improving through Learning

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

10.

Gweithgareddau ar y We

	Web-based activities
Anfon a derlbyn negeseuon e-bost	Sending and receiving email
Pori/syrffio ar y Rhyngrwyd	Browsing/surfing the Internet
Ymchwilio gan ddefnyddio'r Rhyngrwyd	Research using the Internet
Cymryd rhan mewn grwpiau trafod ar y we	Participation in web based discussion groups

11

Cymwysiadau cyffredin/tudalennau we

	Commonly used applications/web pages
E-bost	Email
Mod.Gov	Mod.Gov
Tab Democrataidd	Democracy Tab
Hunan Wasanaeth Desg gymorth TG	IT Helpdesk Self Service

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

12

Pa ddull hyfforddiant TG fyddai orau gennych? Ar raddfa o 1-3, nodwch pa un o'r dewisiadau canlynol fyddai orau gennych.

How would you prefer to receive IT training? Please rate the following options on a scale of 1 to 3 according to your preference.

1 2 3	1 2 3
Gorau gennych > Hoffi leiaf	Most preferred > Least preferred

Hyfforddiant mewn dosbarth (mewn · grwpiau bach}   ☐   Classroom-based training (in small groups)

Hyfforddiant unigol   ☐   One-to one coaching

E-ddysgu   ☐   e-learning

Nodwch eich dewis iaith

Please indicate your preferred language of delivery

Cymraeg   ☐   Welsh

Saesneg   ☐   English

Gwella trwy Ddysgu

Improving through Learning

Holiadur ynghylch Sgiliau TGCh Cynghorwyr
Councillor ICT Skills Questionnaire

Unrhyw sylwadau eraill: Nodwch unrhyw wybodaeth neu sylwadau ychwanegol sydd gennych ar yr holiadur:

Any other comments: Please include any further information or comments on the questionnaire:

Diolch ichi am lenwi'r holiadur hwn.

Thank you for completing this questionnaire.

Mae'r dudalen hon yn wag yn fwriadol

CARMARTHENSHIRE DEMOCRATIC SERVICES

"Supporting the delivery of the democratic function and enabling our customers to carry out their role"

PAPERLESS MEETINGS

Produced by Carmarthenshire Democratic Services.

01267 224028

Democraticservices@carmarthenshire.gov.uk

"Just because something has been done the same way for so long does not mean that it cannot change and be improved. In this digital age, using paper for meetings is becoming increasingly wasteful and impractical."*

Up-to date information

It takes 2 – 3 working days for a printed document pack to reach Councillors by mail, but just seconds by email. With an electronic agenda pack, notifications and updates are received almost immediately. Electronic publication of papers on the Authority's website means the public can also access agendas and reports electronically as soon as they are published and do not need to make visits to Council Offices, Customer Service Centres, or Libraries to view the documents.

The issue of Security

Agendas and reports printed on paper have always been provided to Councillors and Officers, but a paper pack including private or exempt information is not secure. The Mod.gov app produces an electronic agenda pack which is protected by password security. In order to access the reports, Councillors and officers will have to go through security levels and have the necessary permissions to view the papers. . This takes away any risk of papers being misplaced or stolen, the app will also automatically lock out the user if there have been made too many password attempts

Resource savings

Councillors and Officers receive a lot of paperwork for meetings, on occasion we have seen agenda packs of 900 pages (or more). This does not include the cost of postage to the Councillors' home address or the time of officers in collating the information. This is not an environment-friendly approach and is costly. When we move to paperless working these resource costs will cease.

iPAD AND MOD.GOV – PREPARING AND ATTENDING PAPERLESS MEETINGS

All Councillors are allocated a tablet device and laptop computer together with a with a @sirgar.gov.uk / @carmarthenshire.gov.uk email address to be used for all electronic communication in relation to Council business. No communication is accepted via personal email address.

Councillors can access their emails, council diary, committee papers and the Authority's intranet site' via their tablet or laptop device, this allows members to perform their duties as efficiently as possible.

Councillors should be aware of the following policies which can be found on the Intranet site :-

Email usage and monitoring policy

Information security policy

Portable device policy

Copyright designs and patents act policy

What is required from Councillors and Officers in order for paperless working to be a success:-

- **Carmarthen Private** should be selected as the **preferred publisher**. This will allow you to view all papers for which you have a right of access. If you have Carmarthen selected as a publisher you will only be able to see meetings open to the public. Contact Democratic Services if you need to re-register your device for Carmarthenshire Private.

- Councillors and Officers will receive a system generated email from democraticservices@sirgar.gov.uk as soon as an agenda/minutes is published. Once the email publication message is received **download** the agenda on the **Mod.gov app**. This will ensure all the documents required for that meeting have been downloaded to the device even if the entire network is down on the day of your meeting. It is **best practice** to open up mod.gov. where you have a good wifi connection (possibly your home or council building)

- Ensure your device is **fully charged** prior to attending any meeting. Additional power sockets are provided within the Chamber should device power issues be experienced.

- If you have **forgotten your device**, please **notify the Democratic Services** Unit who may be able to provide you with a loan device on the day (there are a limited number of loan devices available and will be provided on a first come first served basis)

- **Forgotten** your **mod.gov password,** contact Democratic Services to unlock your device and issue you with a new password. **Forgotten** your **ipad password**, visit IT Self Service or phone 01267 246789 or Ext 6789.

- If you **can't see the meeting in your list of committees**, you may need to **choose the Committee from the Committees List**. Go to the Committee subscribe button (on the top left hand side of the Mod.gov app) and tick the meetings you wish to view

- **Familiarise** yourselves with the **Mod.gov app user guide**, available on the Democracy Tab of the Intranet or in hard copy within the Members' Lounge. This is a **step by step guide** to using the Mod.gov app and includes how to navigate and annotate documents.

- **Attend** all Mod.gov **training** sessions to gain an understanding of the app and the functions within it. (Training and 'drop in' sessions are being run from December 2018 – July 2019 – please see Council Diary).

*https://www.azeusconvene.co.uk/en/digital-meeting-board-platform-and-app

Mae'r dudalen hon yn wag yn fwriadol

RHAGLEN HYFFORDDI MOD.GOV TRAINING TIMETABLE

Yn dilyn penderfyniad y Cyngor i mabwysiadu system gyfathrebu ddi-bapur gyda'r holl Gynghorwyr, a fydd ar waith o 2 Medi 2019, rydym yn cynnal cyfres o ddigwyddiadau hyfforddi anffurfiol ar ddiwrnodau cyfarfodydd Pwyllgor. Mae'r dyddiadau wedi'u trefnu i gyd-fynd â dyddiadau cyfarfodydd fel eich bod yn gallu mynyllu'r hyfforddiant o gwmpas eich hymrwymiadau cyfarfod ac nid oes angen I chi ddod i mewn i'r hyfforddiant yn unig. Yn dilyn y digwyddiadau hyn, bydd sesiynau galw heibio yn dechrau ar ôl pob cyfarfod o'r Cyngor, o fis Chwefror ymlaen.

Cofiwch ddod â'ch iPads i'r sesiynau hyfforddi fel y gallwn sicrhau bod gennych chi y cyhoeddwr Mod.gov cywir ar eich dyfais a'ch helpu gydag unrhyw ymholiadau.

Sylwch fod y Digwyddiadau Hyfforddi hyn yn ychwanegol at y sesiynau y gellir eu harchebu gyda Sharron Penfold (gweler poster).

Following the decision of Council to move towards a paperless system of communication with all Councillors with effect from 2nd September 2019 we are holding a series of informal training events on Committee meeting days. The dates are scheduled to coincide with Committee meetings, allowing you to fit the training in around your meeting commitments as you do not need to come in solely for the training. These events will be followed by drop in sessions after each Council meeting, from February onwards.

Please remember to bring your iPads so that we can make sure that you have the correct Mod.gov publisher settings on your device and can help you with any queries.

Please note that these Training Events are in addition to the bookable sessions available with Sharron Penfold (see poster).

DYDDIAD / DATE	AMSER /TIME	LLEOLIAD/VENUE	AELODAU /MEMBERS
05/12/2018	1 PM	Siambr, Heol Spilman/Chamber, Spilman Street	Craffu Polisi ac Adnoddau / Policy & Resources Scrutiny
10/12/2018	2 PM	Siambr, Neuadd y Sir/Chamber, County Hall	Craffu Diogelu'r Cyhoedd a'r Amgylchedd / Environment & Public Protection Scrutiny
14/12/2018	2 PM	Siambr, Neuadd y Sir/Chamber, County Hall	Pwyllgor Archwilio /Audit Committee
17/12/2018	2 PM	Democratic Committee Room	Rhag Gyfarfod y Bwrdd Gweithredol / Preliminary Executive Board

20/12/2018	2 PM	Siambr, Neuadd y Sir/Chamber, County Hall	Craffu Addysg a Phlant /Education & Children Scrutiny
08/01/2019	2 PM	Ystafell Gwasanethau Democrataidd /Democratic Services Committee Room	Pwyllgor Trwyddedu /Licensing Committee
22/01/2019	2 PM or immediately following conclusion of the Planning Committee	Ystafell Gwasanethau Democrataidd /Democratic Services Committee Room	Pwyllgor Cynllunio /Planning Committee
23/01/2019	11 AM	Ystafell Gwasanethau Democrataidd /Democratic Services Committee Room,	Craffu Cymunedau / Community Scrutiny
23/01/2019	2 PM	Chamber Spilman Street	Craffu Gofal Cymdeithasol ac Iechyd/Social Care and Health Scrutiny
15/03/2019	12 P.M.	Siambr, Neuadd y Sir/Chamber, County Hall	Pwyllgor Safonau / Standards Committee

Sesiwn Galw Mewn ar ol Cyngor / After Council Drop In sessions		
	2pm	13/02/2019
	2pm	06/03/2019
	2pm	10/04/2019
	2.30 pm	12/06/2019
	2pm	10/07/2019

Sesiwn Datblygu Holl Aelodau Mod.gov All Member Development Sessions	
Wedi'i hwyluso gan/Faciliated by Lara Allman o/of Mod.gov	
(dewis o ddau sesiwn - choice of 2 sessions)	
2 pm	08/05/2019
9:30 a.m.	09/05/2019

Mae'r dudalen hon yn wag yn fwriadol

Sesiwn Galw Heibio Sgiliau Digidol i'r Aelodau

Caerfyrddin

Yn y Ffreutur, Neuadd y Sir,
Bob **dydd Llun olaf** rhwng **9:00 ac 3:30pm**
(Yn dechrau ar 24 Medi 2018)

Llanelli

Yn yr Ystafell Cyfleusterau Cyswllt,

Neuadd y Dref, Llanelli
Bob **dydd Gwener cyntaf** rhwng **9:00 ac 3:30pm**
(Yn dechrau ar 5 Hydref 2018)

A ydych chi am gael y budd mwyaf o'ch gliniadur neu eich llechen (efallai drwy ddefnyddio Mod.Gov, e-bost neu gymwysiadau eraill)?

Pa un a ydych yn ddechreuwr llwyr neu os oes gennych rywfaint o wybodaeth, mae croeso i chi ddod (a gallwch ddod â'ch dyfais eich hun).

Bydd tair sesiwn ar gael bob dydd i archebu (9-11: 30am, 11: 30-1pm, 2-3: 30pm), ond os hoffech gael rhagor o wybodaeth cysylltwch â **Sharron Penfold** ar **6282** neu drwy anfon e-bost at **sepenfold@carmarthenshire.gov.uk**

Mae'r dudalen hon yn wag yn fwriadol

Pwyllgor Gwasanaethau Democrataidd
29ain Ionawr 2019

ADOLYGAETH BLYNYDDOL SWYDDOGAETH Y GWASANAETH DEMOCRATAIDD

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

Ystyried y wybodaeth yn yr adroddiad a phenderfynu a yw'r ddarpariaeth o ran staff, swyddfeydd ac adnoddau eraill sydd ar gael i'r Pennaeth Gwasanaethau Democrataidd, yn ddigonol i gyflawni'r broses ddemocrataidd.

Y Rhesymau:

Mae'r Pwyllgor Gwasanaethau Democrataidd yn ystyried materion sy'n ymwneud â darparu gwasanaethau cymorth ar ei gyfer yn unol â Deddf Llywodraeth Leol (Cymru) 2011

Ymgynghorwyd â'r pwyllgor craffu perthnasol   AMHERTHNASOL
Angen i'r Bwrdd Gweithredol wneud penderfyniad   NAC OES
Angen i'r Cyngor wneud penderfyniad   NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Amherthnasol. Cynghorydd Suzy Curry – Cadeirydd y Pwyllgor Gwasanaethau Democrataidd.

Y Gyfarwyddiaeth:		
Enw Pennaeth y Gwasanaeth:	**Swyddi:**	**Rhifau ffôn:**
Linda Rees Jones	**Pennaeth Gweinyddiaeth a'r Gyfraith**	**01267 224026**
Awdur yr Adroddiad:		**Cyfeiriadau E-bost:**
Gaynor Morgan	**Pennaeth Gwasanaethau Democrataidd**	**Gmorgan@sirgar.gov.uk**

EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

Tudalen 57

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
29th January 2019

DEMOCRATIC SERVICES FUNCTION ANNUAL REVIEW

Members will be aware of the requirement under the Local Government (Wales) Measure 2011 ("the Measure") for the Council to establish a Democratic Services Committee. The Measure also requires the Council to designate one of its officers to the statutory post of "Head of Democratic Services" and provide that officer with sufficient resources to discharge these statutory functions.

This report provides information on the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that services are adequate to deliver the Democratic Process.

DETAILED REPORT ATTACHED ?	YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones   Head of   Administration & Law
                 Gaynor Morgan   Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	**YES**	**YES**	**NONE**	**NONE**	**YES**	**NONE**

Legal

The Local Government (Wales) Measure requires a local authority to designate one of its officers to discharge the Democratic Services Functions and provide that officer with such staff, accommodation and other resources which in its opinion are sufficient to allow those functions to be discharged.

The Head of Democratic Services may arrange for the discharge of democratic services functions by staff prescribed under the Democratic Services Function.

Finance

No additional budgetary implications at this time, the existing staffing arrangements can be accommodated within the Division's existing budget.

Staffing Implications

The Local Government Wales Measure requires local authorities to include within their standing orders provisions concerning the management of staff provided to the Head of Democratic Services. Section 10 "Management of Staff" does not include the appointment of staff or dismissal of staff or the taking of other disciplinary action against staff.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:　　　　　Linda Rees Jones　　　　　　　Head of Administration and Law

　　　　　　　　　Gaynor Morgan　　　　　　　　Head of Democratic Services

1. Scrutiny Committee

Not applicable

2.Local Member(s)

Not applicable

3.Community / Town Council

Not applicable

4.Relevant Partners

Not applicable

5.Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Local Government Wales Measure		http://www.legislation.gov.uk/mwa/2011/4/contents/enacted

Report of the Head of Democratic Services

29th January 2019

DEMOCRATIC SERVICES FUNCTION ANNUAL REVIEW

Head of Service & Designation.	Directorate	Telephone No.
Linda Rees Jones Head of Administration & Law	Chief Executive	01267 224010
Author & Designation Gaynor Morgan Head of Democratic Services	Directorate Chief Executive	Telephone No 01267 224026

Members will be aware of the requirement under the Local Government (Wales) Measure 2011 ("the Measure") for each local authority to establish a Democratic Services Committee. The Measure also requires the Council to designate one of its officers to the statutory post of "Head of Democratic Services" and provide that officer with sufficient resources to discharge these statutory functions. This report provides the Committee with an outline of the staff resources existing within Democratic Services and a summary of the wide range of duties undertaken, ongoing developments and plans for the future to support Members in their respective roles.

Transform Innovation and Change Programme

Members will be aware that the Team participated in the Authority's Transform, Innovate & Change (TIC) Programme during 2017/18. As part of a systems thinking review of the Democratic Services function a number of opportunities were identified to adopt smarter ways of working, especially through the use of technology. Members will also be aware that Democratic Services Officer vacancies were put on hold pending the review outcome, these posts have now been released and new staff members are in place. Due to internal promotions, 2 Member Support Officer posts have recently been advertised and will hopefully be filled shortly. Executive Board Support has transferred to the Business Support Team with effect from 1st December 2018, to ensure that the complete executive support function is accountable to one reporting line.

Democratic Services Resources

Although Staffing within the unit has reduced in recent years, it is considered adequate to allow the Head of Democratic Services to discharge democratic services functions. The service is split into three teams namely Committee Support and Civic & Member Support under the management of the Democratic Services Manager (Nominated Head of Democratic Services) and Executive Board support under the management of the Chief Executives' Business Support Manager:-

Committee Support

This is a team of 6 staff, comprising a Principal Democratic Services Officer, 5 Democratic Services Officers and an Assistant Democratic Services Officer, which is a new post created as a result of Joint Working agreements. The team provides a wide range of services to the Executive, Regulatory and Scrutiny Committees and is also responsible for servicing a number of Joint Working arrangements i.e. Wales Pension Partnership Joint Governance Committee, Dyfed Powys Police & Crime Panel, Swansea Bay City Region Joint Committee and ERW Joint Committee. The team provides advice and support in relation to the Council Constitution, law and practice relating to committee administration, advice on the role of Councillors, protocols and code of conduct and supports the democratic function in the production of handbooks, research and liaison with external bodies as part of Scrutiny Task and Finish reviews

The Committee Support team have administered the following official meetings over the past 12 months:-

Council   13

Executive Board   16

Executive Board Member Decision   59

Scrutiny   48

Regulatory & Other   65

Joint Committees (Regional working)   16

In addition the team administer the School admission appeals process and facilitate the work of the Independent Admission Appeals Panel having managed over 298 appeals in the last 12 months.

Civic & Member Support

The team consists of a Principal Democratic Services Officer, 3 x Member Support Officers and 1 x part-time Official Car Driver.

The Team is the designated point of contact for all non- executive elected member enquiries (64) and provides a comprehensive support function to the Chair of Council, and non-executive elected members. The team also undertakes, on request, research and information gathering and diary co-ordination for the Leader of the Opposition.

The Civic & Member Support team have processed over 2,819 Councillor Enquiries and webcast 53 meetings during the period 1st December 17 – 30th November 18.

The Civic & Member Support team administer the Councillor Enquiries system, facilitate member's expenses, non-executive day to day correspondence including local surgery notices, support the production of their annual reports, arrange attendance at Conference and Seminars and operate the Authority's webcasting of Council meetings.

Business Support for the Executive Board

The Executive Board support team located within the Business Support unit, provides business support for the Leader and the 9 Executive Board Members which includes professional advice, research and information gathering, preparing speeches, EBM expenses checks, day to day correspondence, arrange EBM attendance at Conference and Seminars and diary co-ordination. The team consists of the Executive Board Support Manager (directly responsible to the Director of Regeneration & Policy) a Business Support Officer (Leader Support) and 1 designated Executive Board support officer. The Business Support Team also provides business support for the Chief Executive's department.

Elected Member Support & Accommodation

All elected members are allocated a tablet device and laptop computer, and have access to printing facilities within Council offices. As from May 2017 local government elections, all elected Members can also claim a £20 per month communication allowance (returning members were offered the option on retaining their Authority issued Broadband or moving over to the Communication Allowance), as of 1st December 2018, 56 members have opted to receive the allowance with the remainder making use of the Authority issued broadband.

Members can access their emails, council diary, committee papers and the Authority's intranet site' via their iPads, and the introduction of 'Modern.gov' committee decisions management system in September 2015 has assisting in the Authority's commitment towards a paperless system of communication and allows members to perform their duties as efficiently as possible. The Authority has made a commitment to move towards a paperless system of communication with all Councillors with effect from 2nd September 2019 and a training programme has commenced. (A paperless working update is included as a separate agenda item).

Elected member are also provided with a @sirgar.gov.uk / @carmarthenshire.gov.uk email address to be used for all electronic communication in relation to Council business. No communication will be accepted via personal email addresses.

Co-opted members also have the option of an authority issued iPad and email address, and can access printing facilities at Council Offices.

All members are also provided with basic office supplies, such as pens, pencils, files, paper envelopes etc and also direct practical support from the Democratic Services Unit (non-exec members) or the Business Support Unit (Executive Board Members). Members are also encouraged to access information via the Democracy Tab on the Authority's intranet site, allowing access to information outside of office hours.

The following accommodation is available for elected members, all accommodation includes telephone and IT equipment to assist members with their duties:-

- Members' Lounge – Carmarthen & Llanelli
- Chairman's Room – Carmarthen & Llanelli
- Leaders Office – Carmarthen, Llanelli & Ammanford
- Executive Board Member accommodation x 5 - Carmarthen
- Opposition Group Leaders' Office – Carmarthen
- Opposition Group Room – Llanelli
- A small meeting room is also available within County Hall for Elected members to use by appointment.

Meetings of the County Council normally take place in the Chamber at County Hall, Carmarthen. Committees of the Council normally meet in the Chamber, County Hall, Carmarthen or the Chamber, Council Offices, 3 Spilman Street, Carmarthen. Refreshments are also available at these locations.

Car Parking

Councillors are provided with designated car parking spaces at County Hall, Carmarthen which can be used, only when attending formal meetings of the Council or its committees. Councillor car parking spaces are shared with members of staff and are therefore unavailable at all other times.

Member Development

The Learning and Development Service within the People Management and Performance Unit in consultation with the Democratic Services Unit support all Councillors to develop the necessary skills, knowledge and behaviour to fulfil their roles effectively, thus ensuring the Council meets its key aims and priorities. To this end, both units work together to promote learning and development opportunities which support Councillors in continuously developing their roles, both as part of the Council's decision making processes and in the communities they serve.

Priorities for 2019

- Training for all members on the Modern.gov app in readiness for paperless meetings from September 2019 (December 2018 – July 2019)

- Additional Scrutiny training needs for Members and staff, as identified by the Chairs and Vice-Chairs of Scrutiny Forum

- A 'tidy up' exercise of Scrutiny Structures to ensure that the Scrutiny Committee remits reflect departmental structures and Executive Board Member portfolios (as far as is reasonably practical).

- Pilot of Members' Self Service Resource

- Democratic Accommodation Review as part of Agile Working arrangements for County Hall.

Mae'r dudalen hon yn wag yn fwriadol