

BCBC Councillor's Annual Report ~ Sample

This is the report by the Councillor below regarding their key activities over the year ending **<Insert Date>**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of Bridgend County Borough Council

Completion instructions.

Councillors are free to include as much or as little information as they wish in each section, however the report is to be kept to this 2 page (maximum) format.

Councillor:

Ward:

Party: Labour

Constituency Activity

Role & Responsibilities

I sat on the following committees:

I sat on the following internal groups:

I represented BCBC on the following external organisations:

I sat on the following additional organisations

figures supplied by Councillor

figures supplied by BCBC

Initiatives and Special Activities

Learning & Development

I attended the following Learning and Development initiatives during the past year

Other Activities and Issues

Signature of Councillor:

Date:

BCBC Councillor's Annual Report Guidance Notes

Background

The Councillor's Annual Report is a mechanism for improving communication between Councillors and the local electorate.

Carl Sargeant - Minister for Local Government & Communities - has gone on record with the following statement...

'The purpose of introducing Annual Reports is to help improve local people's understanding of what their Local Councillor does, and the important role they serve. This is a process that enables a Local Authority to support Councillors and help them to inform their constituents. It will be for each Council to decide on the format for publishing its Annual Reports...'

The Councillor's Annual Report has been in place in England for a number of years and each Council has its own view on what they should contain and how comprehensive they should be. Experience of viewing a selection of past Annual Reports from English Local Authorities provides a wide cross-section of interpretation. For example in one LA each Councillor was provided a blank sheet to write whatever they thought might be of interest to constituents. In other LA's a more structured approach was favoured. Needless to say in this first instance the blank sheet gave substantial opportunity for personal politicising and a degree of political propaganda.

Bridgend County Borough Council welcomes the comments made by Carl Sargeant, whilst being determined to ensure the document is factual, interesting and non-political. The BCBC 'Model' allows Councillors to make comment on 5 specific areas of activity as follows:

- **Constituency Activity**
- **Role & Responsibilities**
- **Initiatives & Special Activities**
- **Learning & Development**
- **Other Activities & Issues**

One of the most important aspects of the BCBC Model is that it must be no larger than 2 sides of A4 paper. Councillors are encouraged to provide as much or as little information as they wish in each of the sections - without breaking the 2 page rule.

The present interpretation is that Local Authorities will be expected to provide a format and mechanic for Annual Reports to be published; however the content (in the main) is the responsibility of individual Councillors.

BCBC will arrange to publish Councillors' Annual Reports via links from the BCBC website each year. This will allow for compilation of annual activity, including attendance at Full Council, Committee Meetings and individual Learning & Development records and will also remove the Annual Report from the window preceding any Local Government Elections, thus providing a 'level playing field' for both incumbent and prospective Councillors.

Constituency Activity

This is where Councillors have an opportunity to identify the work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, details of key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest. No information is provided by BCBC for this section.

Role & Responsibilities

BCBC will provide accurate information on the following aspects associated with this section:

- Attendance at Full Council
- Inclusion & Attendance on all Council Committees

Individual Councillors will be expected to provide information on any external bodies or committees that they represent or sit on, including levels of attendance. Individual Councillors should ensure that they personally keep a record of attendance or that the external body/committee can provide accurate records at year end.

Examples of external bodies/committees include the following:

- School Governing Bodies
- Local Community Committees
- Local Authority Consortium Committees
- College Committees
- Special Interest Groups
- Management & Investment Committees

[This list is indicative but not exhaustive]

Initiatives & Special Activities

This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of BCBC which have a direct impact on local constituents. Examples of this could include being part of a working party associated with a particular topic or issue, part of a regeneration

project, proposals and activity associated with improved leisure facilities for part of the community.

Learning & Development

This is an opportunity for Councillors to demonstrate their appetite for Personal Development over the past year. Examples could include all training workshops attended, attendance at seminars with public interest, on-going completion of Personal Development Portfolios (PDP's), e-learning modules that have been completed, WLGA workbooks that have been undertaken. BCBC will provide a record to each Councillor on the activity that has been undertaken where it has been arranged by BCBC. Examples of this would include attendance at WLGA sponsored Leadership Academies, BCBC Learning & Development Workshops, pre-Council briefings, Development Control Committee update briefings.

[Once again this list is indicative but not exhaustive]

Other Activities & Issues

This is an opportunity for Councillors to offer information on themselves which they believe would be of interest to their constituents of which constituents should be made aware.

Examples of this could include promotion of Welsh Language Skills across the local community, the role that they have undertaken in fund-raising events, support for specialist local business or areas of personal special interest (eg support for local sports clubs, events, or organisations). It is the opportunity to show the 'personal' aspect of your role as a local Councillor.

BCBC Councillor's Annual Report ~ Sample

This is the report by the Councillor below regarding their key activities over the year ending 16 May 2012. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of Bridgend County Borough Council

Councillor: A N Other

Ward: Southtown

Party: Central Party

Constituency Activity

I hold weekly constituency surgeries on Friday Lunchtimes between 1pm and 3pm in the Westview Community Centre

Attendance at the local PACT meetings regularly and am able to address any complaints or queries in a timely manner.

I compile and deliver a quarterly newsletter to each address in my constituency - this is based on the topics which I believe my constituents would like information on.

I support individuals who contact me on a wide range of issues and have acted as an advocate in Planning matters, Neighbourhood disputes involving the Police and Bridgend Council, the Environment Agency, Highway matters and Social Services requests.

I receive a considerable number of telephone calls from residents seeking advice and assistance on a range of personal issues and I am always prepared to listen to their concerns and offer appropriate support.

I have given a talk at the Southtown Town & Community Council meeting on 'My role as a Councillor' and have taken part in 'What's your Opinion' as a member of a panel.

Role & Responsibilities

I sat on the following committees:

Town & Community Council Forum	Attendance X/X*
Community Safety & Governance Overview & Scrutiny Committee	Attendance X/X*
Health & Wellbeing Overview & Scrutiny Committee	Attendance X/X*
Corporate Resources & Improvement Overview & Scrutiny Committee	Attendance X/X*

I sat on the following external organisation

Bridgend Town Hall Trust	Attendance X/X†
Local Service Board Scrutiny Panel	Attendance X/X†
Southtown Comprehensive School Governing Body	Attendance X/X†
Westview Community Council	Attendance X/X†
Southtown Community College Management Committee	Attendance X/X†
Southtown Litter Management Group	Attendance X/X†
Bridgend Citizens Advice Bureau Steering Group	Attendance X/X†

† figures supplied by Councillor

* figures supplied by BCBC

Initiatives and Special Activities

Through communications with the Vale of Glamorgan Transportation Committee I have been successful in generating a new bus service between Corporation Street in Southtown and the Central Bus Station in Bridgend. The service runs 4 times each weekday morning affording residents public transport into

Bridgend and the same frequency in the early evening.

I was requested to organise a survey regarding the potential introduction of a one-way system for Cardiff Road and Town Square in Southtown. The response to the survey was not large in terms of numbers in favour of the proposal which has subsequently been shelved. I wrote personally to each of the residents who responded to the survey conveying my thanks for their efforts and outlining the results.

With the help of local youngsters and BCBC's Leisure Department I have supported the development of the new skateboarding zone within Southtown Park, between May and September each year.

I have also supported the renovation of the outdoor Bowling Green at Southtown Community Centre which now has more than 120 regular members of Southtown Bowling Club. The club is aiming to open a junior section during the summer months of this year - so constituents should keep an eye open for more news on this subject in the local press and publications.

Learning & Development

I have attended the following Learning & Development initiatives during the past year:

Corporate Parenting Training

Risk Assessment for Children's Directorate Training

Night-time Economy Training

ICT - Internet & Intranet Training

Project & Programme Management Training

Media Awareness Training

Budget Analysis & Interpretation Training

I have attended the following pre-Council Briefings:

Rota Visits for Residential Care Establishments

Bridgend Care & Repair

Reserve Forces and Cadets Association

Other Activities and Issues

There are serious concerns amongst the residents of Southtown that the land adjoining Southtown Park will be developed as a Retail Park. I have supported local residents in protest against any such development as I believe it would fundamentally alter the characteristics of the local community and cause considerable impact on the existing traffic problems in the area. I have attended both appeal enquiries and will continue resisting any such plans for development along these lines.

I am a strong supporter of the 'Keep our Playing Fields' action group and have gone on record in opposing the recent sale of part of the Southtown School Playing Fields for a new Residential Estate. Whilst the sale will result in a small number of affordable housing opportunities I believe other local sites would have been a better option and could have afforded the opportunity to develop brown-field land.

I plan to support the Southtown Community Council in its efforts on fund raising for new festive lights in the town this Christmas. I will be approaching local businesses for modest contributions to this worthy cause in the next few months which provides a welcoming sight on cold winter nights.

Signature of Councillor:

Date: