

Public Document Pack

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147

Gofynnwch am / Ask for: Mr. Mark Anthony Galvin

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Friday, 27 October 2017

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held in the Committee Rooms 2/3, Civic Offices, Angel Street, Bridgend, CF31 4WB on **Thursday, 2 November 2017 at 4.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interests
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by the Council from 1 September 2008.
3. Approval of Minutes 3 - 8
To receive for approval the minutes of a previous meeting of the Democratic Services Committee dated 13 July 2017.
4. Draft Report of the Independent Remuneration Panel for Wales 2018/19 9 - 26
5. The Member Learning and Development Strategy 27 - 50
6. A Review of Elected Member Role Descriptions 51 - 108
7. Service and Performance Updates 109 - 128
8. Forward Work Programme 129 - 134
9. Urgent Items
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

By receiving this Agenda Pack electronically you will save the Authority approx. £5.36 in printing costs

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

S Aspey
RM Granville
DG Howells
RM James

Councillors

B Sedgebeer
SG Smith
G Thomas
E Venables

Councillors

SR Vidal
KJ Watts
CA Webster

DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 13 JULY 2017

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 13 JULY 2017 AT 2.00 PM

Present

Councillor RM James – Chairperson

S Aspey
G Thomas

AA Pucella
E Venables

KL Rowlands
SR Vidal

B Sedgebeer

Apologies for Absence

SG Smith

Officers:

Julie Ellams
Gary Jones

Democratic Services Officer - Committees
Head of Democratic Services

108. DECLARATIONS OF INTERESTS

None.

109. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 17 November 2016 be approved as a true and accurate record.

110. DEMOCRATIC SERVICES - STRUCTURE, SERVICES AND SUPPORT

The Head of Democratic Services presented a report informing the Democratic Services Committee of the current structure, services and support provided to Elected Members.

He explained that the Local Government (Wales) Measure 2011 required the Authority to designate one of its officers to discharge the democratic services functions in section 9. That duty was placed upon the Head of Democratic Services but it was the Democratic Services Committee that had responsibility for exercising the function of the Local Authority, reviewing the adequacy of provision by the Authority of staff, accommodation and other resources to discharge democratic services functions and to make reports and recommendations to the Authority in relation to such provision.

With the implementation of the Measure the responsibility for Scrutiny was included within the remit of the Head of Democratic Services and therefore the Scrutiny section formed part of the Democratic Services team.

The Democratic Services team provided a number of diverse support services and liaised with internal departments for example the ICT Department and external agencies including the Welsh Local Government Association (WLGA) to provide the necessary support to enable elected members to undertake their role effectively.

The Head of Democratic Services explained that his team provided a comprehensive administrative service to all Elected Members and the Members support section also provided specific support to the Mayor and the Civic Office and administrative

assistance to the Leader and Cabinet Members. The team also dealt with member referrals, Corporate and Civic Functions and Overview and Scrutiny Support.

He explained that the Committee Section supported the Council's Committees and formal decision making processes. The section co-ordinated and serviced the 24 formal committees of the Authority, a Joint Committee (Coychurch Crematorium), School Admissions and Exclusions Appeals Panels and various Scrutiny Panels. The section also co-ordinated a number of informal or partnership meetings. This equated to over 200 meetings a year for which they arranged suitable dates, prepared agendas, co-ordinated report approval, circulated documents, draft minutes, recorded decisions and attendances and published appropriate information on the various websites.

The Committee Section also administered the Council's Scheme of Delegation handling approximately 210 decisions a month or 2533 decisions per year. The section also provided quarterly Corporate Training in the administration of the Scheme of Delegation, and regular updates to the register of Gifts and Hospitality for Officers. The section also co-ordinated the delivery of the webcasting facility for the Authority.

The Head of Democratic Services explained that much of the support provided to Elected Members was undertaken by other Departments and Directorates although the provision of this support was co-ordinated by the Democratic Services Team.

He provided a list of the networks the Democratic Services team participated in such as the Member Support Officer (MSO)/Member Development Champions Network, the Regional and National Scrutiny Champions and Scrutiny Officers Networks and the National, Regional and Local Networks for Modern.gov Users.

The Head of Democratic Services outlined the key tasks for the Democratic Services team over the next 12 months including providing the highest possible level of support to Elected Members using the available resources, completing the Elected Member induction, determining and delivery of the Member Development Programme, reviewing the Member Referral process and delivering effective scrutiny using the new scrutiny model and undertaking a review in April 2018.

Members referred to the email sent to members regarding the survey of meeting times and dates and asked if the timing of member development sessions could be included in the survey.

The Head of Democratic Services confirmed that the survey did include member development options and he explained that when the responses were received, a report would be presented to Council and future plans would be adjusted if required.

A member suggested that it would be helpful if information contained within the report was published on the website for members to access in future.

RESOLVED: The Democratic Services Committee noted the content of the report.

111. **SERVICE AND PERFORMANCE UPDATES**

The Head of Democratic Services presented a report updating the Democratic Services Committee on the performance of services provided to Elected Members.

He outlined the current position with member referrals and referred members to tables which showed that 96.79% of 13880 referrals had been completed since November 2011 and that 72.3% of all referrals fell within the Communities directorate.

He explained that between 8 May 2017 and 30 June 2017, 961 referrals were made which compared to 258 for the same period in 2016 and to 518 in the last post-election period in 2012. This was a very heavy workload and provisional plans were being considered to update the referrals system.

The Head of Democratic Services referred to a table showing member induction activities held since the election and highlighted the fact that all members had to attend the Intro to Local Government & Code of Conduct training but to date, only 72% had attended. He corrected the total attendance figure for the Active Travel Plans from 18 to 16 and referred members to the programme of member development sessions scheduled for delivery this year. He also introduced a list of topics being considered for inclusion in the programme and asked members to prioritise three topics and identify any additional topics for delivery.

Members agreed the Community Action Fund, the E-Learning Modules and ICT Training for Members for inclusion in the programme and suggested that it would be useful to have training on the procedure at Council meetings at the next Pre-Council briefing as it would be useful to clarify the various processes such as follow-up questions etc. Members agreed that Protocols at Council meetings, update on the Awen Trust and Halo should be listed for Pre-Council briefings for the next few months.

Members discussed Code of Conduct training and that attendance of the course was also a requirement for Community Councillors. Some had received an email offering training from other organisations and they were advised to attend BCBC training if available.

Members asked how the Community Action Fund was administered and if not used during the year, could it accumulate to be used in a later year. The Head of Democratic Services explained that it was £5,000 allocated to each member to spend within their ward and if it was not used before the end of the financial year it was returned to the "corporate pot". The application process was simple and on completion of the relevant paperwork a confirmation e-mail would be sent and the funds would be transferred into an appropriate bank account. Funds could not be allocated to a group if there was a personal or prejudicial interest. A report was being presented to Council which would finalise how and when the fund could be used and training sessions would be arranged to provide more detail.

Members queried the level of importance of certain meetings and if they could only attend one, they would prefer to attend one of high importance. The Head of Democratic Services referred to the survey and said that future meeting times would reflect the outcome of the survey and that might make it easier to attend more meetings. He added that an e-learning facility was being developed and he would e-mail members when it was available. This would allow members to undergo corporate and mandatory training online, a certificate would be issued upon completion and their HR record updated. He explained that there were presentations for most topics and these were posted online so that if a member was unable to attend they could still read the presentation.

The Head of Democratic Services referred members to the WLGA Regional Induction Training for new members on 10 November in the Swansea Marriott and the second option on 17 November at the Cardiff All Nations Centre for some new members. He outlined the Development Control Committee training sessions held at 12.45 on the day of Development Control Committee.

He advised the Committee that all Elected Members were provided with the opportunity to complete an Annual Report for the previous year's activities but all senior salary

holders were expected to complete annual reports. A sample of the report template was included in the papers for information. Details of the number of members who had published their Annual Reports were reported to the Independent Remuneration Panel for Wales.

Annual Reports were published on the BCBC website but following the introduction of Welsh standards, there was a requirement for reports to be translated. The cost of this could not be justified and so Annual Reports were removed from the web although the facility to use the template to create reports was still available. A member asked if in-house translators were used. He was advised that there was a framework in place which was also used by other authorities that had their own translation unit.

The Head of Democratic Services explained the background to webcasting and respective viewing information including the figures following the change of webcasting provider in October 2016. In 2012 all Councils were given £40,000 to get webcasting systems up and running. A number of authorities spent this in the first year however BCBC still had funds available for webcasting. The webcasting equipment belonged to BCBC.

He explained the I-Call system, a check call management system designed to monitor and provide reassurance to people working alone. He asked for three volunteers for the I-Call trial and if the trial was successful it would be offered to all members in due course. Councillors B Sedgebeer, E Venables and K Rowlands agreed to trial the system.

The Head of Democratic Services outlined the budget for 2017-18 for Member training of £13,650. This included a sum to cover training from external providers and funding for individual training if required.

Following the elections, members were issued with an induction pack which included an ICT self-assessment survey. The outcome of the survey was detailed in the report. Members were also requested to identify any immediate ICT training needs and a provider was being sought to deliver the training.

The Head of Democratic Services explained the role of the Independent Remuneration Panel for Wales and the visit planned for 22 September 2017.

Members were reminded of the importance of not sharing constituents data with Cabinet Members, MP's or AM's without first obtaining permission from the member of public. Members were advised to attend Data Protection Training.

Members asked if the social media training would be mandatory. The Head of Democratic Services explained that training had been provided in the past. All members had signed the ICT Code of Conduct and attended training so the Council was not responsible for the activities of members. A member suggested ad hoc training be provided because a number of members were already familiar with social media. The Head of Democratic Services explained that this could be expensive and there would probably be a broad sweep or multiple sessions.

RESOLVED: The Democratic Services Committee noted the content of the report and

1. Agreed additional topics for pre-Council briefings and prioritised them accordingly.

2. Agreed additional member development topics for inclusion in the Member Development Programme and prioritised them accordingly.
3. Agreed that Cllrs B Sedgebeer, E Venables and K Rowlands trial the I-Call system.

112. **ACHIEVING THE WELSH LOCAL GOVERNMENT ASSOCIATION (WLGA) CHARTER FOR MEMBER SUPPORT & DEVELOPMENT**

The Head of Democratic Services presented a report considering proposals for the Authority to achieve the WLGA Charter for Member Support & Development.

He explained that the Charter aimed to provide a broad framework for local planning, self-assessment and review together with networking and comparison amongst authorities and the sharing of good and innovative practice. There were three levels of award, Standard Charter Award, Advanced Charter Award and the Good Practice and Innovation Award for Member Support and Development.

Members were presented with three options to consider, do nothing, re-apply for Standard Level Charter Status in 2018 and remain at that level or to re-apply for Standard Level Charter Status in 2018 followed by Advanced Level Charter in due course.

Members asked for more information regarding the benefits to individuals or BCBC. Members were advised that processes could be put in place to complete tasks in a better way and there would be external recognition from other bodies such as WAO.

An initial assessment had been completed on the implications of achieving the Charter at Standard level. Only one topic, "Arrangements in place for all members to be offered a PDR" required significant change to existing processes and activities or the introduction of new processes or activities.

A member commented that it could lead to more money being spent on translation etc and less in the community. Comments were also made that staff would be required to put other work aside to complete these tasks and overtime would not be available. Also senior officers could refuse to support the process although Council would have to approve the report before any action was taken.

RESOLVED: That Democratic Services Committee:

1. Considered the content of the report and recommended that the Authority re-apply for Standard Level Charter Status in 2018 and remain at that level.
2. Approved that the Democratic Services Committee submit a report to Council requesting endorsement of the recommendation made above.
3. Noted that the draft Elected Member Learning and Development Strategy would be presented to the Committee at a subsequent meeting before being submitted to Council for endorsement.

113. **URGENT ITEMS**

There were no urgent items.

The meeting closed at 3.15 pm

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

02 NOVEMBER 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DRAFT REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2018/19

1. PURPOSE OF REPORT

- 1.1 To advise the Democratic Services Committee of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2018/19 municipal year.
- 1.2 To provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2018/19.

2. CONNECTION TO CORPORATE IMPROVEMENT PLAN / OTHER PRIORITIES

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. BACKGROUND

- 3.1 The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 This is the tenth draft Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the ninth published under the requirements of the Local Government (Wales) Measure 2011. The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.

- 3.3 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue Authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of its report and accords with the guidance issued to the Panel by the Welsh Government.
- 3.4 The Panel remained firmly of the view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of relevant authorities within the Panel's remit. Publicly funded remuneration is made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
- 3.5 Representatives of the Panel carried out visits to all principal councils in 2017 to discuss the remuneration framework and how it was implemented in each council.
- 3.6 The 52 proposed determinations of the Independent Remuneration Panel Annual Report 2018/19 are shown at **Appendix 1** and are separated into appropriate sections for clarity.

4. CURRENT SITUATION / PROPOSAL

- 4.1 The Panel originally determined (IRP Annual Report December, 2009) that the payment of basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given that the basic salary was set at three-fifths of the All Wales Median Salary in setting these salaries the Panel recognised that there was an unpaid public service contribution.
- 4.1.1 Given the pressures on public expenditure it was not possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be in the region of £15,000. While in the current economic circumstances it is not possible to reinstate the link between basic salary and average Welsh earnings, the Panel will, in the future examine possible benchmarks that would be appropriate for the remuneration of Elected Members. This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.
- 4.1.3 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay

Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

4.2 Basic Salary

Although public sector funding continues to be constrained, the Panel considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members. Basic salary in 2018/19 for elected members of principal councils shall be £13,600. **(Determination 1)**.

4.3 Senior Salaries

4.3.1 The Panel has not changed its previous decisions in respect of the senior salaries paid to Senior Salary Post holders. The Senior Salaries are inclusive of the Basic Salary. The senior salary posts have not received an increase of salary but the increase in Basic Salary has been reflected in the total senior salary.

4.3.2 Leader and Deputy Leader

The Salary for the Leader and Deputy Leader has been based on the population of the County Borough (100,000 – 200,000). The Leader is entitled to receive £48,300 and the Deputy Leader £33,800.

4.3.3 Cabinet Members

The Panel has removed the differing levels of payment for Cabinet members who are now all entitled to receive a senior salary of £29,300.

4.3.4 Chairs of Committees

The Panel has also removed the differing levels of payment for Committee Chairpersons. Where chairs of committees are remunerated, the chairs will be paid a salary of £22,300. The Panel has re-iterated that it is a matter for individual authorities to determine which chairs are paid. At its Annual Meeting in May 2017 Council determined that the following Committee Chairpersons be remunerated as shown below:

- Chairperson Overview and Scrutiny Subject Committee 1
- Chairperson Overview and Scrutiny Subject Committee 2
- Chairperson Overview and Scrutiny Subject Committee 3
- Chairperson of Development Control Committee
- Chairperson of Licensing/Licensing Act 2003 Committee
- Chairperson of Audit Committee
- Chairperson of the Appeals Panel
- An Independent Member chairs the Standards Committee and receives £256 for a meeting lasting over 4 hours or £128 for meeting under 4 Hours

- The following Committees are chaired by members who are already in receipt of a Senior/Civic salary and therefore do not receive any further remuneration
 - Council
 - Appointments Committee
 - Corporate Overview and Scrutiny Committee
 - Town & Community Council Forum
 - Right of Way Sub-Committee
- The Democratic Services Committee Chairperson is not currently remunerated.

4.3.5 Largest Opposition Group Leader

The Panel has determined that Council must make a senior salary of £22,300 available to the leader of the largest opposition group who represents at least 10% (6 Members) of the Council before qualifying for a senior salary. The Council currently makes this senior salary available to the leader of the Independent Alliance Group.

4.3.6 Opposition Group Leaders

A senior salary of £17,300 is able to be paid to any another group leader who represents at least 10% (6 Members) of the Council. The Council currently makes a senior salary available to the leader of the Conservative Group

4.3.7 Maximum number of Senior Salaries

The Panel has prescribed that Bridgend cannot remunerate more than 18 Senior Salaries posts. At its Annual Meeting Council determined that only 15 Senior salary posts would be remunerated

4.3.8 The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out above **(Determination 2)**.

4.4 Civic Salaries

4.4.1 The Panel has determined **(Determination 3)** that civic salaries can be paid and that the level of remuneration should be decided by Councils after taking into account the anticipated workloads and responsibilities of the roles.

<u>Level</u>	<u>Mayor</u>	<u>Deputy Mayor</u>
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

4.4.2 The current Mayor and Deputy Mayor receive Level 2 Civic Salaries for the 2017-18 municipal year.

4.5 The Panel's determination in respect of the remuneration of the Presiding Member and Deputy Presiding Member **(Determinations 4 & 5)** are not applicable to this Authority.

4.6 Supporting the Work of local authority elected members

- 4.6.1 The Panel expects that the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone use to enable them to discharge their council duties as a ward member, committee member or cabinet member.
- 4.6.2 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and to have electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 4.6.3 The responsibility of each council through its Democratic Services Committee is to provide support based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members. For co-opted members the support should be appropriate and proportionate.
- 4.6.4 The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet. **(Determination 6)**. That such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members **(Determination 7)**.
- 4.6.5 Elected members are currently provided with Wi-Fi enabled tablet devices which are able to connect to any Wi-Fi network. These devices have no 4G connectivity to allow internet access outside of a Wi-Fi connection. Currently, only Cabinet Members have been provided mobile telephones and no members have their home internet access paid for by the Authority.
- 4.6.6 The views of the Democratic Services Committee are requested regarding the existing provision of support provide to Councillors.
- 4.7 Specific or Additional Senior Salaries
- 4.7.1 The Panel has included the ability to remunerate for specific or additional senior salaries which do not fit with the existing remuneration Framework **(Determination**

8). The Panel continues to provide opportunities for other roles for which senior salaries can be paid. Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- The total number of senior salaries cannot exceed fifty percent of the membership (this applies to principal councils; different restrictions will apply to national park authorities and fire and rescue authorities).
- Applications will have to be approved by the Authority as a whole (this cannot be delegated) prior to submission to the Panel.
- There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- Each application will have to indicate the timing for a formal review of the role to be considered by the Authority as a whole.

4.8 Job Sharing arrangements

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary. The statutory maximum for cabinet membership cannot be exceeded so both job sharers will count toward the maximum. Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership. The Panel must be informed of the details of any job share arrangements.

4.9 Joint Overview and Scrutiny

4.9.1 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Subcommittees. The payments align with those of chairs of committees of principal councils set out in Section 3 (Level 2). In future they may be the basis for governance in respect of regional working.

4.9.2 **Determinations 9-16** are as shown in Appendix 1. There are currently no Joint Overview and Scrutiny roles within the Authority and therefore Determinations 9-16 do not apply to this Authority. However if any Joint Overview and Scrutiny Committees are formed this may need to be revisited.

4.10 Local Government Pension Scheme (LGPS)

Determination 17 made by the Panel enables all Councillors in the Authority to join the Local Government Pension Scheme if they so wish. Currently there are 21 elected members who have signed up to the LGPS.

4.11 Family Absence

4.11.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013 and cover maternity, new born, adoption and parental absences from official business.

4.11.2 The Panel has determined that an Elected Member is entitled to retain a basic salary when taking family absence under The Family Absence for Members of Local

Authorities (Wales) Regulations 2013 irrespective of the attendance record immediately preceding the commencement of the family absence. **(Determination 18).**

4.11.3 When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence **(Determination 19)**. It is then a matter for the Authority to decide whether or not to make a substitute appointment. The Elected Member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the Authority so decides. **(Determination 20)**

4.11.4 **If the paid substitution results in the authority exceeding the maximum 18 senior salaries, an addition to the maximum will be allowed for the duration of the substitution. Specific approval of Welsh Ministers is required in such circumstances. (Determination 21)**

4.11.5 When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution. **(Determination 22)**, The Council's schedule of remuneration must be amended to reflect the implication of the family absence. **(Determination 23)**

4.12 National Park Authorities(NPAs)

4.12.1 This Authority has no representations on the NPAs therefore **Determinations 24-30** do not apply.

4.13 Fire and Rescue Authorities (FRAs)

4.13.1 **Determinations 31-37** relate to the FRAs. Cabinet appointed Councillors CE Smith and DBF White to the South Wales FRA on 30 May 2017. Any Leader or Cabinet Member appointed to the FRA cannot receive any additional salary from the FRA. The FRA is responsible for remunerating its representatives and publishing the details of any payments that they make.

4.13 Co-Opted Members

4.13.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010. This Authority must pay the following fees to Co-opted Members (who have voting rights) **(Determination 38).**

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for	£226 daily fee (4 hours and over)

community and town councils	£113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council committees	£198 (4 hours and over) £99 (up to 4 hours)

4.13.2 Reasonable time for pre meeting preparation and travelling time to and from the place of the meeting is eligible to be included in claims made by Co-opted Members (up to the maximum of the daily rate). The extent of which can be determined by the Monitoring Officer in advance of the meeting. **(Determinations 39-41)**

4.13.3 It has been determined by the Panel that meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. **(Determination 42)**

4.13.4 The Authority currently has the following Co-optees with voting rights:

- Chair of the Standards Committee
- 3 Independent Members of the Standards Committee
- 2 Town and Community Council Co-optees on the Standards Committee
- 5 Registered representatives (Church and School Governors)
- 1 Lay-person appointed to the Audit Committee

4.13.5 Co-optees are permitted to claim up to a total of 10 full day meetings in the year. However, the maximum claim by any individual Co-optee equates to 6 full days. However the average number of days claimed for all co-optees is 4.9 full day meetings.

4.14 Reimbursement of Care costs

4.14.1 The reimbursement of care costs enables those Elected Members people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out their role. The Panel recognises the issues relating to the publication of this expense and has identified options to encourage greater take-up of the reimbursement of Costs of Care in order to support current members and to encourage diversity the Panel urges authorities to promote and encourage.

4.14.2 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer. **(Determination 43)**

4.14.3 Since the introduction of the reimbursement of Care costs no elected members

From Bridgend have claimed for the reimbursement care costs.

4.15 Sickness Absence for Senior Salary Holders

4.15.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included. Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.
- Replacing the member who therefore loses the senior salary (but retains the basic salary).

4.15.2 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
- d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
- e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. It would not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

4.15.3 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

4.16 Reimbursement of travel, subsistence and care costs when on official business

4.16.1 The Panel has determined that there will be no change to the mileage rates for which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business at the current HMRC rates which are as follows:

- 45p per mile Up to 10,000 miles in a year by car

- 25p per mile Over 10,000 miles in a year by car
- 5p per passenger per mile Passenger supplement
- 24p per mile Motor cycles
- 20p per mile Bicycles

4.16.2 In respect of the reimbursement of subsistence costs the Panel has agreed that: the rates payable must be in alignment to those of the Welsh Government as follows:

- £28 per day allowance for meals, including breakfast, where not provided in the overnight charge
- £200 per night London
- £95 per night Elsewhere including Cardiff
- £30 per night Staying with friends and/or family

4.16.3 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

4.16.4 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

4.17 Payments to members of Town and Community Councils

4.17.1 **Determinations 44-52** relate to payments to members of Town and Community Councils and therefore are not applicable to this Authority. Members should have the opportunity to comment on these determinations via their own Town or Community Councils

4.18 Electing to Forego Remuneration

4.18.1 Although Council is unable to change the prescribed level of remuneration determined by the Panel, individual members are permitted to independently and voluntarily forego all or any element of remuneration to which they are entitled by writing to the Authority's Proper Officer.

4.18.2 There are currently 9 elected members who have elected to forgo some of their salary.

4.19 Compliance

4.19.1 The Panel's report also requires the Authority to publish its Schedule of Remuneration in accordance with the guidance and update it whenever changes are required. Details of all remuneration received by Elected Members must be published annually on the Local Authority's website in the prescribed format.

4.19.2 This Authority has a very good relationship with the Independent Remuneration Panel and its practices and documentation have been used as an exemplar of good practice and shared with all Authorities in Wales.

- 4.20 Salaries of Heads of Paid Service of Principal Councils and Chief Officers of Principal Councils.
- 4.20.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (Chief Executive). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.
- 4.20.2 The Welsh Government has issued amended [guidance](#) to the Panel which sets the basis on which the Panel will carry out the function contained in the legislation.
- 4.20.3 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). ‘Salary’ includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposalas long as these comply with any guidance issued by the Welsh Government.
- 4.20.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers until 2020). However, It is important to note that the Panel will not decide the amount that an individual head of paid service will receive.
- 4.20.5 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.
- 4.20.6 This authority has the following Chief Officers as set out in the Constitution:
- Chief Executive (Head of Paid Service)

- Corporate Director – Education and Family Support
- Corporate Director – Communities
- Corporate Director – Social Services and Wellbeing
- Corporate Director - Operational and Partnership Services

4.21 Consultation

4.21.1 The draft Annual Report of the Independent Remuneration Panel for Wales has been circulated for consultation to all Councils in Wales. Comments on the draft proposals have been requested to be return to the Panel by 29 November 2017. This will provide an opportunity to review their determinations based on the feedback and finalise their determinations in the published report in February 2018.

4.21.2 The Draft Annual Report has been circulated by the Democratic Services Team to all Group Leaders and Independent Members. They have been advised that they were able to submit their comments for consideration by the Democratic Services Committee.

4.21.3 The following responses have been made by the Independent Alliance group and some independent members:

General

- What is the cost of this Annual Report and the remuneration of the Panel.
- Reduce the number of Borough Councillors.
- Fewer senior salaries. 18 out of 54 Councillors is too many.
- Fewer Cabinet members?
- I have read the report of the IRP for Wales and have no comment to make other than I accept its recommendations.

Basic Salary

- Members who have no other income other than their councillor salary (especially younger members) – As with students attending University perhaps a means testing should be considered.
- I can see that Councillors should be paid as it is certainly far more demanding a role than I ever imagined. However, I hope that most Councillors are not doing it just for the money.
- As there is a 5 year limit on this “job “until a further election, I believe very few would give up their “day job “ to become a Councillor for just over £13,000 a year. So regretfully, it does not attract bright, young, dynamic people into the role as it should do. Those that do become Councillors have to juggle jobs and time management becomes an issue.

Senior Salary

- Too big a financial hike from Basic salary to Senior salary.

Supporting the work of Local Authority Elected Members

- Some members may not have access to the internet &/or an ability to print at home so the costs have to be found from their “pay” thereby decreasing the affordability of attending council meetings/carrying out councillor duties.

Reimbursement of Travel and Subsistence Costs when on Official Business

- If a member hasn't got use of their own transport it leads to the need to use public transport. If they live where there are no bus routes or indeed no buses then there is a need to travel by taxi.
- Reduce travel costs with more use made of conference calling and Skype/Facetime

Local Government Pension Scheme

- Pension scheme far too generous

Payments to Members of Community and Town Councils

- The £500 to Town Councillors (we as a Town Council have all opted to forego this payment) as for the £150 suggested for telephone and sundries. Hopefully no Town Councillor is taking advantage of this far too generous payment.

4.22 The Democratic Services Committee is requested consider the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2018/19 municipal year and provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2018/19.

5. EFFECT UPON POLICY FRAMEWORK & PROCEDURE RULES

5.1 This is a draft report and there is currently no impact of the Policy Framework or procedure rules

6. EQUALITIES IMPACT ASSESSMENT

6.1 This report is supportive of the equalities implications for Elected Members by including care, family and other allowances .

7. FINANCIAL IMPLICATIONS

7.1 The current budget set for 2017/18 for the remuneration of elected members is £1,104,140.

7.2 Should these proposals be introduced the cost of remuneration of members is likely to increase by £200 per Elected Member which equates to a total of £10,800. Some of this cost may be negated by the some of the Elected Members electing to forgo some or all of their salaries.

7.3 It is uncertain at this stage if the proposals in the draft Annual Report will be implemented. Some savings which are currently being made due to the 3 senior

salary posts which are not being remunerated may be negated by the implementation of other proposals in the report therefore an assessment of the future budget costs cannot be made at this stage.

- 7.4 Following the publication of the Annual Report for the Independent Remuneration Panel in February 2018, an assessment will be undertaken of the cost implications prescribed by the Panel and submitted to Council for consideration.

8. RECOMMENDATIONS

- 8.1 The Democratic Services Committee is requested to consider the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2018/19 municipal year and to provide comments on behalf of Bridgend County Borough Council in respect of the Draft Annual Report 2018/19.

GP Jones
Head of Democratic Services
20 October 2017

Contact Officer: GP Jones
Head of Democratic Services

Address: Civic Offices
Angel Street
Bridgend
CF31 4WB

Telephone: 01656 643385

E-mail: Gary.Jones@bridgend.gov.uk

Background documents:

- [Independent Remuneration Panel for Wales Annual Report February 2018/19.](#)
- [Bridgend County Bough Council - Schedule of Remuneration 2017-18](#)
- Local Government (Wales) Measure 2011

The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for a salary of £1,675.
12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task
14.	Payments made to a chair of a JOSOC, or a chair of a sub committee of a JOSOC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSOC or sub committee is not eligible for payment.
16.	Co-optees to a JOSOC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
Local Government Pension Scheme	
17.	17. The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

Family Absence	
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
24.	The basic salary for NPA ordinary members should be £3,675
25.	The senior salary of the chair of an NPA should be £12,375
26.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
31.	The basic salary for FRA ordinary members should be £1,745
32.	The senior salary of the chair of an FRA should be £10,445.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,445.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

Co-opted Members	
38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Reimbursement of Costs of Care	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
44.	Community and town councils must make a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils in Group A must make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
46.	Community and town councils in Groups B, C or D are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.
47.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
48.	If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight.

	<ul style="list-style-type: none"> • £95 – elsewhere overnight • £30 – staying with friends and/or family overnight
49.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £34.00 for each period not exceeding 4 hours • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours
50.	<p>Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
51.	<p>Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>
52.	<p>Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made</p>

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

02 NOVEMBER 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

ELECTED MEMBER LEARNING & DEVELOPMENT STRATEGY

1. Purpose of Report

- 1.1 To consider the draft Elected Member Learning and Development Strategy attached as Appendix 1, propose appropriate amendments and endorse its submission to Council for approval on 29 November 2017.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 Elected Members have a wide range of roles and responsibilities that they are expected to undertake. The Elected Member Learning & Development Strategy provides a framework for the development of key skills and knowledge of all Elected Members and will assist in the achievement of all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Elected Member Learning and Development Strategy 2012-17 was approved by Council in 2013. It provided a framework which set out the structure of learning and development for all Elected Members from their election and throughout a term of office.
- 3.2 At its meeting on 6 September 2017, Council approved its intention to make a submission for the Welsh Local Government Association (WLGA) Charter for Member Support and Development. One of the requirements of the Charter is for a Member Development Strategy to be approved by Council.

4. Current situation / proposal

- 4.1 A desktop review of the Strategy has been undertaken to ensure that it is fit for

purpose and updated to reflect a number of factors which have changed since the approval of the original Elected Member Learning and Development Strategy.

4.2 Digitisation and e-learning

4.2.1 Significant progress has been made regarding the digitisation of services across Wales which has also led to an increase in the availability of e-learning material. The Bridgend County Borough Council Learning and Development website now contains a number of topics which could be utilised as part of the member development programme. The WLGA has also been instrumental in developing the All Wales Academy (AWA). The AWA is an e-learning portal which is hosted by the NHS which can be accessed by all local Authorities in Wales. A list of available topics and facilities for these portals is shown at Appendix 2.

4.3 Councillors Elected in 2017

4.3.1 Following the Local Government Elections in 2017 there were 29 newly Elected Members in Bridgend. These newly Elected Members have indicated that changes are needed with the delivery of Member Development Activities.

4.3.2 The timings of meetings survey included a section on member development events. Due to the larger number of working councillors it was identified that Elected Members would prefer learning events to be undertaken at the start or end of the day to enable them to balance their working commitments. As a result Member Development events are now planned to be carried out on Tuesdays or Wednesdays and start at either 9:00am or 4:00pm.

4.3.3 During the Elected Member induction, some councillors indicated that they had attended some of the topics in the previous administration or had undertaken similar training as part of their work commitments or had developed experience in particular topics and therefore they did not feel that the training was appropriate or relevant.

4.4 Volume of Learning and Development Opportunities

4.4.1 Since the 2017 Local Government Elections, a total of 30 repeated Member Development topics and 6 pre-Council briefings have been provided to Elected Members. This is a considerable commitment and many councillors have requested that the topics be prioritised or categorised so that they can ensure that they attend the essential training and negotiate with employers regarding the other topics.

4.4.2 Other local authorities designate some Member Development events as mandatory or determine an appropriate level of attendance at member development events. Attendance statistics are then reported to the Standards Committee for consideration. This type of process has not been adopted in Bridgend because there is no legislative sanction that can be applied to Elected Members for non-attendance at training events. Only training for quasi-judicial role such as the Appeals Panels, Licensing Committees, Development Control Committee and Standards Committee is seen as essential and must be undertaken before a Councillor can participate in the decision making process.

- 4.4.3 Identifying appropriate attendance or categorising member development topics would also assist in assessment and evaluation of any training to ensure that relevant, timely and had the desired outcomes.
- 4.5 The proposed Strategy is divided into the following 5 phases:
1. Administration - to establish the newly Elected Members within the Council
 2. The Essentials - to provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business.
 3. The Core Functions - to provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members in their wards and on the committees they are appointed to.
 4. Identifying the needs of the individual Councillors – the provision of Personal Development Reviews (PDR) with either an Elected Member peer or with assistance from suitably trained officers as soon as possible. This will be “dovetailed” with Member Mentoring for those Councillors elected after the Local Government Election in 2017.
 5. Continuing Development - to provide Elected Members with knowledge and skills relating to:
 - leading the community,
 - working with external partners
 - developing those individual and specialist requirements identified within the PDR process and
 - learning and development identified by the Democratic Services Committee.
- 4.6 It should be noted that in the first year after the election, Member Development activities are primarily for information provision and process development which should be delivered in-house or by appropriate organisations such as the WLGA. After the first year the focus in the delivery of member development will change to the provision of wider in-depth topics at a local level and more topics which relate to regional and national issues.
- 4.7 A key component in the successful delivery of this strategy is to encourage every individual Elected Member to engage with the various Member Development processes and to:
- support the identification of appropriate learning and development opportunities;
 - actively participate in Member Development activities such as Personal Development Reviews (PDRs) and learning events and,
 - assist in the evaluation of the Member Development activities to ensure that the desired outcomes are achieved.
- 4.8 To assist Elected Members prioritise which topics they need to attend it is proposed that the Democratic Services Committee categorise member development topics as follows:

Essential	Those training topics for quasi-judicial functions and those
-----------	--

which are key to an elected member's role e.g. Corporate Parenting, Data Protection and Safeguarding.

Recommended This category may include topics such as Risk Management and Scrutiny Questioning Skills which although are very informative and support a councillor's role will are not essential.

Optional This category identifies topics that may be useful to some councillors but these are not a priority and could be considered as interesting and useful rather than supporting a councillors role or considered as essential.

4.8.1 These categories could be prescribed by the Democratic Services Committee to all members for some topics or to target a specific group of councillors i.e. all scrutiny members or all of the Appeals Panel.

4.8.2 For those topics which have been arranged at short notice and the Democratic Services Committee is unable to categorise the topic, it is proposed that the Chairperson of the Democratic Services Committee in liaison with Head of Democratic Services categorise the topics as necessary.

4.9. It is proposed that greater use of the e-learning facilities be incorporated into the member development programme. This is proposed to be accomplished as follows:

- The Corporate Induction e-learning modules should be completed by all members in the first year of their term of office.
- Some topics such as Data Protection will be identified for inclusion in the Member Development programme and categorised by the Democratic Services Committee accordingly. Councillors will be requested to complete the specified e-learning module by a particular date. A subsequent report will be run by Organisational Development to confirm that the e-learning modules have been completed as requested with the Democratic Services committee being advised accordingly.
- For those returning councillors or those who have previously attended face-to-face training on topics such as corporate parenting will be able to undertake the e-learning module rather than attending the annual repeat of the face-to-face training session.
- Those members who are able to provide evidence that they have recently attended similar training in their professional roles can be credited with completing the training.

4.10 Additional reports will be provided in due course to the Democratic Services Committee to clarify the processes for Annual Reports, Personal Development Reviews and Member Mentoring.

4.11 Support for individual member training may be provided following liaison between the relevant Group Leaders and the Head of Democratic Services. It is envisaged that the strategy and an associated Member Development budget will facilitate the provision of appropriate development opportunities

4.12 It is anticipated that the Democratic Services Committee will provide direction for

the Member Development activities that need to be undertaken and to ensure that the development needs of Elected Members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the strategy that is undertaken.

- 4.13 Following Council's decision to achieve the WLGA Charter for Member Support and Development it is hoped that the changes to the strategy will encourage appropriate attendance and participation in member development events.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

- 6.1 There are no equalities implications in respect of this report.

7. Financial Implications

- 7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation

- 8.1 It is recommended that the Democratic Services Committee:
- 8.1.1 Consider the proposals contained in the report and to the Elected Member Learning & Development Strategy attached as Appendix 1;
 - 8.1.2 propose any appropriate amendments to the Strategy and;
 - 8.1.3 Endorse the submission of the agreed Elected Member Learning & Development Strategy 2017-22 to Council for approval at its meeting on 29 November 2017.

GP Jones
Head of Democratic Services
25 October 2017

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

Appendix 1

BRIDGEND COUNTY BOROUGH COUNCIL

**ELECTED MEMBER
LEARNING & DEVELOPMENT
STRATEGY**

2017-2022

DRAFT

Contents

Introduction	3
Expectations of the Elected Member Learning and Development Strategy	4
A Phased Approach	5
Roles and Responsibilities for Elected Member Learning and Development	6
Head of Democratic Services	6
Democratic Services Committee	6
Political Leaders	7
Directorates and Departments.....	7
Individual Members	7
Phase 1 - Administration.....	7
Phase 2 – The Essentials	7
The Chief Executive:	8
The Monitoring Officer:.....	8
Head of Democratic Services.....	8
Phase 3 – The Core Functions	8
Phase 4 – Identifying the Needs of Individual Councillors	8
Identification of learning and development needs	8
As an individual	9
Role Specific.....	9
Corporate and Constitutional	9
Regional and National Initiatives	9
Mentoring.....	9
Phase 5 – Continuing Development	10
Member Development Activity Survey	10
Pre-Council Briefings	10
Prioritisation of Member Development activities	10
Member Development Programme	11
Methods of learning and development	11
Access to learning and development opportunities.....	12
Attendance at Member Development Events.....	12
The Learning & Development Website, the All Wales Academy (AWA).....	13
Learning and development records.....	13
Resources	13
Potential Candidate Briefings	14
Evaluation	14
Evaluation of Individual Events:	14
Evaluation of Phases of the Member Development Strategy.....	14
Evaluation of Training Facilitators	14
Review of the Elected Member Learning and Development Strategy	14

Introduction

Elected Members today face increasing challenges. Under the modernisation agenda, there are heightened expectations on them to undertake a diversity of roles ranging from that of community leader to assuming additional responsibilities within their Council. Throughout Wales, Authorities are striving to provide the best possible support for their Members to enable them to meet these challenges. This takes the form of skills and knowledge development, support facilities, and support services.

Increasing attention has been given to Elected Member Development. The Local Government (Wales) Measure 2011 directed that local authorities place more emphasis on Member Development. This supports the aims of the Wales Charter for Member Support and Development which was created to give structure and impetus to the growing body of support services for Elected Members within Welsh Local Government. The Charter has been developed collaboratively by the Welsh Local Government Association (WLGA), Members and Member Support Officers. It aims to provide a broad framework for local planning, self assessment, action and review. This can be enhanced by working together with relevant networks by comparison with other Authorities and in sharing good and innovative practice.

Bridgend County Borough Council aims to achieve entry level Charter Status in 2018. The Local Government (Wales) Measure 2011 and the Charter will provide focus and guidance for future work. The needs of Members in this Authority are of paramount importance.

The Elected Member Learning and Development Strategy sets out the development priorities for the induction of newly Elected Members, the identification of their development needs and the subsequent delivery of development activities.

The strategy will assist in equipping all Members with the necessary skills and knowledge to meet future challenges.

Expectations of the Elected Member Learning and Development Strategy

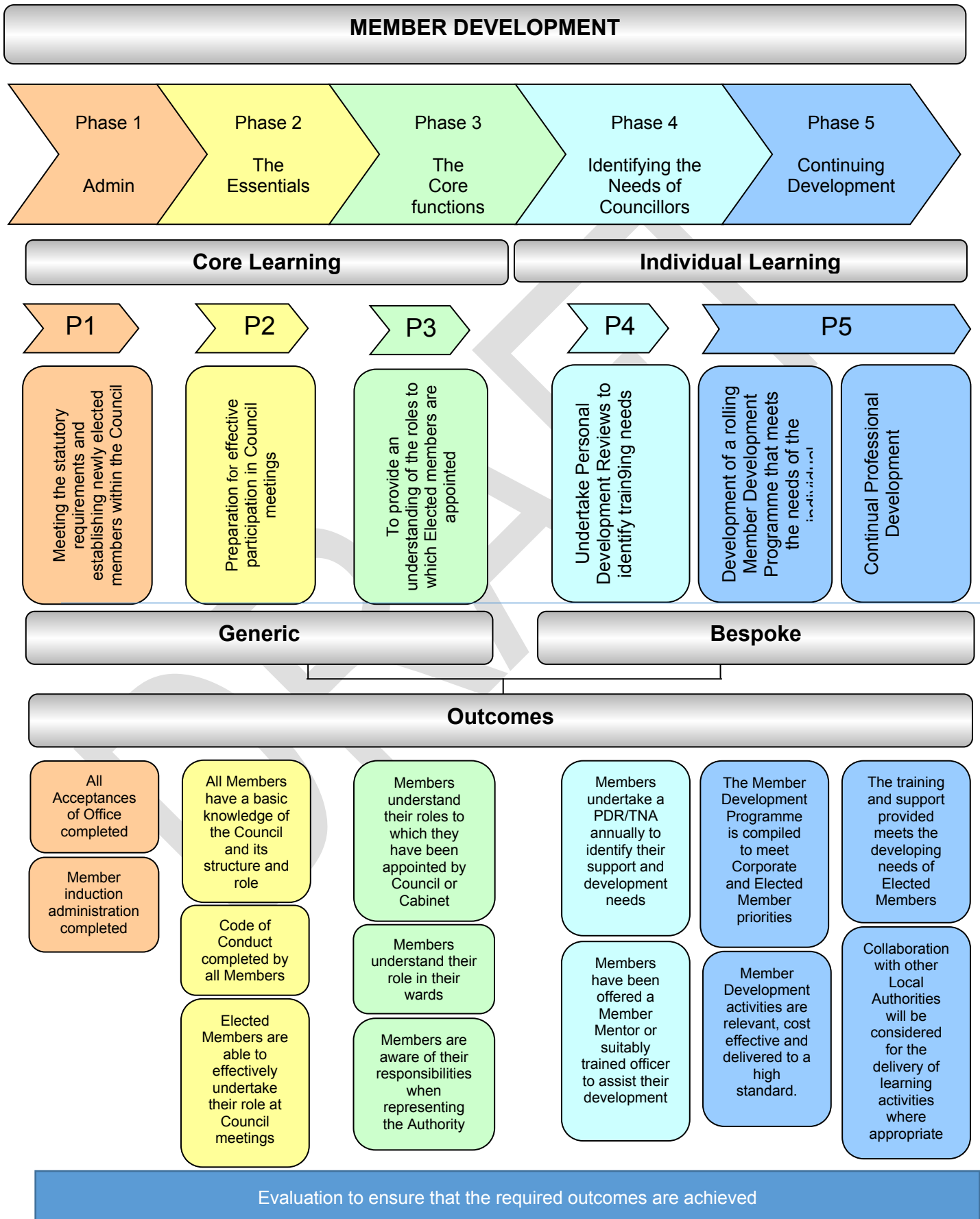
Elected Members are an integral part of ensuring that the strategic aims and objectives of the Council are met and that high quality cost effective services are delivered to the residents of the County Borough of Bridgend.

The Council is working to support the development of all of its Elected Members and to ensure that they are able meet the demands of their roles. Bridgend County Borough Council is therefore committed to ensuring that:

- There is a planned and structured approach to Elected Member learning and development.
- Elected Members have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member.
- Learning and development, wherever possible, is linked to the roles of Elected Members.
- Access to learning and development activities is equitable.
- Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- All Members will have access to a Personal Development Review (PDR) process that identifies learning and development needs with any additional support that may be required.
- The Member Development Programme will be produced and updated on a regular basis in order to support the Council's strategic plans, the roles and functions of Members and key changes affecting the Council's priorities.
- Member learning and development activity is adequately resourced within available budgets.
- It is the intention of BCBC to gain the Welsh Local Government Association (WLGA) Charter for Member Support and Development.

A Phased Approach

A systematic induction programme will be provided for all newly Elected Members. The initial induction and subsequent Member Development Programme will be delivered as part of the following phased approach:



Roles and Responsibilities for Elected Member Learning and Development

Head of Democratic Services

The role of the Head of Democratic Services is to produce and monitor the Member Development Programme, to collate any identified learning and development needs, and to subsequently use these to inform and plan the on-going Member Development Programme.

Democratic Services Committee

The Democratic Services Committee will provide direction to the Head of Democratic Services in respect of the development and support requirements of Elected Members. This will include the priorities for learning and development and appropriate use of the Member Development budget.

The Committee will categorise development activities, identify the relevant participants to attend events and those topics which could be delivered on a tiered basis.

To assist elected members prioritise which topics are needed to be attended, the Democratic Services Committee will categorise member development topics during the development of the Member Development programme as follows:

Essential	Those training topics for quasi-judicial functions and those which are key to an elected member's role e.g. Corporate Parenting, Data Protection and Safeguarding.
Recommended	This category may include topics such as Risk Management and Scrutiny Questioning Skills which although are very informative and support a councillor's role will are not essential.
Optional	This category identifies topics that may be useful to some councillors but these are not a priority and could be considered as interesting and useful rather than supporting a councillors role or considered as essential.

These categories can be prescribed by the Democratic Services Committee to all members for some topics or to target a specific group of councillors i.e. all scrutiny members or all of the Appeals Panel.

The Democratic Services Committee will also consider benefits could be achieved by providing tiered level of training rather than provide at a single level event. This would enable one level for those elected members with existing skills, knowledge or abilities and for a more detailed introduction for those members who were new to the topic.

For those topics which have been arranged at short notice and the Democratic Services Committee is unable to categorise the topic, it is proposed that the Chairperson of the Democratic Services Committee in liaison with Head of Democratic Services categorise the topics as necessary.

Political Leaders

The role of political leaders from all groups is to pledge commitment to learning and development for Elected Members and to actively support and promote the Member Learning and Development Strategy.

Directorates and Departments

Directorates and Departments are responsible for identifying and delivering service specific learning and development in co-ordination with the Head of Democratic Services and the Democratic Services Committee

Individual Members

Individual Members are responsible for:

- identifying their own development needs;
- seeking opportunities to improve their effectiveness and increase their potential;
- attending arranged learning and development activities;
- sharing their knowledge and skills with their peers;
- reviewing their learning and development activities;
- applying the knowledge and skills developed through the activities; and for
- completing their Personal Development Reviews

Co-ordination

The day-to-day co-ordination of learning and development activities will be the responsibility of the Head of Democratic Services and the Democratic Services Team in liaison with Organisational Development.

Details of each phase of the strategy are as follows:

Phase 1 - Administration

To establish the newly Elected Members within the Council and will include:

- Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,
- Creation of ICT accounts and provision of ICT equipment.
- The provision of personal information in order to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions.
- A briefing of the facilities available to Elected Members within the Authority
- The taking of official photographs for use on the BCBC website and ID cards

Phase 2 – The Essentials

To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:

The Chief Executive:

- Overview of the Council its services and structures

Corporate Directors:

- Directorate Service Provision – challenges and achievements

The Monitoring Officer:

- Introduction to Local Government
- Constitution and meeting procedures
- Code of Conduct

Head of Democratic Services

- Roles of and appointment to committees
- The electronic systems within the Council suite

Phase 3 – The Core Functions

To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively.

- Audit Committee
- Development Control Committee
- Overview and Scrutiny Committees
- Democratic Services Committee
- Licensing Committee
- Appeals Panel
- Chairing Skills
- Questioning Skills
- Corporate Parenting
- Safeguarding
- Member Referrals
- Ward and Casework
- Delegated Powers

Phase 4 – Identifying the Needs of Individual Councillors

With the possibility of a large number of new Elected Members after an election, it will be necessary to undertake a Personal Development Review (PDR) processes with either an Elected Member peer or with assistance from suitably trained officers as soon as possible.

Identification of learning and development needs

Learning and development needs will be identified at a number of levels.

As an individual

- Newly Elected Members will have an opportunity to discuss their learning and development needs with:
 - a suitable mentor as part of their induction;
 - as part of the PDR process where learning and development needs can be identified.

Role Specific

- Role descriptions will be used as an aid to identify development needs particularly during the PDR process.
- Members whose roles change will be required to review their learning and development needs.
- The identification of learning and development needs at political group level be achieved by consultation with the Head of Democratic Services and through the feedback from the Democratic Services Committee.

Corporate and Constitutional

- Member Development will be linked to corporate and constitutional priorities by the Head of Democratic Services in liaison with the Chief Officers, Heads of Service and the Democratic Services Committee.

Regional and National Initiatives

- Requests are often received from regional bodies or national organisations to provide development opportunities on key issues. These events will be integrated by the Head of Democratic Services into the Member Development Programme but may be in addition to the usual monthly activities.

Mentoring

The formal mentoring of Elected Members by experienced Members is strongly recommended and will be offered to all newly Elected Members. This will enable the mentee to develop the skills, knowledge, understanding and behaviours required for the Elected Member role. This is not a prescriptive or directive relationship but one which allows the mentee to find their own way, guided by the mentor.

Guidance for Member mentors has been developed by the Welsh Local Government Association (WLGA). It is anticipated that Member mentors will be identified and appropriate training will be provided to ensure that all Members are able to receive the appropriate level of support for their personal development. Workshops based on the WLGA guidance will be available for those identified to undertake a mentoring role.

Returning Members that do not require mentoring will be provided with the opportunity to discuss their personal development as part of the PDR process with an Elected Member peer or a suitably trained officer. These officers/peers will be able to assist Members with

identifying their training needs, arranging attendance at events and updating their PDPs and undertaking PDRs.

Phase 5 – Continuing Development

To provide Members with knowledge and skills related to:

- leading the community,
- working with external partners
- developing those individual and specialist requirements identified within the PDR process and
- learning and development identified by the Democratic Services Committee.

Member Development Activity Survey

Elected Members will be surveyed shortly after their election to determine the number of topics, frequency and timings of development events that will be held each month. This survey will be repeated at the mid-point of a term of office or when requested to do so by the Democratic Services Committee.

The survey carried out in 2017 identified that:

- the monthly topic will be delivered on two occasions - the second occasion being a repeat of the first.
- one of the sessions will be held on a Tuesday with the other session being held on a Wednesday (where appropriate)
- one of the monthly development sessions will start at 10.00 am with the other having a starting time of 4.00 pm (where appropriate).

These outcomes were approved by the Council on 26 July 17 and will be used when planning the Member Development Programme.

Pre-Council Briefings

The current practice of pre-council briefings starting at 2.00pm and lasting approximately 45 minutes duration be continued

Prioritisation of Member Development activities

To manage and prioritise Member Development activities, all requests to provide training opportunities for Elected Members will include the following key information to assist when prioritising the delivery of Member Development events:

- The subject of the learning activity
- A brief outline description of the subject
- The requirement/justification to undertake this learning? i.e. is there a statutory requirement, is it part of an on-going initiative.
- Who forms the target audience? i.e. All Members, Scrutiny Members etc.
- What are the expected/desired learning outcome/objectives?

- Which officers/organisations will be delivering/facilitating this event?
- What is the anticipated duration of the session
- What type of training activity is suggested i.e. 1 hour presentation with questions, 45 minute briefing, 2 hour interactive workshop etc.
- How will this activity be evaluated to show that the anticipated benefits have been achieved

The Head of Democratic Services will evaluate all requests and recommend to the Democratic Services Committee how these requests should be prioritised, categorised and if necessary tiered for inclusion in the Member Development Programme

Member Development Programme

It will be the responsibility of the Head of Democratic Services to prepare the Member Development Programme in line with the priorities determined by the Democratic Services Committee. This will be a rolling programme that will confirm the Member Development events for the following three months with subsequent topics for further development activities being identified but not confirmed. This will allow the programme to be flexible and adapt to the changing needs and priorities of Elected Members and the Authority.

If time dependant learning opportunities arise and there is no meeting of the Democratic Services Committee planned before the delivery of the event the Chairperson of the Democratic Services Committee in liaison with the Head of Democratic Services will update the Member Development Programme as necessary.

The programme may also identify topics and events that will be suitable for representatives from the Town & Community Councils to also attend.

Methods of learning and development

A flexible approach to the delivery of learning and development opportunities will be adopted to meet the identified needs of individuals and groups. A variety of methods may be used to deliver these opportunities and could include: seminars, workshops, e-learning and briefing sessions. Where appropriate, shared Member and officer development activities will be encouraged.

E-Learning

Greater use of the e-learning facilities will be incorporated into the member development programme and this will allow:

- elected members to undertake
 - the Corporate Induction e-learning modules should be completed by all members in the first year of their term of office.
 - Some topics such as Data Protection will be identified for inclusion in the Member Development programme and categorised by the Democratic Services Committee accordingly. Councillors will be requested to complete the specified e-learning module by a particular date. A subsequent report will be run by Organisational Development to confirm that the e-learning modules have been completed as requested with the Democratic Services committee being advised accordingly.

- those returning councillors or those who have previously attended face-to face training on topics such as corporate parenting will be able to undertake the e-learning module rather than attending the annual repeat of the face-to-face training session.
- those members who are able to provide evidence that they have recently attended similar training in their professional roles can be credited with completing the training.

Opportunities may arise for regional development activities to be undertaken. This will include topics of common interest on a regional or national basis. These events may reduce costs and enhance outcomes because of the diversity of knowledge and experience of attendees, whilst also providing an opportunity for cross-council communication and collaboration.

Access to learning and development opportunities

All Elected Members will have:

- the opportunity to benefit from learning and development opportunities, regardless of ability, race, colour, national ethic or social origin, gender, sexuality, sexual orientation, religion, age, disability, political or other personal beliefs.
- equal access to information relating to learning and development opportunities.
- equal access to participation in learning and development opportunities, taking into account the needs of their roles and responsibilities throughout their term of office with Authority, and their personal learning needs.

Attendance at Member Development Events

The Member Development Programme will be approved by the Democratic Services Committee and details included in the Bridgemembers magazine. Announcements will also be made at Council meetings to advise Members of forthcoming Member Development activities.

Member Development Activities appointments will be placed in individual Elected Members electronic calendars. Members will be requested respond electronically if they are unable to attend the activity. It is vital that these responses are accurate as the facilitators of the events are provided with the anticipated attendance numbers to tailor their delivery of the session.

The attendance of Elected Members at these Member Development Activities will be displayed on the BCBC website but the attendance figures will not be included in the overall meeting attendance figures.

At each session the attendance will be recorded and circulated to Organisational Development for recording on Trent.

A summary of attendance at training events will be compiled and circulated to Group Leaders on a regular basis in order that they can promote and encourage the attendance at Member Development activities to their Group.

The Learning & Development Website, the All Wales Academy (AWA)

The Learning & Development Website and the All Wales Academy are online portals where suitable development opportunities are provided for Officers and Elected members. Elected Members may be requested to undertake an e-learning session as part of the Member Development Programme or they wish to undertake these learning activities for their own development. Assistance can be provided by the Democratic Services Team and the Organisational Development Team to enable Members to engage with these learning activities.

E-learning completion reports will be provided to the Head of Democratic Services on a regular basis to monitor the activities particularly those included in the Member Development programme

All face to face learning and development activity presentations will be uploaded to the Learning and development website as a reference portal for all Elected Member related training.

Learning and development records

Democratic Services will collate information regarding Elected Member learning and development records including information regarding the development activities that have been identified, the booking of events, attendance at learning opportunities and the evaluation of individual training events that have been undertaken.

The Organisational Development Team will to be notified of any training that is undertaken by relevant departments. It is expected that all departments involved in providing Member Development events also provide the relevant training records to the Organisational Development Team.

These records can also be used to provide information for evaluation purposes and for the completion of Members Annual Reports which have been introduced as part of the Local Government (Wales) Measure 2011.

Resources

Elected Member learning and development, will be resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget.

In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget

Directorates will also be responsible for funding designated Elected Members to attend relevant service area conferences and events. The Democratic Services Team will co-ordinate the funding for travelling and out of county subsistence allowances.

Potential Candidate Briefings

In order to promote local democracy and the understanding of the role of a councillor briefings for potential candidates will be held prior to Local Government elections. This event will inform those members of the public planning to stand for election of the:

- requirements they must meet in order to stand for election,
- election process
- roles and responsibilities they will be expected to undertake as a councillor
- skills, knowledge and commitment necessary to become an effective councillor
- structure and remit of the Council

Evaluation

It is the responsibility of the Head of Democratic Services to ensure that the evaluation of planned Member development events is carried out.

Evaluation of Individual Events:

All training providers are required to incorporate an evaluation of the event into their learning session and Members will be asked to complete a learning and development evaluation form.

Members are recommended to complete learning logs as part of their Personal Development Portfolio, this will help them to assess the impact of any development on their role and function.

Evaluation forms will be analysed and the feedback collated into a report which will be presented to the Democratic Services Committee on a regular basis. This will enable the Democratic Services Committee to evaluate the effectiveness of the Member Development Programme and ensure that the identified outcomes are achieved.

Evaluation of Phases of the Member Development Strategy

It is appropriate that an independent assessment of the phases or elements of the Member Learning & Development Strategy is undertaken. It has been agreed that the WLGA will assist in this process and facilitate focus groups with Elected Members to help determine the effectiveness of the strategy.

Evaluation of Training Facilitators

To ensure that any learning and development activity provided to Elected Members is delivered to the highest standards and that the aims and objectives of the event are met, it is planned for an internal subject matter expert or the Head of Democratic Services to attend the event and evaluate the provider/facilitator. This will be essential for events delivered by external providers to ensure that value for money has been achieved and that effective training has been provided which meets the required outcomes.

Review of the Elected Member Learning and Development Strategy

To ensure that the Elected Member Learning and Development Strategy remains an effective tool for the development of Elected Members it will be necessary to plan a review the strategy. It is anticipated that the strategy will be reviewed during 2020 or at the request of the Democratic Services Committee and in response to relevant changes to legislation or to the Authority.

DRAFT

E-LEARNING TOPICS AND FACILITIES (LEARNING AND DEVELOPMENT WEBSITE AND THE ALL WALES ACADEMY (AWA))

The following topics and facilities are available on the Learning and Development Website:

- Corporate Induction
The Corporate Induction Programme has been designed to give new employees an insight into the work, people and services associated with the Council. However, it can also be used by current employees who are changing directorates or for Elected Members to familiarise themselves with the Council.
- ICT Code of Conduct
This is the compulsory ICT Code of Conduct module for all Bridgend staff using information and communication technology. All members must complete the ICT Code of Conduct.
- Data Protection Act E-learning Module
This module is mandatory for all Elected members and employees who process personal information. The Information Commissioner's Office has advised about the importance of making sure all personnel who regularly handle personal information receive adequate data protection training.
- DSE E-Learning Module
This course describes practical steps you can take to ensure your own health and safety. The guidelines will also apply if you use a laptop or use Display Screen Equipment at home.
- Safeguarding Children and Adults - Raising Awareness E-Learning Module
This module will outline what is meant by the term 'Safeguarding' and will ensure that everyone understands the part they play in ensuring that abuse does not go unrecognised and where it is suspected or known about, that it is reported to the appropriate people.
- Violence against women domestic abuse and sexual violence (VAWDASV) E-Learning Module
This e-learning package meets the requirements of group 1 of the National Training Framework on violence against women, domestic abuse and sexual violence
- Fire Safety Awareness E-learning Module
This module is designed to give you an overview of good fire safety practice at work; identifying potential fire risks to yourself and colleagues, explaining what to do on hearing a fire alarm and how to utilise different types of fire-fighting equipment.

The Members area of the Learning and Development website is being developed as the repository for all relevant information relating to Elected Members. This currently includes:

- Resources/Presentations from Induction Events

- Resources/Presentations from Pre-Council Briefings
- Resources/Presentations from Member Development sessions
- Resources/Presentations from Development Control Committee Workshops

It is planned that more information will be added in this website and will include documents and guidance for Elected Members:

- Annual Reports
- Personal Development review
- Member Mentoring
- Role Descriptions
- Budget Books
- Other suitable topics

The following e-learning topics are available on the All Wales Academy (AWA):

The WLGA has also been instrumental in developing the All Wales Academy (AWA). The AWA is an e-learning portal which is hosted by the NHS with access provided to all local Authorities in Wales. The topics have been provided in collaboration with a range of providers including the All Wales Member Support and Development Lead Members and Officers network. Topics Include:

- Using e-learning in your Development
- Councillor Development
 - Chairing Meetings
 - Corporate Parenting
 - Decisions for Future Generations
 - The Effective Ward Councillor
 - Ethics and Standards
 - Equality & Diversity
 - Introduction to Scrutiny
 - Public Speaking Skills
 - Safeguarding
- General Topics
 - Data Protection Awareness
 - Freedom of Information
 - Social Services and Well-Being (Wales) Act 2014
 - Violence against women, domestic abuse and sexual violence
 - Effective Writing
 - Emotional Intelligence
 - Managing Yourself and Your Time
 - Stress Awareness

Additional topics are continually being sought and if they are considered suitable are developed, translated and implemented. It is planned that a module of Social Media will shortly be finalised and available on AWA.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

2 NOVEMBER 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

REVIEW OF ELECTED MEMBER ROLE DESCRIPTIONS

1. Purpose of Report

- present the Elected Member Role Descriptions for the consideration of the Democratic Services Committee.
- request that the Committee propose and agree any amendments that may be required to the Elected Member Role Descriptions
- approve the submission of the agreed Member Role Descriptions to Council for approval at its meeting scheduled for 20 December 2017.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 Elected Member Role Descriptions will enable Elected Members to better understand their roles and support them in achieving the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

3.1 Elected Members have a wide range of roles and responsibilities which they are expected to undertake. Elected Member Role Descriptions provide a framework which describes the purpose, activities and responsibilities regarding a variety of the key roles which they undertake.

3.2 In 2010, the Authority adopted the generic roles descriptions which had been produced by the Welsh Local Government Association (WLGA). Following the introduction of the Local Government (Wales) Measure 2011 the WLGA developed a range of generic role descriptions which were then adapted to reflect the local

practices and procedures in Bridgend. These role descriptions were approved by Council on 01 May 2013.

3.3 Following the Local Government elections in May 2017 it is considered appropriate to undertake a review of Member Role Descriptions to ensure that the role descriptions:

- effectively cover the diversity of roles undertaken by councillors
- meet the requirements of Elected Members and the WLGA Charter for Member Development and Support

4. Current situation / proposal

4.1 The following Member Role Descriptions have been developed from the model role descriptions produced by the WLGA and tailored to the requirements of the roles undertaken by councillors within Bridgend County Borough Council. Additional role descriptions were developed by the Officers in Bridgend for the Member Mentor and the LA School Governor.

• Elected Ward Member	Appendix 1
• Leader	Appendix 2
• Deputy Leader	Appendix 3
• Cabinet Member	Appendix 4
• Overview and Scrutiny Chairperson	Appendix 5
• Overview and Scrutiny Member	Appendix 6
• Regulatory Committee Chairperson*	Appendix 7
• Regulatory Committee Member*	Appendix 8
• Audit Committee Chairperson	Appendix 9
• Audit Committee Member	Appendix 10
• Democratic Services Committee Chairperson	Appendix 11
• Democratic Services Committee Member	Appendix 12
• Standards Committee Chairperson	Appendix 13
• Standards Committee Member	Appendix 14
• Leader of the Opposition	Appendix 15
• Member Champion	Appendix 16
• Member Mentor	Appendix 17
• Mayor (Deputy Mayor)	Appendix 18
• School Governor	Appendix 19

* It should be noted that the Member Role Descriptions for Regulatory Committee Member and Chairperson will be used for Appeals Panel, Licensing

4.1.1 Outside Bodies

4.1.2 Role descriptions for outside bodies are not always available and a generic outside bodies role guidance has been provided at Appendix 20. Elected Members appointed to those outside bodies that do not currently have specific role description will be requested to work with the body to which they are appointed and the Democratic Services Team to provide or develop a relevant role description.

4.2 An Individual Portfolio

4.2.1 It is intended that the primary Member Role Description be that of the Elected Ward Member which identifies those activities that are undertaken by councillors when they are initially elected into office. This document is made up of several sections which will be personalised to reflect the activities that are undertaken by each Elected Member:

- Accountabilities – this section defines to whom the role is responsible to.
- Role, Purpose and Activities – this section outlines a councillor’s basic roles and activities
- Representing the Authority- this section identifies the committees, outside bodies, champion roles and national or regional organisations to which Elected Members are appointed.
- Member Development – confirms that the Elected Member will adhere to the Code of Conduct and the commitment to undertake member development activities that are identified or provided.
- Values – This section identifies a simple list of values that are necessary to fulfil the role.

4.2.2 Each key role that is undertaken by a councillor will be identified in the personalised Ward Member Role Description. All associated Member Role Descriptions will be stored on the Members area on the Learning and Development website on the intranet.

4.2.3 All Members will be requested to date and sign an electronic copy of their Elected Ward Member Role description which will then be held with the Democratic Services team for reference.

4.2.4 When the appointments or responsibilities of an individual councillor change the Elected member will be updated accordingly.

4.3 The Charter requirement

4.3.1 The WLGA Charter for Member Support and Development requires that members are supported with role descriptions as follows:

Topic	Standard	Clarification
Members are supported with role descriptions.	Role descriptions are adopted for the: <ol style="list-style-type: none"> 1. Ward Member 2. Leader 3. Deputy Leader 4. Cabinet Member 5. Scrutiny Chair 6. Scrutiny member/ Scrutiny Co-optees 7. Chair of Regulatory Committee 8. Member of Regulatory Committee 9. Chair of the Audit Committee 10. Member of Audit Committee 11. Chair of Democratic Services 	What does adopted mean? Role descriptions exist and have been formally adopted for all the roles listed. There is no need at this level for members to evidence that they perform the roles outlined in the descriptions but they should

Topic	Standard	Clarification
	<p>12. Member of Democratic Services 13. Chair of Standards committee 14. Member of Standards Committee 15. Leader of the Opposition 16. Member Champion 17. Mayor (Deputy)/Chair of Council</p> <p>Chairs of area committees – Not required by at present</p> <p>Guidance is provided to members on their role on outside bodies.</p>	<p>understand what their role is and what is expected of them.</p> <p>What can be defined as a role description?</p> <p>See:</p> <ul style="list-style-type: none"> ▪ the WLGA model role descriptions for Welsh Authorities and ▪ the WLGA document <i>The Role of Councillors in Collaboration</i> and <p>Outside Bodies</p> <p>Where members are responsible for formally representing the Authority or making decisions that could impact on the Authority or have legal obligations as - for example trustees of an organisation, they should be provided with a role description. In all instances members should be provided with guidance on their role on the outside body. Officers should secure (where available) terms of reference from outside bodies.</p>

4.4 The Charter requires that Member Role Descriptions should not only be approved by Council but are used as part of the Personal Development Review (PDR) process. It is intended that they be used to clarify the roles of individual Elected Members particularly those appointed into Senior Salary posts. Member Role Descriptions will assist councillors to identify any additional knowledge and skills required to undertake the roles to which Elected Members are appointed and to enable them to effectively carry out these additional responsibilities.

4.5 Timescales

4.5.1 It is proposed that the approval and use of the Member Role Descriptions meet the following timescales:

- | | |
|--|-----------|
| • Agreed by Democratic Services Committee | 2 Nov 17 |
| • Submitted for approval to Council | 20 Dec 17 |
| • Issued/amended/updated and signed by councillors | 31 Dec 17 |
| • Used in the completion of the PDR process | 31 Mar 18 |

4.6 The Democratic Services Committee are requested to review the revised Member

Role Descriptions appended to this report and propose any amendments to ensure that they accurately reflect the roles that councillors carry out.

5. Effect upon Policy Framework & Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 The role descriptions for Elected Member will require translation at an approximate cost of £480. All activities described in this report will be met from existing budget provisions.

8. Recommendation

8.1 It is recommended that the Democratic Services Committee:

8.1.1 considers and agrees any amendments to the appended Member Role Descriptions as necessary;

8.1.2 note the outside bodies guidance as shown at Appendix 20;

8.1.3 approves subject to 8.1.1 and 8.1.2 above that the revised role descriptions be submitted to Council for approval on 20 December 2017.

GP JONES

Head of Democratic Services

20 October 2017

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

This page is intentionally left blank

Councillor (Name)
Elected Ward Member - (Ward Name)

Role Description

1 Accountabilities

- To Full Council
- To the electorate of their ward

2 Role Purpose and Activity

• **Representing and supporting communities**

- To represent ward interests
- To be an advocate for the Council in the ward and communities they serve
- To be a channel of communication to the community on council strategies, policies, services and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- To be vigilant and do everything possible to protect adults and children at risk from abuse
- To promote tolerance and cohesion in local communities

• **Making decisions and overseeing council performance**

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed
- To adhere to the principles of democracy and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of council and other public services
- To act within the budgetary framework of the Council

• **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

- To adhere to the Member’s Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Being a Corporate Parent**
 - To have an understanding of the legal responsibilities of elected members under the Children Act 2004 and the Social Services and Wellbeing (Wales) Act 2014 as a corporate parent to the children in the care of Bridgend County Borough Council.

 - To ensure that as corporate parents, they you are satisfied that there is a joined up, effective and holistic approach to meeting the needs of looked after children through policy and planning.

3 Representing the Authority

- To represent the Council/Cabinet on the following Committees and be familiar with their terms of reference:
 -
 -
 -

- To represent the Council/Cabinet on the following outside bodies and partner organisations promoting common interests and co-operation for mutual gain and be familiar with their terms of reference:
 -
 -
 -
 -
 -
 -

- To represent and be an advocate for the Council on Regional and National Bodies and at associated events (as appointed)
 -
 -
 -

- To represent the Authority in those roles to which you are formally appointed as a “Champion”
 -
 -
 -

4 Member Development

- To comply with the Members Code of conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties.

- To actively participate in Member Development activities that support your role and in particular those activities identified during the Personal Development Review

(PDR) process thus enabling full and active involvement in all matters within your role and remit.

- To participate in opportunities for learning & development to enhance your understanding of your role when appointed to Committees or outside bodies.
- To actively participate in opportunities for development provided for Members by the Authority.

5 Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Signature: _____

Date: _____

This page is intentionally left blank

Leader

Role Description

1. Accountabilities

- To Full Council
- The Public

2. Role Purpose and Activity

- **Providing political leadership to the Council**
 - To be a political figurehead for the Council; to be the principal political spokesperson for the Council
 - To provide leadership in building a political consensus around council policies
 - To form a vision for the Council and community
 - To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- **Appointing the Cabinet**
 - To designate the appropriate portfolios
 - To appoint appropriate elected members to each portfolio
 - To allocate cabinet members to roles with regard to their abilities
 - To designate the Deputy Leader
- **Representing and acting as ambassador for the Authority**
 - To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County Borough, at external bodies, and to the community as a whole
 - To represent the Authority on the Welsh Local Government Association (WLGA)
 - To provide leadership and support local partnerships and organisations
 - To represent the Authority in regional and national bodies as appropriate
- **Providing leadership within the portfolio**
 - To fulfil the role of a portfolio holder, as appropriate, having regard to the role purpose and activities, and role specification of an executive member
- **Managing and leading the work of the Cabinet and chairing meetings**
 - To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
 - To ensure the work of the Cabinet meets national policy objectives to fulfil the policies of the Council
 - To advise and mentor other cabinet members in their work
 - To chair meetings of the Cabinet in compliance with the Constitution

- **Participating in the collective decision making of the Cabinet**
 - To work closely with other cabinet members to ensure the development of effective council policies within the budgetary framework for the Council, and the delivery of high quality services to local people
 - To accept collective responsibility and support decisions made by the Cabinet once they have been made

- **Working with officers to lead the organisation**
 - To liaise with the Chief Executive, and other appropriate officers, on a regular basis
 - To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues
 - To ensure that the Authority works towards meeting the budgetary constraints placed upon it.

- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as a leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To appear before scrutiny committees in respect of matters within the portfolio
 - To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Cabinet Member (Deputy Leader/Portfolio)

Role Description

1. Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

2. Role Purpose and Activities

- **Providing portfolio leadership**
 - To give political direction to officers working within the portfolio
 - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
 - To liaise with the appropriate scrutiny committee
 - To be accountable for choices and performance in the portfolio
 - To have an overview of the performance management, efficiency and effectiveness of the portfolio
 - To make executive decisions within the Portfolio
 - To ensure that the portfolio is delivered within the budgetary constraints of the Authority
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
 - To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
 - To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Providing representation for the portfolio**
 - To provide a strong, competent and persuasive figure to represent the portfolio.
 - Be a figurehead in meetings with stakeholders
- **Reporting and accounting**
 - To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media
 - To be the principal political spokesperson for the portfolio
 - To appear before scrutiny committees in respect of matters within the portfolio
- **Taking an active part in cabinet meetings and decision making**
 - To show an interest in and support for the portfolios of others

- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility
- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as a leader of the local community by showing vision and foresight
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.
- **To undertake the role of Deputy Leader**
 - To fulfil the duties of the Leader in his or her absence
 - To assist the Leader in specific duties as required

3. **Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Cabinet Member (Portfolio)

Role Description

1. Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

2. Role Purpose and Activities

- **Providing portfolio leadership**
 - To give political direction to officers working within the portfolio
 - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
 - To provide leadership to the portfolio
 - To liaise with the appropriate scrutiny chairperson and committee as required
 - To be accountable for choices and performance in the portfolio
 - To have an overview of the performance management, efficiency and effectiveness of the portfolio
 - To make executive decisions within the Portfolio
 - To ensure that the portfolio is delivered within the budgetary constraints of the Authority
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
 - To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
 - To provide assistance in working up and carrying through a strategic work Programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Providing representation for the portfolio**
 - To provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders
- **Reporting and accounting**
 - To report as appropriate to the Leader, Full Council, Cabinet, regulatory bodies and the media
 - To be the principal political spokesperson for the portfolio
 - To appear before scrutiny committees in respect of matters within the portfolio
- **Taking an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as a leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Overview and Scrutiny Chairperson

Role Description

1. Accountabilities

- Full Council
- The Public
- The Committee

2. Role purpose & activity

- **Providing leadership and direction**
 - To provide confident and effective management of the committee
 - To promote the role of overview and scrutiny within the council, liaising effectively with officers, executive members and colleague chairs
 - To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements
 - To lead joint scrutiny activities with other authorities or organisations when required
 - To champion and promote the role of Overview and Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
 - To promote the role of Overview and Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
 - To demonstrate an objective and evidence based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives
 - To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
 - Work closely with scrutiny support staff to drive continual improvements in scrutiny
 - Assist in publicising the work of the scrutiny committee
- **Managing the work programme**
 - To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring
 - To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, single-integrated plan and partners strategic priorities and relevant community issues

- To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation
 - To ensure that the work programme is delivered
 - To report on progress against the work programme to Council, and others as appropriate
 - To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.
 - To ensure that task and finish/working/sub groups have clear terms of reference and deliver the required outcomes.
- **Leading Joint Scrutiny**
 - To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
 - To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
 - To develop protocols and terms of reference for joint working
 - To ensure public engagement in joint scrutiny activities
 - To enable the pooling of scrutiny resources for effective working and outcomes
 - To ensure the equal participation and contribution from all partners as appropriate
- **Effective meeting management**
 - To plan and set agendas containing clear objectives and outcomes for the meeting
 - To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
 - To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
 - To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
 - To ensure that all participants have an opportunity to make an appropriate contribution
 - To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.
- **Involvement and development of committee members**
 - To encourage effective contributions from all committee members in both committee and Research & Evaluation Panels (REPs)
 - To assess individual and collective performance within the committee and facilitate appropriate development
 - To champion the importance of learning and development

□ **Involvement and development of committee members**

- To encourage effective contributions from all committee members in both committee and Research & Evaluation Panels (REPs)
- To assess individual and collective performance within the committee and work to improve scrutiny outcomes
- To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

3, Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

This page is intentionally left blank

Overview and Scrutiny Member
(Including Co-optees and Registered Representatives)

Role Description

1. Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public

2. Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its work programme and any associated Research and Evaluation Panels (REPs)
- **Scrutinising and developing policy**
 - To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
 - To challenge policies on a sound basis of evidence for example against legislation or local political priority
 - To assess the impact of existing policy and identify areas for improvement
 - To identify where new policies might be required to address forthcoming legislation
- **Holding the Executive to Account, Monitoring performance and service delivery**
 - To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets
 - To contribute to the identification and mitigation of risk
 - To investigate and make recommendations to address the causes of under performance or poor performance
 - To monitor action plans or recommendations following external audit, inspection or regulatory reports
 - To evaluate the validity of executive decisions and challenge decisions through call in where appropriate
 - To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision
- **Promoting the work of Overview and Scrutiny**

- To promote the role of overview and scrutiny within and outside the council, developing effective internal and external relationships
- To demonstrate an objective non political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including sources of information outside the Council
- To add value to the decision making and service provision of the authority through effective scrutiny
- To be able to demonstrate where scrutiny is making a difference by its involvement

- **Community engagement**
 - To use scrutiny as a means to address community issues and engage the public in forward work programmes
 - To encourage stakeholders to participate in the work of the authority
 - To assist in developing locally viable and acceptable policy solutions
 - To build a dialogue around priorities, objectives and performance, among communities and stakeholders
 - To take a county wide perspective in dealing with issues

- **Participating in joint scrutiny**
 - To work within the appropriate terms of reference and protocols governing joint working in scrutiny
 - To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
 - To contribute to the scrutiny of regional bodies and partnerships
 - To encourage public engagement in joint scrutiny
 - To work effectively with partner scrutineers from other authorities and organisations.

- **Meeting participation**
 - To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies
 - To participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
 - To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
 - To be non-political
 - To focus on outcomes / making a difference by participation

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

-
- **Community leadership**
 - To use scrutiny as a means to address community issues and engage the public
 - To encourage stakeholders to participate in the work of the authority
 - To develop locally viable and acceptable policy solutions
 - To build a dialogue around priorities, objectives and performance, among communities and stakeholders
- **Meeting participation**
 - To make adequate and appropriate preparation for meetings through research and briefings
 - To participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements

3 Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

This page is intentionally left blank

Regulatory Committee Chairperson

Role Description

1 Accountabilities

- To Full Council
- To the members of the regulatory committee

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
 - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To delegate actions to sub committees as appropriate
- **Promoting the role of the regulatory committee and quasi-judicial decision making**
 - To act as an ambassador for the regulatory committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
- **Internal governance, ethical standards and relationships**
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
 - To promote and support good governance by the Council.

3 Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness

- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Regulatory Committee Member

Role Description

1. Accountabilities

- To Full Council
- To the Chairperson of the committee

2. Role purpose and activity

- **Understanding the nature of the regulatory committee and quasi-judicial decision making**
 - To be aware of the quasi-judicial nature of regulatory committee decision making
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the regulatory committee
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

This page is intentionally left blank

Chair of Audit Committee

Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To agree the agendas for Audit Committee meetings
 - To lead the committee in its role in:
 - reviewing and scrutinising the Authority's financial affairs
 - Making reports and recommendations in relation to the Authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority
 - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements
 - Overseeing the Authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the Authority and approving them when powers are delegated.
 - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
 - Developing a forward work programme designed to deliver the audit committees functions
 - Reviewing and self-assessing the performance of the Committee and its members
- **Promoting the role of the audit committee**
 - To act as an ambassador for the audit committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the Authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
 - To promote and support good governance by the Council.

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Consensus Building
- Inclusive Leadership

**Audit Committee Member
(including Lay-Member)
Role Description**

1 Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2 Role purpose and activity

- **Understanding the role of the Audit Committee and undertaking its functions:**
 - Reviewing and scrutinising the Authority's financial affairs
 - Making reports and recommendations in relation to the Authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the Authority,
 - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
 - Overseeing the Authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the Authority.
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the Authority's assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
 - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council

- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Democratic Services Committee Chairperson

Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:

- Designating the Head of Democratic Services
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, ensuring that these are adequate
- Make annual reports to the full council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democratic Services
- Developing the Authority's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews

- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

- **Promoting the role of the Democratic Services Committee**

- To act as an ambassador for the Democratic Services committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

- **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council.
- Support the WLGA Member Support networks as necessary

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Democratic Services Committee Member

Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Democratic Services committee

2 Role purpose and activity

- **Understanding the nature of the audit committee:**
 - To be aware of and effectively undertake the role of the committee in:
 - Designating the Head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Democratic services committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility

3. **Values**

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Standards Committee Chairperson

Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - the exercise of these functions in relation to community councils and the members of those community councils.

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity

- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Standards Committee Member

Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2 Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Standards committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements

- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Leader of the Opposition

Role Description

1. Accountabilities

- To the nominating group

2. Role Purpose and Activity

- **Providing political leadership for an opposition group**
 - To be a political figurehead for an opposition group;
 - to be a political spokesperson for the Council's opposition.
 - To provide leadership in the constructive challenge of the Council's policies
 - To constructively challenge the vision for the Council and community where appropriate
 - To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery
- **Representing the Authority's opposition**
 - To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.
 - To represent the Council on external bodies
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

This page is intentionally left blank

(Champion Title(s)) Member Champion

Role Description

1. Accountabilities

- To Full Council/Cabinet

2. Role Purpose and Activities

- **Within the Council**

- To promote the interest being championed within the Council's corporate and service priorities
- To promote the needs of the client group represented in the interest to the decision makers within the council
- To work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest
- To maintain an awareness of all matters connected with the interest
- To contribute to good practice and the continuous improvement of services and functions related to the interest
- To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet /Full Council meetings etc.
- Raising awareness of and taking a lead role in the development of all members and officers in relation to the interest

- **In the Community**

- To raise the profile of the interest in the community
- To engage with citizens and community groups in matters related to the interest
- To lead and support local initiatives related to the interest

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

This page is intentionally left blank

Mayor (Deputy Mayor)

Role Description

1. Accountabilities

- To Full Council
- The citizens of Bridgend County Borough

2. Role Purpose and Activity

- **Acting as a symbol of the Council's democratic authority**
 - As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
 - To represent the Council at civic and ceremonial functions
- **Chairing Council meetings**
 - To preside over meetings of the Council, so that its business can be carried out efficiently
 - To ensure the Council conducts its meetings in line with the Council's Constitution.
- **Upholding and promoting the Council's Constitution**
 - To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- **Community Engagement**
 - To promote public involvement in the business of the Council
 - To promote the Council in all sections of the community
 - To encourage joint working between all sectors of the community to the betterment of the community as a whole.
- **Work programming**
 - To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)



3. Values:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Deputy Mayor

- To fulfil the duties of the Mayor in his or her absence
- To assist the Mayor in specific duties as required

Member Mentor

Role Description

1 Accountabilities

- Before undertaking work with a mentee the mentor will agree to act within the 'Code of Practice for Member Mentors' contained within the WLGA's Guidance for Member Mentors.

2 Role Purpose and Activity

- **Offering support**
 - To develop an active partnership with the mentee
 - To be an advocate for the Council in developing a reciprocal learning process with the mentee, sharing resources and experience for mutual benefit
 - To promote and facilitate networking
 - To be responsive to the developing needs of the mentee
 - To provide information and guide the mentee in identifying learning needs and developing a learning plan
 - To act as a guide and coach on current practice and protocol
 - To ensure regular contact and feedback is given to the mentee to support development
- **Creating challenge**
 - To participate in reflective activities with the mentee to share experience, understanding, and to facilitate the evaluation of learning
- **Facilitating vision and identity with the mentee undertaking a new role**
 - To promote governance, ethical standards and relationships in the Council's affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Personal and role development of the mentee**
 - To actively seek opportunities which support the personal and role development of the mentee

3 Likely qualities of a good Member Mentor

- Demonstrates commitment to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

- Is trained in the role of mentor and able to:
 - Give effective feedback
 - Develop rapport
 - Communicate well
 - Show an interest in developing others
 - Share their own experiences
 - Facilitate without instructing or steering
 - Create a supportive but challenging environment in developing others
 - Demonstrate enthusiasm and commitment to the role

4. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

LA Governor

Role Description

1 Accountabilities

- Governing Body

2 Role Purpose and Activity

- To work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children. This may include:
 - Agreeing and supporting the aims and values of the school
 - Determining the policies and priorities of the school
 - Considering and approving the School Development or School Improvement Plan
 - Determining and monitoring the school's budget
 - Ensuring that all learners have access to a broad and balanced curriculum
 - Ensuring individual pupils needs are met, including any additional needs that they may have.
 - Staffing – e.g. staff appointments, performance management
 - Producing an action plan and monitoring progress following an inspection by Estyn
 - Supporting the day-to-day operational decisions taken by the head teacher
 - Help to produce an 'Annual report to Parents'
 - Promoting the effectiveness of the governing body
 - Working with the Central South Consortium (CSC)¹ to improve school performance
- Setting targets for pupil achievement
- Monitoring and reviewing the performance and progress of the school
- Promoting the interests of the school in the wider community
- Having regard to the broader responsibilities as a governor of a public institution

Participating in meetings and making decisions

- Attend and actively participate in meetings of the full Governing Body, committees and panels to which you are appointed
- Undertake suitable preparation prior to meetings to enable you to make informed and balanced decisions
- Being aware of the latest initiatives and developments in education
- Adhere to the principles of collective responsibility in decision making

¹ CSC includes the Joint Education Service (JES) and where appropriate its trading arm "Links"
Role Description: LA Governor

- Be respectful of the confidentiality of governing body affairs

Internal governance, ethical standards and relationships

- As an appointed representative of the Local Authority, you cannot be mandated to take any particular course of action, vote in a specific way or to represent any one political view.
- Behave in an appropriate manner and not in any way that might bring the reputation of the Council into disrepute.
- Promote and support open and transparent governance of the governing body and its affairs
- Create and maintain respectful, appropriate and effective relationships with the other members of the school governing body
- To comply with the Governors Code of Conduct and maintain the highest standards of conduct and ethics in the way in which you carry out your duties
- Promote accountability for the actions and performance of the governing body

3 Member Development

- To attend mandatory “induction” and “understanding data” training (effective from September 2013)
- To actively participate in learning and development activities that support your role and which will enable an active involvement in all matters within your role and remit
- Familiarising yourself with Local Authority policies relating to schools and education to inform the debate and priorities at school level
- Read briefings and newsletters for governors

Members' Toolkit

Appointments to Outside Bodies: The Councillors' Roles - General Guidance & Potential Pitfalls and Conflicts



1. Introduction

Alongside their involvement in the council itself, it is possible for members to be involved in a wide range of outside bodies, including community organisations, sports and recreation clubs, housing associations and companies.

Sometimes members will be appointed to sit on these organisations by the council itself, for example to discharge council duties through formal partnerships, or as formal appointments to national or regional 'representative' roles such as on the Welsh Joint Education Committee (WJEC) or one of the National Parks Authorities in Wales. In other cases, the member may be appointed independently of any council involvement. This guidance deals only with those instances in which the councillor has been nominated or appointed onto the outside body by the Council.

Councils can gain a number of benefits from their members being involved in outside bodies:

- To provide knowledge, skills and expertise which may not otherwise be available
- To provide local accountability or democratic legitimacy through the appointment of an elected representative
- To ensure that good relationships can be maintained with the body
- To deliver a partnership project that requires the input of other organisations or community groups
- To protect the Council's investment or assets, ie, if the council has provided grant funding or provides funding for service delivery
- To lever in external funding which would not be available to the Council on its own

There are a number of types of outside bodies in which members may become involved as a representative appointed by the council. Some common examples are:

- National or regional body
- Charitable Trust
- Company limited by shares
- Company limited by guarantee
- Unincorporated association
- Industrial and provident society (mainly housing associations)

The structure of each type of organisation, the management, and the rules which govern the organisation, vary. The following table shows how each type is set up and managed:

Legal Status of the organisation	Governing Document	Management	Possible member involvement	Common types of organisation
A public authority	Constitution usually based on legislation	Authority	Member	National Parks Authority Fire & Rescue Authority
Charitable Trust	Trust Deed	Trustee meetings	Trustee	Playing field trusts
Company limited by guarantee	Memorandum and Articles	a) Board of Directors b) Meetings of members	Director	Charitable organisations, stock transfer housing companies, community associations
Company limited by shares	Memorandum and Articles	a) Board of Directors b) Meetings of shareholders	Director	Commercial organisations (e.g. joint ventures or companies providing contractual services)
Unincorporated association	Constitution	Management Committee Members meeting	Management Committee member	Community associations

Adapted from: 'Guidance regarding serving on outside bodies', Winchester City Council

Regardless of how the appointment is made, the law lays down many requirements with which members must comply. These may include duties to the council, as well as duties to the outside body and its members.

An appointment to an outside body does not, therefore, necessarily mean that you will be representing the Council's interests on that outside body. Indeed there are a number of cases, for example if you are a trustee or a company director, where you must always act in the interests of the outside body and not in the Council's interests.

This can lead to conflicts of interests between your role as a Councillor and your representative role on the outside body.

You will only be considered a representative of your Council on an outside body if you have been formally appointed or nominated by the Council to this role. You should not purport to act as Council representative on an outside body unless a formal appointment has been made.

Set out below are a number of matters that you should take into account if you act on one or more outside body.

2. Appointment and reporting back

Your appointment should be within any policy your Council has adopted for involvement in partnerships and outside bodies. This policy may explain some of the reasons why the Council may wish to appoint a representative e.g. in order to provide skills or democratic legitimacy, or to protect the Council's assets, or for other reasons.

You must ensure that your appointment has been made in accordance with the Council's Constitution. This can be done either by resolution of the Board/Cabinet or another committee or by a member or officer exercising delegated powers.

It is important that anyone who is appointed to an outside body provides information and reports periodically to the Council on what the organisation is doing. Your Council may have adopted a policy on how and when such reports are to be presented. You should ensure that the outside body provides you with sufficient information to enable you to make this report back. BUT - you are not required to disclose anything which is commercially confidential as this may be in breach of:

- the Members' Code of Conduct;
- your duties of confidentiality to the outside body (whether as director, trustee or more generally); or
- may be a breach of confidence in the general sense.

3. General Advice and Guidance to Members Appointed to Outside Bodies

- Ensure that you know the legal status of the organisation – refer to the table above and read the governing document to understand your responsibilities;
- Ensure that if you are appointed a director of a Company the relevant form (form 288) is filed at Companies' House upon your appointment and resignation;
- Make any general declarations of interest at the first meeting (see section 7 below);
- Ask if there is any personal liability insurance or indemnity in place – sometimes referred to as directors' liability insurance (see section 8 below);
- Clarify whether the organisation will pay allowances or expenses(see section 8 below);
- Ensure the board or management committee has regular financial and other reports which detail the current financial situation of the organisation and any liabilities - take an interest in the business plan;

- Discuss with relevant officers any new activities that the outside body undertakes (you may need to provide them with copy papers) and ensure that risks are properly identified in reports (consistent with local authority decision making - ensure that all relevant information is presented);
- Observe duties of confidentiality (in both directions) (see section 7 below);
- Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business (see section 6 below);
- Take advice from the Monitoring Officer, the Finance Department and your lead officer contact as appropriate - not just when the organisation is likely to become insolvent, but generally. Occasionally, that advice may be to seek external advice on your position, especially if there is a conflict between the organisation and the Council;
- Manage conflict - usually issues can be balanced, but ensure that when in meetings of the body you act in the body's best interests which may not necessarily be those of the Council - if all else fails, resign. Do not just remain a director and fail to attend meetings or you may find that you are in breach of your duty to act in the best interests of that organisation (see section 6 below).
- Finally, question the need for future Council involvement! Has the organisation come of age, or has it changed direction from when the Council first became involved - what useful purpose would ongoing representation serve?

4. Particular Duties and Responsibilities of Directors and Trustees

If you are appointed a director of a company then you must act in the best interests of the company. The main duties of a director are:

- to act honestly and in good faith and in the best interests of the company as a whole;
- a duty not to make a personal profit and to take proper care of the company's assets;
- to attend board meetings and follow the rules on the declaration of interests;
- to exercise reasonable skill and care (this is a subjective test based upon the individual's own knowledge and experience and involves due diligence in the performance of his/her duties as a director); and
- to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the governing document.

If you are appointed as a trustee of a charity then the duties of trustees are generally the same as for a director but in addition you must make sure the trust acts in accordance with the aims and objectives of the trust and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

5. General Duties of a Representative on an Outside Body

In carrying out your duties as a Trustee or Director of an outside body you must take decisions without being influenced by the fact that you are a councillor. Your primary duty in acting as a representative making management decisions for the outside body is to make these decisions in the interests of the organisation. Members should always ensure that their fellow directors/trustees are aware of the fact that they are councillors.

In these cases, you must act in the interests of that body and exercise independent judgement in making decisions, in accordance with your duty of care to the body. You are not there just to vote in accordance with the Council's wishes. You may have regard to the interests of the Council, but this should not be the overriding consideration. In some cases voting in the Council's interests could be a breach of a director's duty to a company.

In other cases the Council may have expressed a view or formulated a policy and would expect you to convey that view or policy to the outside body. It is acceptable for you to do this as your Council's representative provided that it does not conflict with your particular duties as director or trustee or where it is clearly not contrary to the interests of the organisation.

The overriding responsibility is to seek to avoid a situation where duty and interest conflict and therefore if you are unsure about declaring an interest, it would be wise to declare and leave the meeting during consideration of the business.

6. Managing Conflicts of Interest

In general terms the purposes of the outside body and what it wants to do often coincide with your Council's interest and so conflicts may be rare. However, there may be difficulty in some circumstances, for example if the body is not complying with the terms and conditions of a funding agreement between the Council and the body; or the organisation wishes to appeal against a planning decision made by the Council; or where the organisation has wider objects than the reason behind the Council's appointment and wishes to pursue activities which would conflict with Council policy.

You will need to manage the conflicts that will arise appropriately and in certain circumstances may feel that your only option is to resign from the company or body. Similarly, if the Council does not feel that a representative on an outside body is properly fulfilling their role and responsibilities, e.g. the person is not attending meetings or is voting in ways which may be inappropriate, then the Council could choose to change its representation on the outside body. Clearly there is a greater scope for conflicts to arise where you hold an office in the outside body, e.g. Chair, Vice-Chair, Secretary or Treasurer, than if you are a general member.

7. Declarations of Interest and Duties of Confidentiality - the Members' Code of Conduct

When outside bodies consider issues related to your Council or where you may have a personal interest in relation to the body's activities, these need to be declared in line with the rules of the outside body and the Members Code of Conduct. The specific rules adopted by each body will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

When the Council considers issues relating to or affecting the outside body to which you have been appointed as Council representative you must declare your personal interest in the matter in accordance with the Members' Code of Conduct. If this is your only interest then it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration. You will also need to ensure details of your appointment are included on the Register of interests kept by the Monitoring Officer.

Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep that confidential and check with the relevant officer, whether or not it is something which is already in the public domain or which may be disclosed.

The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will also be a breach of the Members Code of Conduct.

Where you act as a representative of the Council on an outside body, you must comply with the Code of Conduct of that body, if it has one. If it does not, you must comply with the Members' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the outside body).

Under the Code you must not:

- disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are required by law to do so;
- prevent another person from gaining access to information to which that person is entitled by law.

Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage for you or any other person.

8. Allowances, insurances and indemnities

Your Council may have authorised attendance at meetings of outside bodies as an approved duty for Members, allowing travelling and/or subsistence allowances in connection with meetings of the body. Alternatively, any expenses may be defrayed by the body itself, in accordance with its own rules. If the body does pay expenses, you may not claim from the Council. For further information on allowances contact the relevant officer in the Council

In some instances members who represent the Council on outside bodies may carry personal liability for decisions they make and actions which they take in their representative capacity. This is most likely to arise if you have been appointed as director of a company, or a trustee of a charity or onto the management board of an organisation. The outside body may have

insurance to cover your liability in these cases and you should check with the organisation. Alternatively, your Council may have agreed to provide an indemnity to cover any liabilities incurred by members acting in a representative capacity. The Monitoring Officer will be able to provide further information on this.

This document is based on the document *Members' Toolkit Appointments to Outside Bodies: The Councillors' Roles – General Guidance and Potential Pitfalls and Conflicts* produced by Nottinghamshire County Council and published by ACSeS and *Members on Outside Bodies Briefing* WLGA

We are indebted to Dilys Phillips of Gwynedd Council for amendments and additions to reflect the requirements of members in Wales

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

02 NOVEMBER 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee on the performance of services provided to Elected Members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- Make reports and recommendations to the Authority in relation to such provision

4. Current situation / proposal

4.1 Member Referrals

- 4.1.1 A referral is a complaint / request / query which a Councillor has received from their constituent which Democratic Services forward to the relevant department / external organisation for attention. This process is carried out so that each part of the referral process is logged and to ensure that a response is received by a deadline.

4.1.2 The following table shows the number of referrals made between 1 July 2017 and 30 September 2017.

Directorate	Total Referred	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	13	8	70.83	11	100.00	11	81.94
Communities	883	477	66.97	606	85.09	739	76.40
Education & Family Support	20	10	58.82	14	82.35	17	85.00
Operational and Partnership Services	36	22	73.40	25	79.61%	32	93.47
Social Services & Wellbeing	11	8	72.73	11	100.00	11	100.00
External	99	42	49.94	57	63.71	73	75.74
Totals:	1062	567	65.45	724	85.13	883	85.42

4.2 Member Development Programme

4.2.1 The following member induction activities have been held since the Election:

Induction Training			
Topic	Date	Total attendance	Percentage attendance
Role of Committees and Scrutiny	11 May 17 16 May 17	23	42.59%
Overview of the Authority	11 May 17 16 May 17	24	44.44%
Intro to Local Government & Code of Conduct including Code of Conduct for TCCs	15 May 17 18 May 17 12 Sep 17 13 Oct 17	48	88.89%
Licensing/Act 2003 Committee Training	19 May 17 12 Jun 17	14(8)	100.00%
Development Control Committee Training	22 May 17 14 Jun 17 03 Jul 17	18 (4)	100.00%
Appeals Panel Training - Personnel	8 Jun 17 05 Jul 17	11(1)	91.67%
Appeals Panel Training - Highways	26 Oct 17	7	58.33%
Corporate Parenting Training	12 Jun 17 19 Jun 17	25	48.15%
Rights of Way Sub-Committee Training	14 Jun 17	6(2)	100.00%
Treasury Management Training	26 Jun 17	7(6)	58.33%
Audit Committee Training	26 Jun 17	7(6)	58.55%

Induction Training			
Topic	Date	Total attendance	Percentage attendance
Education and Family Support Service Briefing	04 Jul 17	18	33.33%
Corporate Service Briefing	12-Jul-17	13	24.74%
Communities Service Briefing	17-Jul-17	18	33.33%
Performance Management	12-Jul-17	13	24.07%
Social Services and Wellbeing Service Briefing	20-Jul-17	18	29.63%
Committee Chairing Skills	24-Jul-17	2(5)	66.67%
Scrutiny Chairing Skills	24-Jul-17	2(1)	18.18%
Rota Visiting	25-Jul-17	3	35.19%
	31-Jul-17	16	
Scrutiny Questioning Skills	11-Sep-17	17	44.44%
	21-Sep-17	7(1)	
Risk Management	19-Sep-17	8(2)	75.00%
Safeguarding	19 Sep-17	26	48.15%
	25-Sep-17		
Community Action Fund	09-Oct-17	25	46.30%
	12-Oct-17		
Dementia Awareness	26-Oct-17	11	20.37%

Note: The figures in brackets denote the number of other elected members who attended the training in addition to those who were required to attend.

4.2.2 The following member workshops have been held since the election:

Workshops			
Topic	Date	Total attendance	Percentage attendance
Waste Workshop	31 May 17	31	57.41%
Active Travel Plans (DC Committee)	06 Jul 17	18	100.00%
Budget Workshop	26-Oct-17	23	42.59%
	09-Nov-17	-	-

4.2.3 The following Pre-Council briefings have been held since the election:

Pre-Council Briefing			
Topic	Date	Total attendance	Percentage attendance
Policing the County Borough	28 Jun 17	40	74.07%
Rules of procedure	26-Jul-17	34	62.96%
Effective Navigation of Electronic documents	06-Sep-17	38	70.37%
Awen Trust	04-Oct-17	44	81.48%

4.2.4 Individual ICT training has been provided to those members who requested it.

4.2.5 The draft Member Development Programme is attached at **Appendix 1**. The programme identifies the member development sessions which are scheduled for delivery this year.

4.2.6 The following topics are being planned for inclusion on the Member Development Programme:

- Wellbeing of Future Generations (Wales) Act (Provisional: 27 Nov 17)
- Risk Management (Repeat before end Dec 17)
- Social Media Training (Proposed January 2018)
- Annual Reports (Proposed February 2018)
- Personal Development Reviews (Proposed March 2018)
- Member Mentoring Training (Proposed April 2018)

4.2.7 The following are the list of topics for possible consideration for inclusion in the Member Development programme:

- Development Control Training for Members
- Highways & Depot Rationalisation
- Procurement Portal
- Anti-slavery & Human trafficking
- Update on Gypsy / Travellers
- Elective Home Education
- Autism Awareness
- National Autistic Society Cymru - Cabinet Member
- Additional Learning Needs – Autism - School Improvement Group
- Ty Elis Counselling Service - Cabinet Member
- Housing and engagement with the RSL - Cabinet Member
- Pupil Referral Unit - School Improvement Group
- Domestic Violence Update - Democratic Services Committee
- Dark Skies - Cllr E Venables
- Community Health Council - Chief Executive
- Carers Update - SS and Wellbeing Act
- Web-based Planning Facilities - Development Control Officers

4.2.8 The Democratic Services Committee is requested to identify any additional topics for delivery either as a Member Development sessions or as a round robin event. The Committee is requested to prioritise these activities accordingly.

4.2.9 The following E-learning topics are requested to be considered for inclusion on the Member development Programme

- Data Protection Act (Proposed November 2017)
- Safeguarding Children and Adults (Proposed December 2018)
- Social Services and Well-being (Wales) Act (Proposed January 2018)
- Equalities & Diversity Training (proposed February 2018)

4.2.10 The Democratic Services Committee is requested to identify and schedule suitable e-learning topics from those available on the Learning and Development or AWA website.

4.2.11 The following topics are being planned for Pre-Council briefings:

- 29 Nov 17 Halo (Provisional)
- 20 Dec 17 Digital Inclusion (Provisional)
- 31 Jan 18 Local Development Plan (LDP) (Provisional)
- 28 Feb 18 Universal Credit (Provisional)

- 28 Mar 18 TBC
- 25 April18 TBC

4.2.12 The Committee is requested to identify any additional topics other than those listed in paragraph 4.2.11 to be delivered as Pre-Council briefings and to prioritise those topics accordingly.

4.2.13 Development Control Committee

The following training sessions have been planned by the Development Control Department but are open for all Members to attend:

- Community transport 21 Dec 17
- Advertisement control TBC
- Trees and development TBC

4.3 Webcasting

4.3.1 In the period since the 01 July 2017 there has only been one webcast meeting and the viewing statistics are awaited:

Ser	Date	Meeting
28	14 Sep 17	Licensing Sub-Committee

4.3.2 The following meetings are planned to be webcast:

SOSC 3	-	22 Nov 17	Waste
SOSC 3	-	12 Feb 18	Town Centre Regeneration
SOSC 2		07 Feb 18	Economic Prosperity in the County Borough

It is hoped that 6 further meetings will be webcast before the end of this financial year

4.4 I-Call

4.4.1 Three Elected Members from the Democratic Services Committee were identified to participate in a trial of the I-Call system. This has not been progressed and will be re-considered following receipt of the Annual report from the Independent Remuneration Panel For Wales (IRWP)

4.5 Internal Audit – New Member Support

4.5.1 An Internal Audit has been undertaken of the initial support provided to newly Elected Members. The Team achieved a Substantial Assurance rating from the audit.

5. **Effect upon Policy Framework& Procedure Rules**

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. **Equality Impact Assessment**

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendations

8.1 The Democratic Services Committee is recommended to note the contents of the report and to:

- i. Identify any additional topics for pre-Council briefings and prioritise them accordingly
- ii. Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly.
- iii. Identify any additional e-learning topics for inclusion in the Member Development programme and prioritise them accordingly.

GP JONES
Head of Democratic Services
27 October 2017

Contact Officer: Gary Jones Head of Democratic Services
Telephone: (01656) 643385

E-mail: Gary.Jones@Bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend
CF31 4WB

Background documents – None

Member Development Programme

May 2017 – March 2018

Member development activities are shown in Blue

(Formal Committee meetings are shown in red)

MAY 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			4	5
8 10:00-16:00 Members Drop in Induction (Democratic Services) Committee Room 2/3	9 10:00-16:00 Members Drop in Induction (Democratic Services) Committee Room 2/3	10 14:00 – 17:00 Role of Committees and Scrutiny (1) (Democratic Services) Council Chamber	11 10:00 – 13:00 Overview of the Authority – Structures and Services (1) (Chief Executive) Council Chamber	12
15 10:00 – 13:00 Role of Committees and Scrutiny (2) (Democratic Services) Council Chamber 14:00 – 17:00 Introduction to Local Government & Code of Conduct (Monitoring Officer) Council Chamber	16 14:00 – 17:00 Overview of the Authority – Structures and Services (2) (Chief Executive) Council Chamber	17 <p style="text-align: center;">14:00</p> <p style="text-align: center;">Annual Meeting of Council</p> <p style="text-align: center;">Council Chamber</p>	18 10:00 – 13:00 Introduction to Local Government & Code of Conduct (Monitoring Officer) Council Chamber	19 13:30 – 15:00 Licensing Committee Training (Licensing & Legal Officers) Committee Room 2/3
22 09:00–17:00 Development Control Committee Training (Development Control Officers) Innovation Centre	23 <p style="text-align: center;">10:00</p> <p style="text-align: center;">Licensing Committee</p> <p style="text-align: center;">Committee Room 2/3</p>	24	25 <p style="text-align: center;">14:00</p> <p style="text-align: center;">Development Control Committee</p> <p style="text-align: center;">Council Chamber</p>	26
29 <p style="text-align: center;">Spring Bank Holiday</p>	30 <p style="text-align: center;">14:30</p> <p style="text-align: center;">Cabinet</p> <p style="text-align: center;">Committee Room 1/2/3</p>	31 11:00 – 13:00 Waste Workshop Council Chamber <p style="text-align: center;">15:00</p> <p style="text-align: center;">Council</p> <p style="text-align: center;">Council Chamber</p>		

JUNE 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 10:00 Licensing Sub-Committee (A) Committee Room 2/3
5	6	7	8 14:00 – 17:00 Appeals Panel Training (HR & Legal Officers) Council Chamber	9
12 10:00-12:00 Licensing Committee Training Council Chamber 14:00-16:00 Corporate Parenting Training (Social Services officers) Council Chamber	13	14 09:00- 13:00 Development Control Committee Training Council Chamber 14:00-16:00 Rights of Way Sub-Committee Training (ROW & Legal Officers) Committee Room 2/3	15	16
19 10:00-12:00 Corporate Parenting Training (Social Services officers) Council Chamber	20 10:00 Licensing Committee Committee Room 2/3	21	22 14:00 Standards Committee Committee Room 2/3	23
26 14:00-15:30 Treasury Management Training (Audit & Finance Officers) Council Chamber 15:30-17:00 Audit Committee Training (Audit & Finance Officers) Council Chamber	27 14:30 Cabinet Committee Room 1/2/3	28 14:00 – 15:00 Policing in the County Borough (Council Chamber) 15:00 Council Council Chamber	29 14:00 Audit Committee Committee Room 2/3	30 10:00 Licensing Sub-Committee (B) Committee Room 2/3 14:00 Coychurch Crematorium Joint Committee Council Chamber

JULY 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	<p>4 14:00 – 15:30 Education and Family Support Service Briefing Council Chamber</p> <p style="text-align: center;">15:30 Scrutiny Subject Committee 1 Council Chamber</p>	5	<p>6 12:45-13:30 Active Travel Plans (DC Committee) Council Chamber</p> <p style="text-align: center;">14:00 Development Control Committee Council Chamber</p>	7
<p>10 16:00 Town & Community Council Forum Council Chamber</p>	11	<p>12 14:00 – 16:00 Corporate Service Briefing Council Chamber</p>	<p>13 10:00 Cabinet Committee – Equalities Committee Room 2/3</p> <p style="text-align: center;">14:00 Democratic Services Committee Committee Room 2/3</p>	14
<p>17 14:00 – 15:30 Communities Service Briefing Council Chamber</p>	<p style="text-align: center;">18 10:00 Licensing Committee Committee Room 2/3</p>	19	<p>20 14:00 – 15:30 Social Services & Wellbeing Service Briefing Council Chamber</p> <p style="text-align: center;">15:30 Scrutiny Subject Committee 2 Council Chamber</p>	21
<p>24 10:00-12:00 Scrutiny Chairs Training Committee Room 1</p> <p>14:00-16:00 Committee Chairs Training Committee Room 2/3</p>	<p>25 11:00-12:00 Rota Visiting Training Council Chamber</p> <p style="text-align: center;">14:30 Cabinet Committee Room 1/2/3</p>	<p>26 PCB: Meeting Procedures 15:00 Council</p>	<p style="text-align: center;">27 15:30 Scrutiny Subject Committee 3 Council Chamber</p>	<p style="text-align: center;">28 10:00 Licensing Sub-Committee (A) Committee Room 2/3</p>
<p>31 12:30-13:30 Rota Visiting Training Council Chamber</p> <p>14:00 Corporate Overview & Scrutiny Committee Committee Room 2/3</p>				

AUGUST 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 10:00 Appeals Panel	4
7	8	9	10	11
14 14:30 Licensing Act 2003 Sub-Committee (A)	15	16	17 09:30 – 11:30 Rights of Way Training 09:00 Licensing Committee Training 10:00 Licensing Sub-Committee (B) 12:45-13:45 Planning Enforcement Training session 14:00 Development Control Committee	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 14:30 Cabinet Committee Room 1/2/3	6 PCB: Effective use of Electronic meeting Documents 15:00 Council	7	8
11 14:00 – 16:00 Scrutiny Questioning Skills Committee Rooms 1/2/3	12 14:00 Subject Overview & Scrutiny Committee 2	13 14:00 Subject Overview & Scrutiny Committee 3	14 14:00 Subject Overview & Scrutiny Committee 1	15 14:00 Coychurch Crematorium Joint Committee
18	19 14:00-16:00 Safeguarding Committee Rooms 2/3	20 14:00 Standards Committee Committee Room 2/3	21 14:00 – 16:00 Scrutiny Questioning Skills Committee Rooms 2/3	22 09:30-17:00 Visit By Independent Remuneration Panel for Wales Committee Rooms 1/2/3 10:00 Licensing Sub-Committee (A) Council Chamber
25 15:00-17:00 Safeguarding 2 Committee Rooms 2/3	26 10:00 Licensing Committee	27	28 10:00 Development Control Committee 14:00 Audit Committee	29

OCTOBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 14:30 Cabinet	4 PCB: Awen Trust 15:00 Council	5 14:00 Corporate Overview &Scrutiny Committee Committee Room 2/3	6
9 15:00 – 18:00 Community Action Fund 1	10 14:00 Subject Overview & Scrutiny Committee 2	11	12 09:00 – 11:00 Community Action Fund 2	13
16 16:00 Town & Community Council Forum	17	18 14:00-16:00 Licensing Committee Training 14:00 Corporate Parenting Cabinet Committee	19 10:00 Licensing Sub-Committee (B)	20
23	24 10:00 Licensing Committee	25	26 09:00 – 12:00 Members Budget Consultations workshop 09:00-11:00 Appeals Panel Training (Highways) 14:00 – 16:00 Dementia Awareness Training Committee rooms 1/2/3	27
30 09:00 BREP	31 14:30 Cabinet			

NOVEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 PCB: Community Action Fund 3 PCB: MTFS 15:00 Council	2 16:00 Democratic Services Committee	3
6 09:30 Subject Overview & Scrutiny Committee 1	7	8	9 10:00 Development Control Committee Council Chamber 12:45-13:45 DC Committee Training 15:00-17:00 Members Budget Consultations workshop	10 09:30-15:15 WLGA Regional Training Swansea
13	14	15 09:30 Corporate Overview & Scrutiny Committee	16 09:00 BREP 10:00 Licensing Sub-Committee (A) 14:00 Audit Committee	17 Committee Rooms 2/3
20	21 10:00 Licensing Committee	22	23 10:00 Cabinet Committee – Equalities	24
27	28 14:30 Cabinet	29 14:00 PCB: HALO 15:00 Council	30 14:00 Standards Committee	

DECEMBER 2017

Page 124

	Monday	Tuesday	Wednesday	Thursday	Friday
					1
4	09:30 Subject Overview & Scrutiny Committee 1	09:30 WAO Interview Returning Members	09:30 Subject Overview & Scrutiny Committee 3	09:30 Subject Overview & Scrutiny Committee 2	8
11	09:30 WAO Interview Newly Elected Members		09:30 Subject Overview & Scrutiny Committee 2 10:00 Licensing Sub-Committee (B)	09:30 Corporate Overview & Scrutiny Committee	15
18		10:00 Licensing Committee 14:30 Cabinet	09:00 BREP 15:00 Council	10:00 Development Control Committee 12:45-13:45 DC Committee Training	22
	25	26	27	28	29

January 2018

Page 125

	Monday	Tuesday	Wednesday	Thursday	Friday
1		2	3	4	5
8	09:30 Subject Overview & Scrutiny Committee 2	16:00 Boundary Commission Briefing	09:30 Subject Overview & Scrutiny Committee 1	11	12
15	09:00 BREP	16	09:30 Subject Overview & Scrutiny Committee 3	10:00 Licensing Sub-Committee (A) 14:00 Audit Committee	19
22		23	14:00 Cabinet Committee Corporate Parenting	09:30 Corporate Overview & Scrutiny Committee	26
29	16:00 Town and Community Council Forum	14:30 Cabinet	14:00 PCB: (Provisional – LDP) 15:00 Council	10:00 Development Control Committee	

February 2018

Page 126

Monday	Tuesday	Wednesday	Thursday	Friday
			1 <p style="text-align: center;">10:00 Development Control Committee</p> <p>12:45 – 13:45 DC Committee Training</p>	2
5	6	7	8 <p style="text-align: center;">09:30 Subject Overview & Scrutiny Committee 2</p>	9
12 <p style="text-align: center;">09:30 Subject Overview & Scrutiny Committee 3</p>	13 <p style="text-align: center;">10:00 Licensing Sub-Committee (B)</p> <p style="text-align: center;">14:30 Cabinet</p>	14	15	16
19	20 <p style="text-align: center;">09:30 Licensing Committee</p>	21 <p style="text-align: center;">09:30 Corporate Overview & Scrutiny Committee</p>	22	23
26	27 <p style="text-align: center;">14:30 Cabinet</p>	28 <p>14:00 PCB: (Provisional - Universal Credit)</p> <p style="text-align: center;">15:00 Council</p>		

March 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2 14:00 Coychurch Crematorium Joint Committee
5		6	7 09:30 Subject Overview & Scrutiny Committee 2	8 10:00am Standards Committee	9
12	09:30 Subject Overview & Scrutiny Committee 1	13	14	15 10:00 Development Control Committee 12:45 – 13:45 DC Committee Training	16
19	16:00 Town and Community Council Forum	20 09:30 Licensing Committee 16:00 Democratic Services Committee	21 09:30 Subject Overview & Scrutiny Committee 3	22 14:00 Cabinet Committee Equalities	23
26		27 14:30 Cabinet	28 14:00 PCB: TBC 15:00 Council	29 09:30 Corporate Overview & Scrutiny Committee	30

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

02 NOVEMBER 2017

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

FORWARD WORK PROGRAMME

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 In order for the Democratic Services Committee to prioritise the work carried out by the Democratic Services Team it is necessary to develop a work programme that meets with the requirements of the Local Government (Wales) Measure 2011, other legislation, the requirements of the Authority and the needs of the Elected Members.

4. Current situation / proposal

- 4.1 The proposed items for inclusion at the subsequent meetings of the Democratic Services Committee are shown at **Appendix 1**.

- 4.2 It is anticipated that the following officers will regularly be in attendance at Democratic Services Committee meetings:

- Head of Democratic Services
- Support and Digital Office Manager

- 4.3 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.
- 4.4 The Committee is requested to consider their work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to advise of any invitees that they wish to attend its meetings to support the items identified.
- 4.5 Council considered and approved the provisional timescales which were expected to be met in order to achieve the submission by the Authority for the Welsh Local Government Association (WLGA) (Standard) Charter in 2018 as follows:

	Officers	Democratic Services Committee	Council	Elected members
Review and approve the Elected Member Learning & Development Strategy	20 Oct 17	02 Nov 17	29 Nov 17	
Review and approve the Elected member Role Descriptions	20 Oct 17	02 Nov 17	20 Dec 17	
Update Annual Report Template and complete appropriate training	31 Oct 17			31 Dec 17
Agree PDR process with group leaders and complete training	31 Dec 17			31 Mar 18
Identify and train potential Elected Member Mentors	30 Apr 18			31 May 18
Complete and translate Elected Member Annual reports	30 Jun 18			31 May 18
Complete PDRs				30 Jun 18
Prepare relevant documents for Charter Submission	7 Sep 17 to 30 July 18			
Planned Submission date	31 July 18			
Response date	01 Sep 18 approx			

- 4.6 It is considered that an additional meeting of the Democratic Services Committee is required to enable the committee to review the processes for the Personal Development Reviews (PDRs), Annual Reports and the plans for Member Mentoring. It is proposed that in order to maintain the overall timings for the submission of the WLGA Charter application that a meeting of the Democratic

Services Committee be added on 17 January 2017 at 4:00pm as shown in **Appendix 1**.

5. Effect upon Policy Framework & Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation

8.1 It is recommended that the Democratic Services Committee

- considers the proposed Work Programme appended to this report

GP JONES
Head of Democratic Services
25 Oct 2017

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
17 Jan 18	Review of Elected Member Annual Reports process	To receive a report on the proposed updates to the Elected Member Annual Report process	<ul style="list-style-type: none"> Head of Democratic Services 	
17 Jan 18	Review of the Personal Development review process	To receive a report on the proposed updates to the of the Personal Development review process	<ul style="list-style-type: none"> Head of Democratic Services 	
17 Jan 18	The Member Mentoring process	To receive a report on the proposed updates to the Member Mentoring process	<ul style="list-style-type: none"> Head of Democratic Services 	
17 Jan 18	Forward Work Programme	To identify topics to consider at the next meeting of the Committee	<ul style="list-style-type: none"> Head of Democratic Services 	

Meeting date	Item	Aim	Provided by	Additional Invitees
20 Mar 18	Review of the Member Referrals System	To receive a report on the outcome of the Member Referral review	<ul style="list-style-type: none"> • Head of Democratic Services 	
20 Mar 18	Outcomes from the Review of ICT provision for Elected Members	To receive a report on the outcome of the Review of ICT provision for Elected Members to ensure the effectiveness of the equipment and the provision of training	<ul style="list-style-type: none"> • Head of Democratic Services • Support and Digital Office Manager 	
20 Mar 18	Service Performance and Updates	To receive a report on the performance of the services provided to elected members including: <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • Annual Reports update and to receive an update on the actions identified at the previous meeting	<ul style="list-style-type: none"> • Head of Democratic Services 	
20 Mar 18	Forward Work Programme	To identify topics to consider at the next meeting of the Committee	<ul style="list-style-type: none"> • Head of Democratic Services 	

This page is intentionally left blank