

To: Members of the Democratic
Services Committee

Date: 30 January 2014

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Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 7 FEBRUARY 2014** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G Williams
Head of Legal and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES OF THE LAST MEETING (Pages 3 - 8)

To receive and approve the minutes of the Democratic Services Committee meeting held on 14 November 2013 (copy attached).

5 WEBCASTING OF COUNCIL MEETINGS (Pages 9 - 12)

To receive a report by the Democratic Services Manager (copy enclosed) which provides an updated position statement on the progress towards the webcasting of certain meetings in 2014.

6 COMMITTEE TIMETABLE 2014/15, ANNUAL REVIEW OF POLITICAL BALANCE , AND APPOINTMENT OF SCRUTINY CHAIRS (Pages 13 - 16)

To receive a report by the Democratic Services Manager (copy enclosed) which provides information and requests decisions on Committee-related issues.

7 FORWARD WORK PROGRAMME

To receive a verbal update by the Democratic Services Manager.

MEMBERSHIP

Councillors

Bill Cowie
Stuart Davies
Martyn Holland
Gwyneth Kensler
Barry Mellor
Win Mullen-James

Bob Murray
Peter Owen
Merfyn Parry
Arwel Roberts
Gareth Sandilands

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DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held in Conference Room 1b, County Hall, Ruthin, LL15 1YN on Thursday, 14 November 2013 at 2.00 pm.

PRESENT

Councillors Bill Cowie, Martyn Holland, Gwyneth Kensler, Barry Mellor (Chair) and Gareth Sandilands

Observer: Councillor Brian Blakeley

ALSO PRESENT

Head of Legal & Democratic Services and Monitoring Officer (GW), Democratic Services Manager (SP) and Committee Administrator (SLW)

Observers: Scrutiny Co-ordinator (RE) and Democratic Services Officer (KAE).

1 APOLOGIES

Apologies for absence were received from Councillors Bob Murray and Arwel Roberts

2 DECLARATIONS OF INTEREST

Councillors Bill Cowie, Martyn Holland, Gwyneth Kensler, Barry Mellor and Gareth Sandilands declared a personal interest regarding Agenda Item 9, the Independent Remuneration Panel for Wales Draft Annual Report 2014/2015.

3 URGENT MATTERS AS AGREED BY THE CHAIR

There were no urgent matters.

4 MINUTES OF THE LAST MEETING

The minutes of the Democratic Services Committee meeting held on 15 February, 2013 were submitted.

RESOLVED that the minutes be received and approved as a correct record.

5 CONSULTATION ON A DESIGNATED PERSONS ORDER

The Head of Legal and Democratic Services presented the report (previously circulated) to consider a response to the Welsh Government's consultation on extending Scrutiny Committee powers to designated public service providers.

The Measure set out criteria for those bodies which may be designated. They were bodies which:

- provided the public (or a section of the public) with services, goods or facilities of any description (whether on payment or not);
- provided those services, goods or facilities in the exercise of functions of a public nature; and
- were wholly or partly funded by public money
- were not a local authority (meaning a county or county borough council).

The bodies that were being suggested for designation within the consultation document were:

- Local Health Boards
- NHS Trusts
- Fire and Rescue Authorities
- National Park Authorities

Following further discussion it was agreed that the following bodies also be included in the response to the consultation for designation:

- Registered Social Landlords
- National Resources Wales
- Third sector organisations.

The Committee was not convinced that designating Town and Community Councils would be necessary at this time and could result in duplication of democratic accountability (Town and Community Councils being democratic bodies). The small scale and resources of most of these councils would be unlikely to promote using scarce scrutiny resources.

RESOLVED that the Members noted the contents of the consultation papers and agreed that the following bodies be included in the response to the consultation for designation:

- *Local Health Boards*
- *NHS Trusts*
- *Fire and Rescue Authorities*
- *National Park Authorities*
- *Registered Social Landlords*
- *Third sector organisations that are delivering services to the public, and*
- *National Resources Wales.*

6 ANNUAL REPORTS BY MEMBERS

The Democratic Services Manager presented the report (previously circulated) to outline progress on the process and publication of members' annual reports.

The Local Government (Wales) Measure required each Local Authority to have in place arrangements to enable every Member to complete an annual report on activities in their role as Councillor and for the annual reports to be published on the Council's website.

The Statutory Guidance placed restrictions on the contents of the reports which were to be factual and centred on meetings, events, conferences, training and development. A template of an Annual Report had been prepared and circulated to all Members.

There were limitations as to what could be included within the annual report, therefore, a review or editing stage prior to publication would be in place, to ensure that the contents conformed to Statutory Guidance and any restrictions placed by the Council.

The Democratic Services Manager clarified that completion of the annual report was not mandatory for Members but it was mandatory for the Council to have arrangements in place for annual reports to be completed.

14 annual reports had been received to date and Committee agreed that a further reminder be sent to all Members to request completion of the annual report.

Thanks were extended to Karen Evans, Democratic Services Officer, for all the work she had done on this process.

RESOLVED that the Democratic Services Committee Members noted the report and agreed that a further reminder would be emailed to Members and group leaders requesting completion of their Annual Reports.

7 WEBCASTING OF COUNCIL MEETINGS

The Democratic Services Manager presented the report (previously circulated) to update the Committee on the development of the project.

Earlier this year the Welsh Government informed Local Authorities there would be £1.2 million available by way of grants in order to assist in the implementation of council meeting webcasting.

Each Local Authority would be able to accept a grant of £40,000 towards the cost of introduction of webcasting and “remote attendance”. Numerous technical and administrative problems had been identified relating to remote attendance.

The Welsh Government had not committed itself to repeating the grant funding in future years.

A demonstration of webcasting had been held for Members on 15 May and in July 2013.

Denbighshire had since developed and issued its webcasting specifications to allow webcasting suppliers to tender for a contract. The closing date for receipt of tenders was Friday 15 November.

Discussion took place and all Members agreed webcasting was the way forward for the Council.

***RESOLVED** that the Democratic Services Committee considered the report and agreed to the arrangements in respect of webcasting of meetings in 2014.*

8 FAMILY ABSENCE FOR MEMBERS REGULATIONS

The Head of Legal and Democratic Services presented the report (previously circulated) for Members to consider the implications of the draft regulations and statutory guidance.

Following a brief discussion, all Members agreed to the draft regulations and statutory guidance and review of the Constitution.

***RESOLVED** that:*

- *Members noted the draft Family Absence for Members of Local Authorities (Wales) Regulations 2013 and the Statutory Guidance produced to accompany them, and*
- *Members recommended that the Regulations and Guidance be taken into account when reviewing the Council's Constitution.*

9 INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT 2014/2015

The Head of Legal and Democratic Services presented the report (previously circulated) to seek Members' views on the draft report in order that the Council's views could be fed back to the Panel.

Much discussion took place regarding the draft Annual Report 2014/15.

The Panel had refined its determinations taking account of various points from the 2013 consultation.

A majority of Members of the Democratic Services Committee were in agreement that no additional senior salary payment should be made to anyone appointed Chair of a Joint Overview and Scrutiny Committee if that member were already in receipt of a senior salary.

There was support from members of the committee to the determination of Band 3 committee chair salaries by the Panel as introducing local determination from one of three levels would lead to inconsistency and politicising the decisions which the Panel had stated it would attempt to avoid.

Both Councillors Martyn Holland and Gareth Sandilands wished it to be noted that their individual point of view was that Vice-Chairs of Scrutiny Committees should be in receipt of an additional payment for holding the post of Vice-Chair. Councillors Barry Mellor, Bill Cowie, and Gwyneth Kensler disagreed with the recommendation.

***RESOLVED** that the Committee's comments be conveyed to the Independent Remuneration Panel.*

10 FORWARD WORK PROGRAMME

The Democratic Services Manager requested items for discussion for future Democratic Services Committee meetings.

Councillor Martyn Holland requested "Webcasting Update" be added to the next meeting.

The Head of Legal and Democratic Services confirmed that following the publication of the Independent Remuneration Panel for Wales Annual Report 2014/15, a Democratic Services Committee meeting would be arranged.

Members agreed to consider the final designated persons order at a future meeting.

RESOLVED that the Forward Work Programme information be noted.

The meeting concluded at 3.50 p.m.

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Report To:	Democratic Services Committee
Date of Meeting:	7 February 2014
Lead Officer:	Gary Williams, Head of Legal and Democratic Services
Report Author:	Steve Price, Democratic Services Manager
Title:	Webcasting of Council Meetings

1. What is the report about?

This report provides an updated position statement on the progress towards the webcasting of certain meetings in 2014.

2. What is the reason for making this report?

The Democratic Services Committee previously requested an update on the progress towards the webcasting of Council meetings.

3. What are the Recommendations?

That the Democratic Services Committee considers and comments on the arrangements and progress in respect of the webcasting of meetings in 2014.

4. Report details.

- 4.1 The former Minister for Communications and Local Government wrote to all authorities earlier this year indicating that the Welsh Government was making £1.2 million available by way of grants to local authorities in order to assist them in, amongst other things, implementing the webcasting of council meetings.
- 4.2 Each local authority was able to accept a grant of £40k towards the cost of introducing webcasting and 'remote attendance' at meetings. Whilst webcasting is generally viewed as a viable and attractive facility, numerous technical and administrative problems have been identified relating to remote attendance. It should be noted that the Welsh Government has not committed itself to repeating the grant funding in future years.
- 4.3 The webcasting of meetings involves the live streaming of sound and images of meetings. The webcast can also be made available on the Council's website as archived material. This means that members of the public who are not able to attend meetings may either view them live online or at a later time or date via the online archive. Viewers using the archived content have the advantage of being able to use timeline links allowing them to view content by item or speaker.

- 4.4 The merits of webcasting were considered by the Corporate Executive Team (CET) in March 2013 where it was agreed that full Council be asked to decide on whether to webcast certain meetings. A demonstration of webcasting was held for members on 15th May and in July 2013, Council gave its consent, subject to successful testing prior to the first public broadcasts.
- 4.5 Denbighshire has now entered into an agreement with a webcasting supplier, and the webcasting system equipment is being installed at the time of writing this report, and a draft timetable for operator training, awareness raising and test and live broadcasts before the end of March 2014 have been drawn up. An updated position will be reported verbally to the meeting.
- 4.6 The Council intends to webcast approximately 60 hours a year of meetings held in the Council Chamber in County Hall using the Chamber's fixed camera and delegate technology. Because of this, meetings of full Council and the Planning Committee, which meet in the Chamber, are expected to be the ones being webcast.

5. How does the decision contribute to the Corporate Priorities?

The issues covered in this report are not statutory requirements but the intentions behind them would be appropriate for the Council's priority area *Modernising The Council To Deliver Efficiencies And Improve Services For Our Customers*.

6. What will it cost and how will it affect other services?

Webcasting services for a two-year period have been procured using the Welsh Government's £40,000 grant.

The introduction and operation of webcasting arrangements will result in additional officer time being assigned to the meetings that are webcast. The actual impact of this is not certain yet, but it is expected that the webcasting arrangements will be delivered within existing resources. There could be some resource implications for the ICT service though the external supplier will be expected to provide support as part of the contract.

7. What consultations have been carried out with Scrutiny and others, and has an Equality Impact Assessment Screening been undertaken?

A demonstration on webcasting was made to members in May 2013 and full Council agreed to the webcasting of meetings in July 2013. CET has also been consulted on the proposals.

Webcasting will enable wider access through the internet to Council meetings and may offer interesting and popular new ways of engaging the public, for example, through the use of social media connected to webcasts. No other equality implications have been identified as a result of this report.

8. Chief Finance Officer Statement

Not obtained for this report.

9. What risks are there and is there anything we can do to reduce them?

New, additional activities such as the webcasting of meetings using only existing resources have been identified by the Service as a risk. The risk is related to the capacity available to support to an acceptable standard both webcasting and other essential and statutory democratic and committee services.

10. Power to make the Decision

Section 111 Local Government Act 1972.

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Report To: Democratic Services Committee

Date of Meeting: 7 February 2014

Lead Officer: Democratic Services Manager

Report Author: Democratic Services Manager

Title: Committee Timetable 2014 / 15, Annual Review of Political Balance, and Appointment of Scrutiny Chairs

1. What is the report about?

This report contains information and requests decisions on committee-related issues.

2. What is the reason for making this report?

It is necessary for Council to approve a timetable for 2014/15 to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the Members' diary. As the new municipal year starts in May it is also appropriate for the Democratic Services Committee to consider changes in political balance and be aware of how Scrutiny chairing arrangements work.

3. What are the Recommendations?

That the Democratic Services Committee considers the draft timetable and the merits of extending the timetable over two or more years.

4. Report details.

4.1 Committee Timetable

The new municipal year begins with the Annual Meeting of Council in May, when the current timetable of committee meetings ends. The draft timetable for meetings in 2014 / 15 (appendix 1) is presented for the Democratic Services Committee to consider. Full Council will be asked to consider and approve a timetable

Some members voiced suggestions in 2013 that extending the timetable to cover a longer period would be helpful, and a discussion on this point with the Committee would be welcomed.

4.2 Annual Review of Political Balance

The Council is required to consider at least annually how the membership of its committees relates to the political balance of the Groups. Changes to the membership of committees and the strength of the political groups mean that not all committees are currently politically balanced, and these are shown in Appendix 2.

At the time of writing this report the recommendations in appendix 2 are relevant.

4.3 Appointment of Chairs of Scrutiny Committees

According to the principles for allocating Scrutiny chairs in the 2011 Local Government (Wales) Measure the Groups represented in the Cabinet (Independents, Conservatives and Plaid Cymru) will be entitled to 1 of the 3 scrutiny chairs, and it will be for those groups to decide amongst themselves which of their eligible members will be a chair. The Labour Group, as the only group which does not have members on Cabinet, is entitled to appoint 2 of the scrutiny chairs.

Neither the Measure nor the associated statutory guidance make provisions for changing or re-appointing scrutiny chairs, except where the political make-up of Cabinet changes or where a scrutiny chair is vacated for some reason. The appointment of chairs for the new municipal year is therefore a matter for the political groups to consider and to report any changes.

5. How does the decision contribute to the Corporate Priorities?

The decisions and information arising from this report are central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities.

6. What will it cost and how will it affect other services?

The costs of maintaining a committee system are covered within existing budgets. Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What consultations have been carried out with Scrutiny and others, and has an Equality Impact Assessment Screening been undertaken?

The annual timetable of meetings is an established process and meets the aims of the Equality Act. The principal 'service users' are the members of the committees and supporting officers although the press and public are also able to attend most meetings the interest of individuals or groups is likely to depend on the topic under consideration.

A survey of councillors was conducted in 2012 on the timing and location of meetings and the results have been taken into consideration. The Council uses the most suitable meeting rooms whenever possible (in terms of access, parking, toilet facilities, public transport).

8. Chief Finance Officer Statement

Not obtained for this report.

9. What risks are there and is there anything we can do to reduce them?

Failure to confirm a new meeting schedule and other committee-related issues in this report would be detrimental to the Council's governance arrangements.

10. Power to make the Decision

Schedule 12 of the Local Government Act 1972; Local Government and Housing Act 1989; Local Government (Wales) Measure 2011.

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COMMITTEE TIMETABLE 2014 / 2015

APPENDIX 1

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
COUNTY COUNCIL 10 a.m.	13 Annual Meeting	10	8	SUMMER RECESS	9	7	4	9		3 24		14	12 Annual Meeting	
COUNCIL BRIEFING 2 p.m.		23	14 Budget		22	20 Budget	17	22 Budget	19			16		
CABINET 10 a.m.	27	24	29		2 30	28	25	16	13	17	24	28	26	
CABINET BRIEFING 2p.m.	12	2	7			6	3	8	5	2	2	13	11	
PLANNING 9.30 a.m.	14	18	30		10	15	12	10	21	18	18	15	13	
PERFORMANCE SCRUTINY 9.30 a.m.	1	12	17				2	20		15	26		16	
COMMUNITIES SCRUTINY 9.30 a.m.	15	26			11	23			4	29		12	23	
PARTNERSHIPS SCRUTINY 9.30 a.m.		5	10		25			6	18		5	19	30	
CORPORATE GOVERNANCE 9.30 a.m.	21		2		3 29			5	17	28		25		20
LICENSING 9.30 a.m.		11			24				3			4		
LJCC 2.p.m.		4			17					14			22	

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
SACRE 10 a.m.		16				22				13			
STANDARDS 10 a.m.	9		18			17			23		6		22
DEMOCRATIC SERVICES COMMITTEE 10 a.m.		20									13		
CORPORATE HEALTH, S & W 10 a.m.	2			1		31			30				1

Timetabling Information

Council

Monthly meetings have been scheduled to follow the Annual Meeting on the 13 May 2014. No meeting has been scheduled for January on the basis that (a) preparations for meetings in early January are affected by the Christmas and new year holidays, and (b) Cabinet in January needs to meet to make recommendations to Council on the following year's budget,

There are 2 Council meetings scheduled for the start and the end of February, particularly to agree the Council's budget and then to set the level of council tax. The end of February meeting will also conduct any business that would have been considered by a March meeting.

Cabinet

Dates for Cabinet meetings have been moved towards the end of a month where possible. The reason for this is that Cabinet considers an important budget monitoring report at each meeting, which covers the previous month. Collection of the budget information, report preparation, and publication can result in these reports being 'late'. Holding the Cabinet meetings at the end of a month will allow these reports to be circulated on time. As a consequence, some Cabinet meetings do fall during school holidays.

There are two meetings scheduled for September as a result of the August recess.

Mid-month meetings will be held in:

- December - a meeting the following week would fall on the 23 December and the close proximity to the holiday period may not be felt to be ideal;
- January - Cabinet needs to meet early enough to make recommendations on the budget to Council at the beginning of February, with Council's agenda being published at the beginning of the last week in January
- February – Affected by the position of Council meetings at the beginning of the month (to agree the budget) and at the end of the month (to set Council Tax levels).

Scrutiny Committees

The 3 scrutiny committees have 5 co-opted voting members whenever they discuss education matters. For this reason none of their meetings have been scheduled during school holidays. Each committee has 8 meetings scheduled for the year (additional special meetings can be called if required).

The Scrutiny Co-ordinator has reviewed and agreed the draft timetable.

Planning Committee

Planning officers have identified the proposed schedule for Planning Committee meetings which is designed to ensure that the committee meetings and associated post-committee work (issuing decision certificated, etc.) are complementary.

Corporate Governance Committee

The Corporate Governance Committee is also the Council's Audit Committee and the proposed scheduled takes into account when the committee will be required to consider treasury management performance and the statement of accounts.

Standards Committee

In line with the 2013/14 timetable there are 5 meetings scheduled to reflect the workload experienced over recent years. However, if the workload indicates that other meetings are required, these will be arranged accordingly.

Licensing Committee

Four Wednesday meetings have been scheduled in accordance with existing timetabling arrangements. Licensing sub-committee meetings are arranged when required.

Corporate Health, Safety and Welfare Committee

Meetings of the CHSW Committee have been scheduled for approximately 1 month after the end of the previous quarter to allow the committee to review quarterly health

and safety reports. The Committee meets on a Friday, and one meeting will be held on Friday 1 August. This is the only meeting scheduled during the August recess.

Local Joint Consultative Committee (LJCC)

4 quarterly meetings have been scheduled on Wednesday afternoons.

Standing Advisory Council for Religious Education (SACRE)

The membership of this statutory committee includes representatives from Denbighshire County Council, religious denominations and teacher associations. As with the current year, the new schedule proposes to hold their 3 termly meetings on different days of the week (a Monday, Wednesday and Friday) to lessen the impact on teacher representatives caused by taking time out of school on the same week-day for each meeting.

Democratic Services Committee

This committee must meet at least once every calendar year and is able to review the level of support for democratic services, committees and associated matters. Two Friday meetings have been scheduled at the beginning of the municipal year (20 June) and on the 13 March. Extra meetings can be added if necessary.

Council Briefing

Afternoon sessions of this informal gathering of Council for general topics have been proposed for June, September, November, January and March to accommodate issues of interest to members that do not require a formal decision from full Council.

Three budget workshops have also been included in the Council Briefing schedule in July, October and December to support members' involvement in developing the draft budget for the following year.

Cabinet Briefing

This is an informal but important meeting for Cabinet members and meetings are proposed for the first Monday of a month where possible. This is expected to complement the cycle of Cabinet meetings which will usually be at the end of the month. Please note that a meeting has not been scheduled for September (there are Cabinet meetings at the beginning and the end of the month).

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Political Balance Position at January 2014

The tables below summarise the position for each of the committees. The third column headed *Political Balance* shows the actual number of seats each Group is entitled to have on the committee.

Changes to committee memberships can occur at any time and the Groups are encouraged to ensure that each committee has a full contingent of members throughout the year. A general review of the political balance of the committees is undertaken annually to re-balance committees for the start of the new municipal year in May. This year the Annual Meeting of Council falls on the 13 May and will include the withdrawal of the 2014 / 15 Vice Chair of Council from his / her membership of most committees owing to the non-political roles the Chair and Vice Chair of Council undertake.

Cabinet	Current Membership	Political Balance
Labour	0	3
Independent	4	2
Conservative	2	1 or 2*
Plaid Cymru	2	1 or 2*

Comments: The political balance requirements have been achieved for the groups participating in the executive.
In the event of a political group with 5 or more members declining to take up their seats on the Cabinet the Leader may appoint councillors to fill the vacancies and the rules of political balance do not apply to the filling of those vacancies. No further actions required.

*With 8 members each both the Conservative and Plaid Cymru Groups have the same political balance weighting, so in respect of political balance, either could take a second seat on the committee.

Corporate Governance Committee	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	1	1
Plaid Cymru	1	1

Comments: The membership of the Corporate Governance Committee is 6 councillors of whom one shall be the Vice Chair of the Council, politically balanced. The current Vice Chair is the Labour Group's Councillor Brian Blakeley who will leave the committee after his appointment as Chair of the Council in May. This will leave 1 Labour vacancy. If the new Vice Chair of the Council is not drawn from the Labour Group, Labour will be entitled to appoint 1 new member, and the new Vice Chair of Council will take one of his or her group's allocation of seats on the committee.

Actions: (i) Refer back to relevant group leaders following the identification of the new Vice Chair of Council.

Communities Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
<p>Comments: This committee is politically balanced.</p> <p>Actions: None required.</p>		

Partnerships Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
<p>Comments: This committee is politically balanced.</p> <p>Actions: None required.</p>		

Performance Scrutiny Committee	Current Membership	Political Balance
Labour	4	4
Independent	2	3
Conservative	2	2
Plaid Cymru	2	2
<p>Comments: There is currently (Jan 2014) a vacancy for an Independent Group member on this committee, which has been offered across to one of the other groups to fill.</p> <p>Action: An additional member is being sought for the remainder of this municipal year. A review of the membership will be required before May 2014 to re-balance this committee for the 2014/15 municipal year.</p>		

Planning Committee	Current Membership	Political Balance
Labour	11	12
Independent	8	8
Conservative	5	5
Plaid Cymru	5	5
<p>Comments: Labour have one vacancy (January 2014) which they are looking to fill</p> <p>Actions: Subject to the Labour Group appointing a member for their vacant seat this committee is politically balanced.</p>		

Licensing Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Comments: This committee is politically balanced.		
Actions: None required.		

Democratic Services Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
Comments: This committee is politically balanced.		
Actions: None required.		

Local Joint Consultative Committee (LJCC)	Current Membership	Political Balance
Labour	2	2
Independent	2	2
Conservative	1	1
Plaid Cymru	1	1
Comments: This committee is politically balanced.		
Actions: None required.		

Corporate Health, Safety and Welfare Committee	Current Membership	Political Balance
Labour	2	3
Independent	2	2
Conservative	2	1 or 2*
Plaid Cymru	2	1 or 2*
Comments: Labour are currently (January 2014) 1 member below their entitlement of 3 members on the committee. Both the Conservative and Plaid Cymru Groups have an additional member – see note*.		
Actions: (i) Labour to appoint 1 additional member. Either the Conservative or Plaid Cymru Group then withdraw 1 member.		
*With 8 members each both the Conservative and Plaid Cymru Groups have the same political		

balance weighting so either (but only one of them) could take a second seat on the committee.

Standing Advisory Council for Religious Education (SACRE)	Current Membership	Political Balance
Labour	3	3
Independent	1	2
Conservative	2	1 or 2*
Plaid Cymru	1	1 or 2*
<p>Comments: The Independents are entitled to 1 extra seat but have not been able to nominate a member.</p> <p>Action: Independents to consider appointing a member or offering it to another Group.</p> <p>*With 8 members each both the Conservative and Plaid Cymru Groups have the same political balance weighting so one of them would be entitled to take 2 seats</p>		

Appeals and complaints Committee	Current Membership	Political Balance
Labour	4	4
Independent	3	3
Conservative	2	2
Plaid Cymru	2	2
<p>Comments: This 'committee' provides a pool of members for appeals and complaints work. It is currently balanced.</p> <p>Actions: None required.</p>		

Name of Cttee	Membership	Representation - Pure Political Balance										SEATS ALLOCATED
		Lab		Ind		Con		PC		Non-Alig		
		18		13		8		8		0		47
		38%	Percent	28%	Percent	17%	Percent	17%	Percent	0%	Percent	
Cabinet	8	3	38%	2	25%	1	13%	1	13%	0	0%	7
Corporate Governance	6	2	33%	2	33%	1	17%	1	17%	0	0%	6
Communities Scrutiny	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Partnerships Scrutiny	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Performance Scrutiny	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Appeals & complaints	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
LJCC	6	2	33%	2	33%	1	17%	1	17%	0	0%	6
	(+2 officers)											0
Corporate Health & Safety	8	3	38%	2	25%	1	13%	1	13%	0	0%	7
SACRE	8	3	38%	2	25%	1	13%	1	13%	0	0%	7
Planning Cttee	30	12	40%	8	27%	5	17%	5	17%	0	0%	30
Licensing Cttee	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Democratic Services Cttee	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Total Actual	132	49	37%	36	27%	22	17%	22	17%	0	0%	129

Notes: Cabinet, Corporate H&S and SACRE are 1 short of their full membership on this table, as either the Conservative or Plaid Cymru Groups would be eligible for the remaining seat based on political balance.

Name of Cttee	Membership	Actual Membership - January 2014										SEATS ALLOCATED
		Lab		Ind		Con		PC		Non-Alig		
		18		13		8		8		0		47
		38%	Percent	28%	Percent	17%	Percent	17%	Percent	0%	Percent	
Cabinet	8	0	0%	4	50%	2	25%	2	25%	0	0%	8
Corporate Governance	6	2	33%	2	33%	1	17%	1	17%	0	0%	6
Communities Scrutiny	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Partnerships Scrutiny	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Performance Scrutiny	11	4	36%	2	18%	2	18%	2	18%	0	0%	10
Appeals & complaints	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
LJCC	6	2	33%	2	33%	1	17%	1	17%	0	0%	6
	(+2 officers)											0
Corporate Health & Safety	8	2	25%	2	25%	2	25%	2	25%	0	0%	8
SACRE	8	3	38%	1	13%	2	25%	1	13%	0	0%	7
Planning Cttee	30	11	37%	8	27%	5	17%	5	17%	0	0%	29
Licensing Cttee	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Democratic Services Cttee	11	4	36%	3	27%	2	18%	2	18%	0	0%	11
Total Actual	132	44	33%	36	27%	25	19%	24	18%	0	0%	129