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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council



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Rhowch wybod i ni os mai Cymraeg yw eich
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**Cyfarwyddiaeth y Prif Weithredwr / Chief
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Friday, 18 June 2021

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held remotely - via Microsoft Teams on
Thursday, 24 June 2021 at 10:00.

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 - 10
To receive for approval, the minutes of the 25/03/2021
4. Annual Report 11 - 14
5. Diversity in Democracy 15 - 54
6. Member Induction Programme 2022 55 - 64
7. 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.

Note: Please note: Due to the current requirement for social distancing this meeting will not be held at its usual location. This will be a virtual meeting and Members and Officers will be attending remotely. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643147 / 643148.

By receiving this Agenda Pack electronically you will save the Authority approx. £1.20 in printing costs

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

Councillors:

S Aspey

DG Howells

RM James

B Sedgebeer

Councillors

SG Smith

G Thomas

E Venables

SR Vidal

Councillors

MC Voisey

A Williams

RE Young

DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 25 MARCH 2021

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD REMOTELY VIA MICROSOFT TEAMS ON THURSDAY, 25 MARCH 2021 AT 10:00

Present

Councillor E Venables – Chairperson

S Aspey
G Thomas

DG Howells
SR Vidal

RM James
A Williams

B Sedgebeer

Apologies for Absence

RM Granville, SG Smith and MC Voisey

Officers:

Mark Galvin	Senior Democratic Services Officer - Committees
Laura Griffiths	Principal Solicitor
Michael Pitman	Democratic Services Officer – Committees

189. DECLARATIONS OF INTERESTS

None.

190. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 04 November 2020 were approved as a true and accurate record.

191. MEMBER REFERRALS

The Head of Democratic Services submitted a report, the purpose of which, was to update the Democratic Services Committee on the performance of Member Referrals.

The Group Manager Legal and Democratic Services, reminded Members of the definition of a referral, which is a complaint / request / query which a Councillor has received from their constituent which the Democratic Services Team 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 an agreed deadline.

She referred the Committee to the table in paragraph 4.2 of the report, that showed the number of referrals made per month between 1 March 2020 and 28 February 2021.

It was noted, that there had been a significant increase in the number of referrals made than in the corresponding period for the previous year (2789 referrals).

The Chief Executive had previously advised Members at a meeting of Council, that there had been over a thousand more member referrals to deal with during the pandemic (March to December 2020).

The Group Manager Legal and Democratic Services, referred the Committee to the table attached at Appendix 1 to the report, which reflected the number of referrals made between 1st March 2020 and 28th February 2021, per Directorate.

She stated that a Member Referrals Project Board was established to consider whether the current system is fit for purpose and to explore any opportunities to improve the referral process. In pursuance of this, an online Councillor Portal and built in member referral process was being trialled with members of the Democratic Services Team, which would then be rolled out to a pilot group of Members. A revised Member Referrals Protocol would also be drafted and sent to all Members accordingly. Additionally, in order to support Members in making referrals, training sessions will be put together and made available to Members, added the Group Manager Legal and Democratic Services.

A Member noted that the number of referrals had increased, but there had not been any further staff recruited in Democratic Services, to manage such further work. He felt that this was something that may be needed to be looked at. The Member added that, Councillors were at the frontline in terms of supporting their constituents and any complaints they made, including in the form of referrals. Therefore, they had to respond to these in a timely manner though this was not always possible, as Departments were not responding to referrals quickly enough. He emphasised however, that this was not in any way a criticism directed at Members Services, as staff there processed the referrals through to the appropriate Departments in a timely manner. He added that some Departments take months to respond to a referral, even by way of just an acknowledgement, let alone a substantive response. He felt that, a system could be considered to be introduced, whereby Departments of Directorates should give a timeline for a response and keep to this. Other Committee Members, agreed with these comments.

A Member added that the pandemic and lockdown had given rise to an increase in constituents complaints, some of which were referrals. An example of this, was with people going out for walks more, litter was being deposited along footpaths. He had received a number of complaints regarding this, he added.

The Chairperson noted from data included in the report, that in March 2020, only 65% of referrals were being shown as completed. This reduced to 35% in April 2020. She understood why these may have not been completed during the peak time of the pandemic, but she felt that by now, they should have been.

The Group Manager Legal and Democratic Services advised that she would look into this and respond to Members on the same, outside of the meeting. She added that in terms of Members concerns regarding responses being received by them in a timely manner, to referrals they have made, this would be considered in conjunction with the new on-line Councillor Portal that was being trialled currently by Democratic Services staff.

Members asked if they, as Members of the Democratic Services Committee, could also pilot the new Portal before it went live, in order to establish if it was fit for purpose.

The Group Manager Legal and Democratic Services replied that this could be arranged and that Committee Members could have an involvement in training how to utilise the Portal, with Member Referral training also being included as part of this.

RESOLVED: That the Committee noted the report, subject to the observations above being considered going forward.

192. CONTRIBUTION TOWARDS COSTS OF CARE AND PERSONAL ASSISTANCE

The Group Manager Legal and Democratic Services submitted a report, the purpose of which, was to promote the Independent Remuneration Panel for Wales' (IRPW)

determination in relation to contribution towards Costs of Care and Personal Assistance (CPA) (for Members).

She advised that a report was presented to Council on 10 March 2021 outlining the IRPW Annual Report published in February 2021, with one of the Determinations of this being as follows:-

“ All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with CIW) care costs to be paid as evidenced;
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

This must be for the additional costs incurred by Members to enable them to carry out official business or approved duties. Each Authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on the production of receipts from the care provider.

The Group Manager Legal and Democratic Services, confirmed that contributions towards CPA, enable people who have personal support needs or caring responsibilities to carry out their duties effectively as a member of the Authority.

During recent visits to local authorities, the IRPW found that very few Members were utilising the Reimbursement of Costs of Care provision in their Annual Reports, though the IRPW were encouraging Members that had caring responsibilities and qualified for the above, to make such claims.

The IRPW recognised the issues relating to the publication of this legitimate expense and have therefore stipulated in its Annual Report, the requirement to only publish the total amount reimbursed during the year for the Authority as a whole and not against an individual. This would avert any potential adverse publicity this may possible attract.

The IRPW has also urged Democratic Services Committees to take steps to encourage and facilitate greater use of the CPA provision, so that Members were not financially disadvantaged.

She concluded her report, by stating that a Costs of Care and Personal Assistance “Claim Form” has been designed which is aimed at making the process simpler for Members. This form will be available on request from the Democratic Services Team.

A Member felt that this was a positive initiative that he considered all Members may still not be fully aware of. He therefore suggested that a notification be sent to all Members outlining this provision, which Committee agreed to.

RESOLVED: That Committee noted the report.

193. **MEMBER DEVELOPMENT PROGRAMME**

The Head of Democratic Services submitted a report, in order to provide the Committee with an update on the delivery of the Council’s Member Training and Development Programme and related activities. The Committee was also requested to identify topics for inclusion on the Member Development Programme and Briefings.

The Group Manager Legal and Democratic Services, reminded Members that the Democratic Services Committee has the following functions and is supported by the Head of Democratic Services in these, as deemed necessary:

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

She explained that 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. Members were therefore encouraged to identify their own development needs and participate fully in learning and development activities.

Paragraphs 4 of the report gave details of the Member Development sessions, Briefing sessions and Development Control Committee Training sessions provided since the last meeting of the Democratic Services Committee. Paragraph 4.4 listed future such sessions planned in these areas of training and/or Member Development.

Paragraph 4.7, then gave information regarding E-Learning courses that were available within the Authority, that included information on how many Members had completed these. The take-up for these had been low added the Group Manager Legal and Democratic Services.

Finally, she advised Members that a Member Development session previously requested by the Committee on the subject of Mental Health had not yet been arranged, so this would be scheduled at a future date.

A Member felt that Member Development/Training sessions should now be convened on days where Members were not committed to other Committee meetings, so as to avoid too much remote screen time participation in one day which was tiring when compared to attending meetings previously in the Council Suite non-remotely.

A Member felt it would be useful if Democratic Services Officers contacted Group Leaders and stand-alone Independent Members, in order to identify Members learning needs and requirements, individually speaking.

Members also considered that E-Learning was not an ideal way of receiving training in certain areas, as it was sometimes difficult to log onto the system and navigate through the course to full completion. As most of this was not mandatory, it was felt that Members often did not make time to engage more in this type of training and development, due to other more pressing ongoing commitments. Members felt that E-Learning was not that user friendly and less engaging and personal, due to the absence of a trainer/provider taking the course in person.

A Member added that sometimes Councillors themselves were not fully aware as to areas within which they required training, in order to enhance their knowledge of local government service areas etc, so he felt that perhaps the Corporate Management Board could be approached in order that they could provide suggested topics of training, which would assist Members to this end and help to improve their participation and decision making at key meetings of the Council.

RESOLVED: That Committee noted the report and that Officers take forward the above suggestions, in order to future

develop and shape further key Member Development/Training programmes.

194. PUBLIC SERVICES OMBUDSMAN FOR WALES REVISED CODE OF CONDUCT GUIDANCE

The Group Manager Legal and Democratic Services presented a report, which apprised the Committee of the Public Services Ombudsman for Wales draft Code of Conduct Guidance for members of local authorities in Wales.

She stated that as an authority we were required to adopt the Code in the model form in its entirety, but could make additions to the Code, provided these were consistent with the Model. This was intended to give certainty to members and the public as to what standards are expected. She added that it was the role of the Public Services Ombudsman for Wales (PSOW) to consider and, when appropriate, undertake independent investigations of serious complaints that members of local authorities in Wales have breached the Code. In determining whether to investigate a complaint or whether to continue an investigation of a breach of the Code, the PSOW uses a two-stage test.

The Group Manager Legal and Democratic Services explained that the revised draft guidance (attached as Appendix 1 to the report) was published in February 2021 and explained the revised two-stage test that would be considered and used. It also included guidance on the use of social media and political expression, and aimed to provide assistance to Members on the issue of interests, which some members found challenging.

The Group Manager Legal and Democratic Services stated that Members were offered training on the Code and further refresher training events recently took place in January 2021. The PSOW expected all Members to attend training and accept advice as given, where/when offered.

RESOLVED: That the Democratic Services Committee noted the report and the PSOW draft Code of Conduct Guidance attached as Appendix 1 to the report.

195. REVIEW OF THE ELECTED MEMBER LEARNING AND DEVELOPMENT STRATEGY AND THE ELECTED MEMBER INDUCTION PROGRAMME

The Group Manager Legal and Democratic Services presented a report, the purpose of which was to:

- review the Elected Member Learning and Development Strategy;
- consider the Welsh Local Government Association (WLGA) draft Induction and Development Frameworks.

She explained that the Strategy was approved in November 2017 by Council and since that date, it had provided the framework for provision and delivery of Member Development for Elected Members from induction and subsequently throughout their term of office.

The Group Manager Legal and Democratic Services, explained that as the Strategy was coming to the end of its current life and in preparations for the 2022 Local Government Elections and the subsequent induction of newly elected members, a desktop review of the Strategy had been undertaken to ensure that it was fit for purpose and updated to

reflect a number of factors which had changed since the approval of the original Strategy. The proposed strategy was divided into 5 phases indicated at paragraph 4.2 of the report.

The Group Manager Legal and Democratic Services asked that the Committee considered the Strategy attached at appendix A and also consider if it met the expectations and outcomes as indicated in paragraph 4.6 of the report.

She further explained, that the WLGA draft Induction Framework attached at Appendix 2 to the report, outlined the curriculum for the induction of Members in Wales, leading up to and following the local elections in 2022. The framework was not designed to be prescriptive but rather provided a guide for what should be considered when developing local programmes. The Framework was developed by local authorities in Wales working with the WLGA. She added that attached at Appendix 3 of the report, was the WLGA draft Development Framework and this outlined what was expected of Members in terms of knowledge and their conduct. Further information on the frameworks were contained at paragraphs 4.9 and 4.10 of the report.

A Member asked that on the day of the election when the results were published, it was a learning experience. He asked if it would be possible for a short information document to be created so that elected Members would know what documentation they required, ie essential contact details and a Member Induction pack together with other key and useful information, etc.

The Group Manager Legal and Democratic Services, stated that an induction pack was provided to newly elected Members either on the night of the elections at the Count, or as soon as was possible thereafter. She would however look to see what information was provided, to see if this could be improved or supplemented upon.

The Member explained that a brief paper that had generic information in it for all Members could also be provided, in order that Councillors had an idea of what to expect when they became a BCBC Member, would be helpful prior to receiving the induction pack, as this sometimes took a number of days to be collected from Democratic Services by some Members, depending on the time the Count had finished or when they could visit Civic Offices to pick up their Induction pack, following the election date.

RESOLVED: That the Democratic Services Committee:

- reviewed the Strategy attached as Appendix 1 and endorsed its submission to Council for approval;
- considered the WLGA draft Induction and Development Frameworks attached as Appendix 2 and 3 to the report.

196. **URGENT ITEMS**

None.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

24 JUNE 2021

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

ANNUAL REPORT

1. Purpose of report

- 1.1 To provide the Democratic Services Committee with the Annual Report for the period May 2020 to May 2021. The report outlines the work of the Committee during that period.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 for all people in the county.
 2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.
- 3.2 The Democratic Services Committee cannot discharge any other functions or perform any dual role.

4. Current situation/proposal

- 4.1 Councillor E Venables was originally elected Chair of the Democratic Services Committee at the Annual Meeting of Council in May 2018 and has been re-elected annually ever since.

4.2 The Committee is serviced by the Head of Democratic Services.

4.3 **Membership of the Democratic Services Committee**

4.3.1 The Membership of the Democratic Services Committee for the period May 2020 to May 2021 is as follows:

Councillor	Councillor
Cllr E Venables (Chair)	Cllr G Thomas
Cllr S Aspey	Cllr SR Vidal
Cllr RM Granville	Cllr MC Voisey
Cllr DG Howells	Cllr A Williams
Cllr RM James	Cllr B Sedgebeer
Cllr SG Smith	

4.3.2 Following the Annual Meeting of Council on 19 May 2021, Cllr R Young replaced Cllr RM Granville on the Committee.

4.4 **Dates of the Democratic Services Committee Meetings**

4.4.1 The Committee met on these dates during May 2020 to May 2021:

- 4 November 2020
- 25 March 2021

4.5 **Democratic Services Committee Terms of Reference**

4.5.1 The remit of the Democratic Services Committee is set out under the Local Government (Wales) Measure and is to:

- Designate an officer as the Head of Democratic Services;
- Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions;
- Make reports and recommendations to the Authority in relation to such provision;
- At the request of the Authority review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members;
- Determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Measure;
- Determine whether nor to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.

4.6 **Activities of the Democratic Services Committee for the period May 2020 to May 2021**

4.6.1 In November 2020, the Committee considered the draft Independent Remuneration Panel for Wales (IRPW) Annual Report and provided a draft response which was considered by Council prior to submission to the IRPW.

- 4.6.2 The Committee undertook a review of the Elected Member Learning and Development Strategy and endorsed its submission to Council for approval.
- 4.6.3 The Independent Remuneration Panel for Wales has urged all Democratic Services Committees across Wales to take steps to encourage and facilitate greater use of the Costs of Care provision so that Members are not financially disadvantaged. A report was presented to the Committee on 21 March 2021 and the Committee recommended the promotion of the CPA provision throughout the Authority with this work beginning with the Annual Report presented to Council on 10 March 2021 and the report of the Committee on 21 March 2021.
- 4.6.4 A report was presented to the Committee on 21 March 2021 outlining the performance of Member Referrals. A Member Referrals Project Board was established to consider whether the current system is fit for purpose. In pursuance of this, an online Councillor Portal and built in member referral process will be rolled out to a pilot group of Members including those Members sitting on the Committee.
- 4.6.5 Throughout the year the Committee considered the Member Development Programme and identified topics, briefings and e-learning topics for inclusion in the programme and prioritised them accordingly.

4.7 Democratic Services Team for the period May 2020 to May 2021

4.7.1 The current structure for the Democratic Services Team is set out below:

- Democratic Services Manager (with the statutory post of Head of Democratic Services) (Grade 12)
- Senior Democratic Services Officer – Committees (Grade 10)
- Democratic Services Officer – Committees x 2 (Grade 6)
- Senior Democratic Services Officer – Scrutiny (Grade 10)
- Scrutiny Officer x 2 (Grade 9)
- Senior Democratic Services Officer – Support (Grade 10)
- Democratic Services Assistant x 2 (Grade 4)
- Democratic Services Officer – Leadership, Members and Mayoral (Grade 7)
- Chauffeur (Grade 5)
- Casual Chauffeur x2 (Grade 5)

4.7.2 The provision of staff, accommodation and other resources by the Council is adequate to discharge the statutory requirements in relation to decision making, democratic administration and Scrutiny as they currently exist. However, the impact of any changes in statutory requirements, or the needs of Members, will need to be kept under review by the Committee.

5. Effect upon policy framework and procedure rules

5.1 There will be no effect on the policy framework and procedure rules.

6. Equality Act 2010 implications

6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council

must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8.1 Financial implications

8.1 There are no financial implications arising from this report. There are no specific costs associated with the running of this committee other than those involved in the cost of administration of this and other council functions within the democratic process.

9. Recommendation

9.1 To consider the content of the Annual Report and endorse submission to full Council for approval.

L Griffiths

Group Manager – Legal and Democratic Services

Contact Officer: L Griffiths
Group Manager - Legal and Democratic Services

Telephone: (01656) 643145

E-mail: laura.griffiths@bridgend.gov.uk

Background documents: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

24 JUNE 2021

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DIVERSITY IN DEMOCRACY

1. Purpose of report

- 1.1 The purpose of this report is to advise the Committee of the WLGA Council 'Diversity in Democracy' report and Bridgend's draft Diversity in Democracy Action Plan and consider what the Council can do to raise awareness and promotion of the role of Members, to reduce potential barriers to becoming an Elected Member with the aim of encouraging future candidates from diverse backgrounds to come forward for Election.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 for all people in the county.
 2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The lack of diverse representation in local authorities is a problem that has been recognised for decades. A more diverse democracy and elected representatives who are more reflective and understanding of their communities leads to better engagement with individuals and communities, in turn leading to greater levels of confidence and trust and better decision making informed by a wider range of perspectives and lived experiences.
- 3.2 The Welsh Local Government Association (WLGA) has committed to making a change in local government diversity at the 2022 local elections as it is acknowledged that despite previous action and campaigns, progress has been slow

and it is recognised that there remains a lack of diversity in councils. Data shows that in Wales' local authorities:

- 28% of councillors and 29% of Cabinet members are women
- Councillors are proportionately older than the general adult population (47% of councillors were aged 60 years or older) and a higher proportion of councillors were retired (31%)
- Only about 1.8% of councillors are Black, Asian and Minority Ethnic (BAME) compared to 4.7% for the Welsh population and few hold senior positions
- 11% of councillors stated that they had a disability, and there remain a range of challenges for disabled people participating in the democratic process.

3.3 The evidence base, barriers and challenges to attracting more diverse councillors were referenced in the WLGA's submission to the Senedd's Equality, Local Government and Communities Committee Inquiry into diversity in local government in September 2018. The barriers and challenges can broadly be summarised as:

- Time-commitment and meeting times
- Political and organisational culture
- Childcare and other caring responsibilities
- Public criticism and online abuse
- Remuneration and impact on employment and
- Lack of diverse role models and incumbency.

3.4 Much work has been undertaken in the last decade in Wales to measure and improve the diversity of councils. There is a national communications campaign to encourage people from underrepresented groups to vote, engage with local democracy and stand for office. New mentoring programmes are also being delivered with the Womens' Equality Network Wales and Ethnic Minorities and Youth Support Team Wales. Stonewall Cymru and Disability Wales are also soon to be offering mentoring programmes. The Welsh Government and Senedd Commission are also working with Councils, schools and youth councils and developing resources to encourage 16 and 17 year olds to get involved and vote. The WLGA has a new "Be a Councillor website" and, is part of the Pan UK civility in public life campaign and are working with councils to continue to improve the range of support and development provided to members.

4. Current situation/proposal

4.1 The WLGA has committed to making a step change in local government diversity at the 2022 local elections. At a Special Meeting on 5th March the WLGA Council endorsed its 'Diversity in Democracy report' (attached as **Appendix 1**). The report was the culmination of the work of a cross-party working group and builds on the action plans and ambitions of both councils and partners. WLGA will take forward several actions nationally, as outlined within the report including:

- The launch of the "Be a Councillor" website (already in place);
- Representations made to political parties to take action and make progress;
- Representation to Welsh Government and the Independent Remuneration Panel for Wales that councillors should be entitled to 'resettlement grants' should they lose their seat at an election.

- 4.2 At its meeting, and through its report, the WLGA Council recognised the diversity work already underway locally but called for concerted and ambitious local action. Through its report and resulting actions it asks councils to prioritise action locally, promoting the take-up of members' allowances and progressing 'Diverse Council' declarations by the summer. The WLGA Council unanimously agreed that all councils should commit to a declaration by July 2021 on becoming 'Diverse Councils' in 2022, to provide a clear, public commitment to improving diversity.
- 4.3 The WLGA Council discussed the merits of positive action and there was support for the use of voluntary quotas in local elections; this is a matter for local groups and parties but where such voluntary approaches have been adopted in the past, there has been significant progress in terms of gender balance. The WLGA Council also unanimously agreed that councils should set targets to be representative of the communities they serve at the next elections.
- 4.4 Councils' local diversity work will be supported by a national awareness raising, publicity and support through the WLGA and Welsh Government. WLGA officials will be meeting with Heads of Democratic Services to share ideas and approaches to develop local declarations and action plans.
- 4.5 As part of the commitment from Bridgend County Borough Council (BCBC) to support the Diversity in Democracy agenda, all members were asked to complete a diversity and inclusion survey during May 2021. The headline figures are outlined below:
- *73% of respondents stated their motivation to stand as a local councillor was to serve the community*
 - *56% of respondents stated they do intend to stand for re-election at the end of their term*
 - *70% of respondents either strongly agreed (26%) or agreed (44%) that Bridgend County Borough Council is committed to ensuring all members, officers and residents are treated with equal dignity and respect*
 - *76% of respondents either strongly agreed (14%) or agreed (62%) that the council is an inclusive place to work for officers and members*
 - *76% of respondents either strongly agreed (33%) or agreed (43%) that people from different backgrounds are readily accepted and made to feel welcome in the council*
 - *58% of respondents either strongly agreed (24%) or agreed (34%) that people at all levels within the council are respected, regardless of their role*
 - *70% of respondents either strongly agreed (18%) or agreed (52%) that there is real commitment within the council to improve performance on equality and diversity*
 - *91% of respondents either strongly agreed (36%) or agreed (55%) that they are comfortable talking about their background and cultural experiences with their colleagues*
 - *76% of respondents either strongly agreed (30%) or agreed (46%) that they are confident appropriate actions would be taken to tackle diversity and inclusion incidents*

- 73% of respondents either strongly agreed (30%) or agreed (43%) that they know where to register complaints regarding discrimination and harassment
- 85% of respondents either strongly agreed (30%) or agreed (55%) that the council has policies that discourage harassment and discrimination
- 73% of respondents either strongly agreed (26%) or agreed (47%) that the council has done a good job providing training programs that promote diversity and inclusion
- 35% of respondents were aged 65-74, 23% of respondents were aged 55-64 and 18% of respondents were aged 25-34
- 82% of respondents stated they do not consider themselves to be disabled.
- 53% of respondents stated their nationality as Welsh and 38% stated their nationality as British
- 94% of respondents stated their ethnic group as white
- 47% of respondents stated their religion was Christian, 41% chose no religion
- 71% of respondents stated their sex as male and 29% stated their sex as female
- 100% of respondents stated that the gender they identify with is the same as their sex registered at birth
- 85% of respondents stated their sexual orientation was heterosexual/ straight.
- 56% of respondents stated their marital status as married
- 70% of respondents stated that they did not have caring responsibilities
- 83% of respondents stated that they did not have children living in their household
- 30% of respondents described their employment status as full time employed and 27% stated retired
- 94% of respondents stated that neither they nor a member of their household were either serving in the armed forces or an armed forces service leaver (veteran)
- 56% of respondents stated they could not speak Welsh at all, 66% of respondents stated they could not read Welsh at all, and 81% of respondents stated they could not write Welsh at all
- 74% of respondents stated they are not able to speak other languages

The survey results will support the work to make the Council more diverse, provide a better understanding of the support people may need and help to support equality and fairness.

- 4.6 It is important that BCBC is committed to increasing diversity, which includes tackling the barriers which prevent an individual's active participation in local democracy. Work on a Diversity Declaration, bespoke to the Council will be taken forward and presented to the July Council meeting, to meet the required timescales set by the WLGA.
- 4.7 Attached as **Appendix 2** is a draft Diversity in Democracy Action Plan which will be updated accordingly ahead of the 2022 local elections. The Plan has been drafted to illustrate Welsh Government's overall objectives and a combination of Welsh Government derived actions for local authorities to drive forward and also proposed actions that are bespoke to the Council.

5. Effect upon policy framework and procedure rules

5.1 There will be no effect on the policy framework and procedure rules.

6. Equality Act 2010 implications

6.1 The work of BCBC and the WLGA looks to improve the equality and diversity across the County Borough and within the local democracy setting. The more representative of society and diverse Elected Members are the better understanding they will have of the needs of the local community and therefore are better equipped at carrying out their duties and responsibilities.

6.2 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report. Ensuring that there are greater opportunities for a more diverse democracy across BCBC links to the goals of a more equal Wales and a Wales of cohesive communities.

8.1 Financial implications

8.1 The awareness raising opportunities referenced within the local action plan can be delivered through platforms already available to the Council. In respect of 'resettlement grants' proposed by the WLGA there may be financial implications, but details are unknown at present.

9. Recommendation

9.1 The Committee is recommended to consider the proposed actions outlined in the WLGA Special Report and the BCBC draft Action Plan and consider what the Council can do to raise awareness and promotion of the role of Members, to reduce potential barriers to becoming an Elected Member with the aim of encouraging future candidates from diverse backgrounds to come forward for Election.

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Background documents:
Diversity in Democracy – Data Report

WLGA COUNCIL SPECIAL MEETING

5th March 2021

WLGA WORKING GROUP ON DIVERSITY IN LOCAL DEMOCRACY

Purpose

1. To report on the work undertaken by the WLGA Cross Party Working Group on Diversity in Local Democracy and seek Council's endorsement of proposals to achieve a 'step change' at the 2022 local elections.

Summary

2. WLGA Council agreed in September 2018 to take steps to advance gender equality and diversity in Councils before the 2022 elections. This was in recognition of the lack of diversity in Welsh Councils . A cross party working group was set up to explore broader underrepresentation in democracy.
3. It is now widely acknowledged that equal representation is not only an issue of representational fairness but essential for the quality of policy development and decision making. Decisions will be better when they are taken by people with lived experience of an issue. The 'right person for the job' of councillor needs to be a member of the community they serve, in order to fully and consistently understand the lives and needs of that community. Councils also need to demonstrate to underrepresented communities that they are valued and included in local democracy.
4. Much work has been undertaken in the last decade in Wales to measure and improve the diversity of councils. More work is in the pipeline in preparation for the 2022 elections. There is a national communications campaign to encourage people from underrepresented groups to vote, engage with local democracy and stand for office. New mentoring programmes are being delivered with the Womens' Equality Network Wales and the Ethnic Minorities and Youth Support Team Wales. Stonewall Cymru and Disability Wales will also soon be offering mentoring programmes. The Welsh Government and Senedd Commission are working with Councils, schools and youth councils and developing resources to encourage 16 and 17 yr olds to get involved and vote. The WLGA has a new Be a Councillor website and, is part of the Pan UK civility in public life campaign and are working with Councils to continue to improve the range of support and development provided to members.

5. In previous elections councils have worked hard to encourage underrepresented groups to stand with their own outreach, mentoring schemes and information days. They have done much to improve the support provided for serving councillors and provide them with guidance, development and better working conditions. More recently we have worked together as a local government family to support members suffering abuse and harassment.
6. The Working Group found, and national and international research shows, that this comprehensive activity will not be enough to make change at the pace required. This report outlines the additional activities that could make a difference.
7. There are three main areas for action:
 - Encouraging councils to ensure all councillors receive their full entitlement to allowances and salaries, and encouraging the introduction of resettlement grants, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it
 - An agreement by councils to undertake new or developed work in this area and visibly commit to this by signing up to becoming Diverse Councils.
 - To discuss positions and making representation to political parties and acting locally to set quotas and/or voluntary targets for the election of councillors from underrepresented groups.

Background

8. WLGA Council first received this report at its meeting on 27th November 2020. Given the significance of the report and the issues considered and due to the congested agenda at the November Council, members agreed to defer the report to a later and dedicated meeting in early 2021.
9. At its meeting on 28th September 2018, WLGA Council committed to advance gender equality and diversity in local democracy ahead of the 2022 local elections.
10. WLGA Council agreed to establish a cross party working group to develop an action plan and to identify possible actions for consideration by WLGA Council. The Membership of the Group is at Annex A. Not all members were able to attend all meetings, however, contributed to the work via discussions with officers. The WLGA Equalities Cabinet Members Network has also fed into the work of the group.

11. The working group did not commission additional research or evidence gathering as there have been several reviews in recent years. The working group considered recommendations which have emerged from research undertaken in 2018-19 by the Women's Equalities Network, Chwarae Teg, the Senedd's Equality, Local Government and Communities Committee, the Welsh Government including the review of its Diversity in Democracy programme, the Fawcett Society, the Electoral Reform Society, and the British Council. Further research and reports, including engagement and research through the Welsh Government's developing Race Equality Action Plan and Race Alliance Wales' 'Do the Right Thing' report (January 2021)¹, have informed this report.
12. The evidence base, barriers and challenges to attracting more diverse councillors were referenced in the WLGA's submission to the Senedd's Equality, Local Government and Communities Committee Inquiry into diversity in local government in September 2018². The barriers and challenges can broadly be summarised as:
 - Time-commitment and meeting times;
 - Political and organisational culture;
 - Childcare and other caring responsibilities;
 - Public criticism and online abuse;
 - Remuneration and impact on employment; and
 - Lack of diverse role models and incumbency
13. The working group also considered the legislation proposed in the Local Government and Elections (Wales) Act 2021 and considered the views from various groups through the Diversity in Democracy roundtables of stakeholders, convened by the Minister for Housing and Local Government, where the WLGA was previously represented by Cllr Debbie Wilcox and, subsequently, by Cllr Mary Sherwood.
14. The WLGA supported and participated in regional diversity in democracy stakeholder events held by the Welsh Government in the autumn of 2019 which sought views from under-represented groups from across Wales.
15. Senior WLGA and local government members also participated in an Electoral Reform Society 'Equal Power Equal Voice' Roundtable debate in October 2020 which sought to explore some of the barriers around diversity, including quotas.

¹Race Alliance Wales 'Do The Right Thing' research report on racialised representation in public and political life (January 2021) - Full research paper (<https://bit.ly/3qpU4Rm>) Executive summary (<https://bit.ly/3bPtfCk>)

² <https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&fileid=1852&mid=665>

Progress remains slow

16. Data shows that there remains a significant lack of diversity in Welsh councils. In Wales' local authorities:

- 28% of councillors and 29% of Cabinet members are women.
- Councillors are proportionately older than the general adult population (47% of councillors were aged 60 years or older) and a higher proportion of councillors were retired (31%).
- Only about 1.8% of councillors are Black, Asian and Minority Ethnic (BAME) compared to 4.7% for the Welsh population and few hold senior positions.
- 11% of councillors stated that they had a disability, and there remain a range of challenges for disabled people participating in the democratic process.

17. There has been some small progress, however, the leadership of Welsh local government is more diverse than ever before, though we recognise it is not fully reflective of wider society; there are 6 women leaders (up from 2 in 2017) and 6 women Deputy Leaders, a quarter of leaders are below the age of 45 and 2 leaders and several senior councillors have featured in Pride Cymru's 'Pinc List' in recent years.

18. The Black Lives Matter movement and wider Welsh Government commissioned working groups on the impact of COVID-19 on BAME people has demonstrated the barriers and challenges faced by of a significant proportion of society and highlighted the need to make visible progress in policy, leadership and, in particular, political representation.

19. The Report of the Welsh Government's BAME Covid-19 Socioeconomic Subgroup, chaired by Professor Emmanuel Ogbonna observed:

"The overall theme that ran through the factors discussed in this report is the impact of longstanding racism and disadvantage and lack of BAME representation within decision making to effect better socio-economic outcomes. Although many of the issues highlighted have been identified and discussed previously, they have not been addressed in any systematic and sustained way. The coronavirus pandemic is, in some respects, revealing the consequences of such inaction on race equality."

20. The Socioeconomic Subgroup recommended that:

"Welsh Government to encourage the political engagement of BAME communities by raising awareness and understanding of Welsh and UK democratic institutions and processes, with the overall aim of encouraging the increase of political representation of BAME communities by also encouraging voter registration from BAME communities."The Welsh Government is also developing a Race Equality Action Plan, which will be published for consultation in the Spring 2021. This Plan will outline a vision, goals and actions to make Wales an anti-racist nation and will prioritise anti-racism and greater diversity in leadership and representation.

21. In advance of the Race Equality Action Plan, the actions and proposals in this report have been informed by WLGA engagement and participation in the Welsh Government's stakeholder and working groups and other race equality workstreams. Race Alliance Wales' 'Do the Right Thing' report outlines a range of cultural and institutional barriers around participation of racialised people (it uses this term as it is argued that BAME people are racialised because of their ethnicity) and outlines several recommended actions and commitments for public bodies.
22. Local authorities are also undertaking local reviews or actions in response to the issues raised through Black Lives Matter and COVID-19 work reflecting the issues. The WLGA leadership has committed to building on local authorities' work and the WLGA will respond to the Race Equality Action Plan when it is published for consultation.
23. The lack of diverse representation in local authorities is a problem that has been recognised for decades. A more diverse democracy and elected representatives who are more reflective and understanding of their communities leads to better engagement with individuals and communities, in turn leading to greater levels of confidence and trust and better decision-making informed by a wider range of perspectives and lived experiences.
24. Prominent decision-makers from under-represented groups can be influential role models, empowering and encouraging others to aspire to follow in their footsteps and to contribute to public life. Similarly, more diverse senior political leaders who are more representative of an organisation's workforce can lead to improved workforce engagement, trust in leadership and a more confident organisational culture.

Diversity in Democracy 2017

25. Local authorities, the WLGA, Welsh Government and political parties have employed a range of measures to encourage greater diversity in candidates and councillors. The WLGA supported the Welsh Government-led Diversity in Democracy programme ahead of the 2017 elections.
26. The Diversity in Democracy programme was the biggest and most well-resourced programme of its type and was supported by a range of national partners including the main political parties. The programme included an awareness and promotional campaign, production of literature and online videos for candidates, businesses and mentees, working with employers to encourage them to encourage and support staff to be councillors and the roll-out of a mentoring scheme for people from under-represented groups.
27. A range of online materials were produced to provide information to candidates and councillors, including the WLGA's Be a Councillor guide and Councillor's Guide and the Welsh Government's Diversity in Democracy materials which

included specific leaflets to encourage businesses to support staff in becoming councillors.

28. The Welsh Government produced a series of online videos with councillors as part of the Diversity in Democracy programme and several councils, including Gwynedd, Monmouthshire and Powys also produced excellent videos to explain the role of councillors and to encourage candidates to stand.
29. Several councils ran 'open days' ahead of the elections and mentoring and shadowing programmes are widely regarded as being beneficial, particularly in supporting people from under-represented groups to come forward to stand.
30. A mentoring campaign was the central project within the Diversity in Democracy programme and participants received extensive support, advice, training and access to serving councillors who acted as mentors. Of the 51 mentees who participated, only 16 stood for election and only 4 were elected. However, such a 'conversion rate' suggests that, in future, mentoring and support programmes may be a more effective use of resources if they are provided to people who had already committed to standing as a candidate.

Diversity in Democracy 2022

31. The cross party WLGA working group met three times to consider evidence and develop recommendations for consideration by WLGA Council. The working group has reviewed the existing evidence, considered what activities councils and the WLGA could do to improve diversity in democracy and the role of the Welsh Government and political parties.
32. The Minister for Housing and Local Government also convened a Diversity in Democracy roundtable of stakeholders which met twice. During the autumn of 2019, the Welsh Government organised 4 regional stakeholder events with 95 people attending, including councillors and officers from town and community councils and unitary authorities and third sector including charities, support organisations for the disabled, BAME, young people and religious organisations. WLGA Officials facilitated roundtable discussions. Key messages were:
 - There was a general lack of awareness of the role and contribution made by councillors.
 - Social media abuse directed at councillors is getting worse. The abuse is predominately, but not exclusively aimed at women which has a direct effect on diversity in the role. There was increasing concern the abuse could be directed at members of the councillors' family, which was evidenced by some of the experiences of attendees.
 - Training and development are fundamental, but people were not always aware of what is available.

- Time commitment was a barrier for many people, particularly people with family commitments or jobs.
- Providing help with costs to support individuals stand for election was a recurring theme, particularly for disabled people and other individuals from protected characteristics groups. Childcare costs were also seen as a barrier to campaigning.
- There was confusion about whether and what councillors are paid and on what basis. There were concerns about the determinations made and how individuals were impacted as a result of the interplay between the HMRC, the benefits system and the remuneration levels. Many attendees at the workshops felt remuneration of the councillor role does not cover the costs associated with the role particularly in town and community councils.

Action Plan 2020-22

33. A range of actions emerged from the Ministerial roundtable and the WLGA's working group which are being implemented or planned. These include the following (specific WLGA or local authority activity is included in italics):

Awareness/Value of Role

34. Councils and councillors have played a critical, central and prominent role during the COVID 19 pandemic during 2020. Councils have demonstrated that they are uniquely placed at the heart of their communities and public service delivery and councils and councillors have invariably been the first port of call for the most vulnerable or those in need of support or assurance. The crisis has demonstrated councils' ability to respond irrespective of scale and reaffirmed the importance of subsidiarity and localism, with elected members rooted in their local communities.

35. A broad-based communication campaign is in development with the Welsh Government and Senedd Commission. This will start with messages about the value of democracy and voting aimed at primarily at the newly enfranchised for the 2021 Senedd elections. This will develop to focus on the value and contribution made by councillors and encouraging participation in local democracy.

36. In parallel to the development of the national campaign Welsh Government will work with partners to identify key points/events throughout 2020 to promote positive stories about councillors' contributions and achievements.

37. *Councils and WLGA to develop a consistent and coordinated campaign demonstrating how much councillors are valued, developed and supported.*

38. *WLGA has launched a Be a Councillor website <https://www.beacouncillor.wales/> which will be further developed in 2021 with pen portraits and 'day in the life' case study videos of councillors from a cross-section of characteristics. It will also include an e learning module for people interested in standing to enable them to understand the role in more detail and "hit the ground running" should they be elected.*
39. *Coordinated activity between authorities, including information and awareness campaigns and open days, linked to key events such as Local Democracy Week, International Women's Day, Black History Month, Disability Awareness Day, LGBT History Month etc.*
40. *Targeted WLGA promotional work through Welsh political party conferences in 2021*
41. *Targeted engagement work with third sector organisations to encourage discussion and interest in volunteers translating their informal community role into an elected community role. The COVID 19 Pandemic has increased the levels of voluntary and community-based work. The WLGA will engage with individuals and groups who may now wish to continue this work by standing for office.*

Candidate/Councillor Abuse

42. *The Local Government and Elections (Wales) Act 2021 will facilitate a change in the requirement to use personal addresses on ballot papers. The Act will also place a duty on political group leaders to promote high standards of conduct. It will also require councils to publish official rather than personal addresses for councillors.*
43. *The WLGA, in partnership with their colleagues in England, Scotland and Northern Ireland, are involved in developing the Civility in Public Life campaign to promote mutual respect and promote high standards of conduct. The WLGA, working with the LGA, has produced an online Councillors guide for handling intimidation <https://www.local.gov.uk/councillors-guide-handling-intimidation> .*
44. *The WLGA is working with authorities to encourage an informal but comprehensive duty of care for members.*
45. *The WLGA is also contacting and providing advice and support to individual councillors who receive online abuse and, where appropriate, issuing supportive messages challenging online abuse via social media.*

Training and Development

46. *The WLGA, with authorities, will continue to review current and future training provision. This will include a focus on new ways of delivering support and development post COVID 19.*

47. *Work will be undertaken to identify ways in which ex councillors can use their experience and skills to enhance their CVs or continue to use their skills and experience through involvement with training / support mechanisms.*
48. *The National "curriculum" for member induction is being updated. This overview of what members would find useful to learn is agreed with councils and includes subjects considered mandatory. As well as traditional subjects like Ethics and Standards, The Well-being of Future Generations and Scrutiny skills, this will now include unconscious bias, personal safety and remote working skills.*
49. *A new online Councillors Guide will be developed for Councillors for the 2022 elections.*
50. *The suite of National e Learning modules specifically developed for members which is freely available via the NHS learning@wales website will be updated for the 2022 elections. This work is being undertaken by authorities working together with the WLGA and is particularly important as a result of the changes to working and learning practice as a result of the Pandemic.*
51. *The national Competency framework for elected members is now being developed prior to the 2022 elections to include new requirements such as the understanding of unconscious bias, civility, remote meeting attendance and ICT skills.*
52. *Councils undertake personal development review with members to personalise training support. WLGA offers guidance and training in how to conduct PDRs*
53. *The Leadership programme for elected members developed and delivered with LGA and Academi Wales is being re commissioned and refreshed. There are challenges associated with delivering the programme in the current climate which will be addressed as part of the commission.*

Mentoring

54. *Welsh Government officials are working with disability and equality organisations such as the Ethnic Minorities and Youth Support Team Wales, Disability Wales and Stonewall Cymru to scope the requirement for a Wales wide mentoring scheme which includes all protected characteristics. Several mentoring schemes are already organised by a range of third sector organisations, these will be aligned and coordinated, with resources and learning shared.*
55. *Work will be undertaken to explore work shadowing/apprenticeships and other opportunities to expose individuals to the work of councils which taken together will form a pathway to participation.*
56. *The WLGA has promoted and is supporting mentoring schemes run by EYST and the Women's Equality Network Wales. Several councillors have participated as mentors in these programmes.*

57. *Newly elected members are offered mentors when they join the council (WLGA provides guidance and training for member mentors).*
58. *There are opportunities for individual councils/councillors to provide shadowing and mentoring opportunities for people interested in standing for office ahead of the 2022 local elections.*

Flexibility

59. The Local Government and Elections (Wales) Act 2021 includes a range of provisions to support flexible ways of working including making provision for job sharing and strengthening the remote attendance arrangements.
60. Welsh Government Officials are now working with WLGA and LA officials to consider how the legislation and arrangements made for meetings to be held remotely could be extended to improve flexibility and access for a wider range of councillors.
61. *Local authorities' rapid adoption of virtual meetings via platforms such as Teams, Webex or Zoom during COVID 19 has transformed the way councils do business. Meetings are more accessible for many members, significantly reducing travel commitments and time, allowing members to attend meetings from work and, in the main, from home. Whilst there are potential impacts on 'work-life' balance and setting boundaries between council work and home-life, this approach has provided greater flexibility for members with caring responsibilities. Virtual meetings have also encouraged a less formal and flexible approach to meetings. Councils have bid for WG funding to facilitate digital engagement through the Digital Democracy Fund.*
62. *The LGA have produced a tool to enable women, parents and carers to become councillors and has a range of ideas that could be adopted in councils including a way of assessing the councils support for diverse councillors.*
<https://www.local.gov.uk/twenty-first-century-councils>

Supporting individuals with protected characteristics

63. The Welsh Government plans to introduce an Access to Elected Office fund to assist disabled people to stand for elected office in Wales at the 2021 Senedd and 2022 local elections.
64. The Welsh Government recently consulted on this proposal and the WLGA and several authorities were supportive. The Working Group also suggested that learning from this initiative could be used to inform any future access funds such as for childcare for candidates.

Education

65. Welsh Government and Senedd Commission has developed a set of educational resources to accompany the extension of the franchise to 16- and 17-year-olds in

Wales which will focus on knowledge of and participation in democracy in Wales. This is freely available to schools and other education settings via an online resource Hwb

66. Work is being undertaken to identify ways in which schools in Wales can use the new curriculum to highlight and promote participation and engagement with local democracy.
67. *Councils will continue to engage with schools, including links with school councils and Youth Councils.*
68. *Councils are also using the Electoral Reform Support Grant to engage with newly enfranchised groups to help them understand the democratic process and encourage them to register and vote.*

Remuneration

69. In response to concerns raised by WLGA Leaders, the Independent Remuneration Panel is identifying the key issues in relation to taxation and benefits applying to members and will prepare a paper for Welsh Government.
70. The Minister for Housing and Local Government has raised the tax issues with the Independent Remuneration Panel for Wales to explore potential solutions.
71. The Welsh Government has committed to explore with the Independent Remuneration Panel for Wales the case for payments in respect of councillors who lose their seats at election and present options to Ministers. This is an issue that has been raised as a concern by leaders, as councillors (and in particular full-time senior councillors), are at significant personal, financial risk if they lose their seat.

Making a Step Change in 2022

72. The above proposed work programme outlines a range of awareness raising, engagement and support activities. Many similar activities were delivered during the Diversity in Democracy programme ahead of the 2017 elections.
73. However, despite some progress, improvement was marginal at the at the 2017 elections:
 - the number of candidates increased by 5.6% (3,463 candidates compared to 3,279 in 2012 (including Anglesey candidates in 2013).
 - 29% of all candidates were women (up by 1% from 2012).
 - 28% of councillors elected were women (up 2% from 2012).
 - 32% of all newly elected members were women).

74. Uncontested seats at the 2017 elections remained high at 92 (7%) seats uncontested. This was fewer than in 2012, when there were 99 (8%) seats uncontested, but this continues to undermine local democracy.
75. Compared to the 2017 programme, Diversity in Democracy 2022 will include refinements and more targeted activity based on evaluations and lessons learned, along with some new, additional work such as the Civility in Public Life campaign.
- 76. The WLGA working group has shaped and is supportive of the proposed programme of activities outlined above, however it concluded that the programme on its own is unlikely to see significant improvements, particularly without clear leadership, commitment and coordinated actions from the main political parties.**
- 77. The working group has considered several more significant proposals which might have a more positive impact on diversity and the number of candidates in 2022.**
- 78. The views of Council are therefore sought on the following additional actions.**

The Role of Political Parties

79. The working group recognised that independent councillors were a key feature of Welsh local government. It also recognised that political parties provided the majority of candidates at local elections and therefore play a key role and have significant responsibility in encouraging a more diverse range of candidates.
80. The working group noted that political parties have different policies and views about the introduction of quotas, all women shortlists, selection of diverse candidates in winnable seats or other positive-action initiatives.
81. There are, however, a range of good practice initiatives that political parties could undertake to encourage and support more diverse candidates both locally and nationally:
- Review party selection criteria e.g. reducing the length of membership before members can stand for office.
 - Local parties can establish fora and run events/socials/training sessions for underrepresented groups. Helping these groups understand what the role of councillor is about, that their participation is required and how to stand plus the support that will be available once in office.
 - Parties could establish 'Diversity Grants' to support people from underrepresented groups (who will not benefit from the Access to elected office fund) to stand.

- Existing councillors from underrepresented groups can be put forward for public events on panels, as speakers or as chairs to raise the profile of members from underrepresented groups and enable them to be role models for their communities.
- Talent spotting and engaging with communities working with community leaders from underrepresented groups, encouraging people shadow, be mentored and stand for election.
- Promoting and signposting of information and materials, such as those available via parties or national bodies such as the WLGA.
- Establish respect protocols for behaviour within the Group reflecting that required in councils and for the Code of Conduct with sanctions for people not meeting standards or undertaking training in respect.
- Encourage political parties and local groups, including officials those with a responsibility in the selection process to undertake unconscious bias training.
- Encourage political parties to provide by-stander training for candidates and party members, to understand how to provide support to diverse candidates and challenge any abuse, such as disability hate crime or racism, that may be experienced on the doorstep (this was a proposal that emerged from the Electoral Reform Society roundtable in October 2020),

82. It is recommended that WLGA Council agrees to encourage all political parties, through the WLGA Political Groups, to commit to proactive and coordinated activities such as those listed at paragraph 74 above to improve diversity in local government democracy.

Resettlement grants or 'parachute payments'

83. Councillors are one of the only paid public roles that do not have financial protection and are not entitled to receive a 'redundancy' payment if they lose office at an election. Members of the Senedd and Members of Parliament receive a significant resettlement grant should they lose office at an election. Redundancy payments are also a protected right for public sector employees.

84. In particular, senior councillors tend to be full-time, often have to give up careers to focus on their councillor role and many have family as well as other financial commitments; the personal risk of a sudden and significant loss of a salary is inconsistent and unfair compared to other public roles. It is also a disincentive for more diverse people with careers or family responsibilities to consider taking on the most senior roles in local government.

85. The Independent Remuneration Panel has committed to consider this matter and explore whether the Welsh Government would need to introduce any legislative amendment to empower the Panel to introduce any such payments in future.

86. The 'cost of politics' and councillors' remuneration is a controversial matter and is subject to significant media and public scrutiny and political pressure. Any proposals would therefore have to carefully balance equality, fairness and costs and public acceptability.
87. WLGA leaders have previously raised the matter with the Independent Remuneration Panel previously, however the WLGA does not have a formal position on resettlement grants for senior salary holders.
- 88. It is recommended that WLGA Council adopts a formal position calling for the introduction of resettlement grants for senior salary holders.**

Councillors' allowances and expenses

89. The Independent Remuneration Panel and some WLGA Leaders have previously expressed concern that many members entitled to receive specific expenses, such as travel allowances, or reimbursements of costs of care do not make claims. Several councillors also decide to forgo parts of their salaries; the Independent Remuneration Panel recently wrote to the WLGA noting "...that it is an individual's right to decide that they can take a lesser amount than that prescribed as long as there is no pressure applied either directly or subliminally", noting concern, however, that 12% of councillors decided to forgo last year's salary increases. There are concerns that this is partly to do with austerity, public and media perception but anecdotally, it is clear that there is also local peer or political group pressure or organisational cultural norms.
90. These allowances are provided to meet councillors' legitimate costs incurred in undertaking their duties and also play a role in encouraging greater diversity; some councillors can be disproportionately affected if they are on low income or have caring responsibilities. The Independent Remuneration Panel and several leaders have expressed concerns about this practice as it may disadvantage members who cannot afford to forgo expenses and acts as a disincentive to stand/re-stand.
91. As noted above, the 'cost of politics' and councillors' remuneration is subject to significant media and public scrutiny.
- 92. It is recommended that the WLGA Council agrees to encourage all councillors to claim any necessary allowances or expenses incurred.**

Diverse Councils

93. The Welsh Government has committed to making Wales a Gender Equal Wales and the Cabinet to becoming a Feminist Government, which is a government that is:
- Committed to equality of outcome for all women, men and nonbinary people and actively works to drive cultural and structural change

- Pro-actively works to advance equality and remove the barriers against all women's participation in the economy, public and social life
- Puts a gender perspective at the heart of decision-making, resource and budget allocation
- Takes an intersectional approach to all of its work and ensures diversity of representation, participation and voice
- Is people-focused and collaborative, ensuring that all communities are meaningfully engaged in its work
- Is open, transparent and accountable and welcomes scrutiny through a gender lens
- Makes use of policy development and analysis tools to embed gender equality into all of its work and actively monitors progress towards equality using a robust evidence base
- Leads by example and supports other public bodies to take action to deliver equality.

94. The Black Lives Matter movement has highlighted global concerns about racism and COVID-19 pandemic has exposed the health and socio-economic impacts of inequality. Increased representation from BAME people on councils is essential to ensure that BAME people are represented and contribute their lived experiences to the decision-making process.

95. Councils' Strategic Equality Plans outline objectives which demonstrate their commitments and planned actions to promote equality and diversity, including as employers and representative bodies. Many councils will also undertake a range of activities in promoting diversity in democracy ahead of the 2022 local elections, as outlined above.

96. The Local Government and Elections (Wales) Act 2021 will introduce a new 'public participation' duty on local authorities which will include encouraging people to participate in decision-making and promoting awareness of how to become a member of the council. Further details of the aspects of the Act 2021 which contribute to diversity can be found in Annex C

97. Council meeting times are regularly highlighted as an issue for many serving councillors and, occasionally, as a disincentive for some people to stand. Councils review their meeting times at least once per term and several allow committees to have more flexibility to suit the committee members.

98. Councillors however have diverse backgrounds and varying personal, caring and professional commitments; it is therefore unlikely that council meeting times are ever going to be convenient for all members. For example, a councillor who has a young child might find it easier to meet during the day, whereas another may

prefer to meet in the evening, depending on work commitments, schooling arrangements or childcare availability.

99. An option suggested at the Equality Cabinet Members Network, was that meetings of any one committee should be varied over the year between day and evening so that members were not always having to take the same time off work or arrange childcare. It was also noted that people should be advised before standing that meeting times may vary and could be changed, depending on the views of the newly elected councillors.
100. The potential permanent changes to meeting arrangements so that they can be held remotely may reduce the time required for travelling to meetings, however members with caring responsibilities may still require staggered meeting times as it is still not possible to provide care and attend a meeting simultaneously.
101. The Senedd and Parliament traditionally have recess periods, including a long Summer Recess. Approaches to the scheduling of meetings and official council business vary across authorities. Some councils have an official Summer recess, some do not schedule or scale down council meetings during school holidays. Councillors with children in school may be disadvantaged if council meetings are scheduled in the holidays, which may also prove to be a disincentive to stand.
102. The working group have suggested that Councils might, in addition to their Strategic Equality Plans commit to becoming Diverse Councils, publishing a 'Diversity Declaration' or a Council Motion outlining their intentions to secure equal outcomes for all by working actively to drive cultural and structural change and pro-actively working to advance equality and remove the barriers to any individual's participation in the economy, public and social life. This commitment would focus on ensuring that under-represented groups are more active participants in engagement and decision making. Demonstrating a public commitment to improving diversity and an open and welcoming culture to all in advance of the 2022 elections.
103. A commitment by each local authority to becoming a Diverse Council could include
 - Establishing 'Diversity Ambassadors' for each political group in the council who, working with each other and their local party associations could encourage recruitment of members from underrepresented groups.
 - Encouraging and supporting Heads of Democratic Services, Elections officers/ Communications teams and /or Democratic Services Committees to undertake democratic outreach to promote the role of local councillor in, for example, schools or with underrepresented communities.
104. **A draft example of what could be included in a Diverse Council Declaration is included at Annex D. It is proposed a draft Declaration,**

to be adapted and adopted locally, is developed in consultation with local authorities and partner organisations.

105. **It is recommended that Council**
106. **Agrees to encourage a declaration by July 2021 from councils in Wales, on becoming 'Diverse Councils'; to commit to:**
- **provide a clear, public commitment to improving diversity;**
 - **demonstrate an open and welcoming culture to all;**
 - **consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and**
 - **set out an action plan of activity ahead of the 2022 local elections.**

Diversity Targets

107. Political parties were encouraged, through the Diversity in Democracy programme, to commit to gender targets at the 2017 elections and Welsh Labour, for example, committed to fielding women in 40% of winnable seats.
108. Other initiatives, such as 50-50 by 2020 have previously adopted targets and the Welsh Government's recently published 'Diversity and inclusion strategy for public appointments³' includes an action for:
- 'Welsh Government to consult and if desired set overall targets across all Boards in Wales for BAME, disabled, LGBT+ and young people and socioeconomic groups, recognising that individual Boards have varying specific requirements.'
109. Targets could be included in any 'Diversity Declaration' (if such an approach is agreed).
110. There are however mixed views on the value of targets. Targets provide a focus, demonstrate an organisation's ambition and commitment and provide a useful 'hook' for promotional and public relations purposes. However, targets need to be realistic and, as we are starting from a low base in terms of diversity of candidates and councillors, such targets may not appear ambitious enough.
111. Furthermore, whilst councils and the WLGA may seek to set targets to demonstrate ambition and commitment and can deliver a range of activities and reforms to encourage more candidates, other organisations notably political parties have the biggest influence over whether those targets can be achieved.

³ https://gov.wales/sites/default/files/publications/2020-02/diversity-and-inclusion-strategy-for-public-appointments-action-plan-year1-2020-21_0.pdf

Should councils determine local targets, they could therefore be criticized for not meeting targets which are largely not in their control.

112. At a recent meeting of WLGA Group Leaders it was suggested that whilst targets at Ward level are difficult, due to recruitment challenges, global targets for a whole authority area might be achievable.
113. **It is recommended WLGA Council provides views on the adoption of local or national diversity targets.**

Quotas or Reserved Seats

114. The Local Government Commission in 2017 concluded that “Incumbency in local councils disproportionately benefits men...[and]...the slow pace of change is significantly driven by incumbency.” According to the Elections Centre, in Wales’ local elections in 2017, 895 incumbents stood for election (across 71% of seats) with 693 or 77% being successfully re-elected. In summary, incumbents are more likely to be re-elected than other candidates due to their profile, reputation, or track-record and, as most councillors are older, white men, most successful incumbents are therefore older white men. The impact of incumbency has therefore led some campaigners to call for term-limits, quotas, or all-women shortlists.
115. The Welsh Government has previously controversially sought to tackle the issue of incumbency with the Golden Goodbye Scheme in 2002 and the 2015 White Paper proposal to introduce term limits for councillors, a proposal which was roundly rejected by local government.
116. According to the International Institute for Democracy and Electoral Assistance, there are four types of quota in use across the world today. Legal or voluntary candidate quotas and legal or voluntary reserved seats, reserved seats can be used for example to regulate the number of women elected. These can be introduced as a temporary measure and can be used at local and national level.
117. The WLGA has never proposed the adoption of quotas as a formal WLGA policy, although gender quotas were supported by the WLGA’s former Leader, Baroness Wilcox of Newport, and the WLGA has previously outlined two ‘Reserved Seats’ models for discussion:
 - a. localised and targeted All Women Reserved Seats for all by-elections during a municipal term. If such vacancies were targeted through a voluntary agreement between the main political parties to field only all women candidate lists, gender balance could improve by up to 5% during a municipal term.
 - b. A wider approach, which might require some changes to electoral law regarding the nomination process, could see a similar approach adopted for ‘vacant’ seats, where councillors had decided to stand down or retire at the election. If such councillors were able to commit to or notify of

their intention to stand-down by an early-enough deadline, political parties could agree to voluntarily field all-women candidate lists in such 'vacancies', which could see as much as a 10-15% swing in terms of gender balance at an election. With such an immediate electoral impact, gender balance could potentially be achieved in local government over a 5-year period over the course of 2 elections.

118. Proposals such as quotas are controversial and there remain uncertainties regarding the legal basis for statutory quotas and political appetite for voluntary quotas. The Welsh Government plans to consider whether gender quotas should be introduced in Wales. The Ministerial Round-table has been informed that there may be legal limitations around the Senedd's competence which may prevent statutory quotas being introduced, even if the Welsh Government adopted quotas as a policy. Race Alliance Wales' 'Do the Right Thing' concludes that '...it is illegal to reserve all places for any particular characteristic, with exception made for women, and that quotas can legally only be made in regard to women, not other protected characteristic.'
119. More formal voluntary or statutory quotas have traditionally been recommended as a method of rapidly addressing imbalances in diversity and the effects of incumbency in perpetuating a lack of diversity. The Electoral Reform Society, Fawcett Society and British Council, call for legislation to be introduced for quotas (about 40-45%) for women candidates at elections. Others, such as the Women's Equality Network Wales, Chwarae Teg and the Expert Group on Diversity in Local Government also call for this but do not stipulate that it should be established in legislation.
120. Extensive research undertaken by the above organisations and the Senedd committee, all point to some of the causes of underrepresentation being about how candidates are selected and elected and call for direct action to level the playing field so that women initially can be better represented.
121. The issues they describe are selectorate bias and processes, electorate bias and party group culture. The playing field is not level for some, due to conscious or unconscious bias, fostered by the image of incumbents and the culture of political groups and parties. The image of the *best person for the job* is often, whether consciously or not assumed to be a white middle class, middle aged man because this traditionally has been what a typical councillor looks like. The routes to and process of selection traditionally support this position.
122. Research undertaken by the Women's Equality Network Wales (Annex B indicates that –
- "Among the twenty Organization for Security and Co-operation in Europe (OSCE) countries registering the sharpest growth in the proportion of women in parliament during the last decade...half had introduced legal quotas. By contrast, among the twenty OSCE countries lagging behind in growth...none had implemented legal quotas.

- 100 Countries world-wide now have some form of gender quotas in place and 40 also use them for intersectional groups such as BAME women.”

123. The International Institute for Democracy and Electoral Assistance has outlined several ‘pros and cons’ of quotas:

Cons:

- Quotas are against the principle of equal opportunity for all, since women are given preference over men.
- Quotas are undemocratic, because voters should be able to decide who is elected.
- Quotas imply that politicians are elected because of their gender, not because of their qualifications and that more qualified candidates are pushed aside.
- Many women do not want to get elected just because they are women.
- Introducing quotas creates significant conflicts within the party organization.
- Quotas violate the principles of liberal democracy.

Pros:

- Quotas for women do not discriminate but compensate for actual barriers that prevent women from their fair share of the political seats.
- Quotas imply that there are several women together in a committee or assembly, thus minimizing the stress often experienced by the token women.
- Women have the right as citizens to equal representation.
- Women's experiences are needed in political life.
- Election is about representation, not educational qualifications.
- Women are just as qualified as men, but women's qualifications are downgraded and minimized in a male-dominated political system.
- It is in fact the political parties that control the nominations, not primarily the voters who decide who gets elected; therefore, quotas are not violations of voters' rights.
- Introducing quotas may cause conflicts but may be only temporary.
- Quotas can contribute to a process of democratisation by making the nomination process more transparent and formalised.

124. The main arguments for introducing quotas are not just about ensuring equality and to better reflect wider society, but because more diverse life experiences lead to better, more rounded decision-making; it would not just amplify the voice of women but also impact on the nature of debate and the decisions taken. Several organisations argue that quotas are the only way to see a step-change in diversity based on the evidence of impact where they have been introduced, but also the slow progress in changing local government diversity and diversity in UK politics generally. Quotas however remain a contested concept and have not been universally supported when previously

considered in a Welsh context. There were mixed views among the working group members and several leaders expressed reservations about the introduction of quotas during the Electoral Reform Society 'Equal Power Equal Voice' Roundtable debate in October 2020.

125. The Equality Cabinet Members network also considered the risk around the language of 'quotas', particularly in terms of public perception as diverse candidates could be perceived as being tokenistic, undermining the credibility of high-caliber candidates.
126. **It is recommended that Council provides views on the introduction of statutory or voluntary quotas for Welsh local elections.**

Diversity of the WLGA

127. Representation on the WLGA Council is one area where local authorities could make a positive difference and signal their commitment to change. It is not possible to state with certainty the percentage of underrepresented groups on the Council as this should be identified by each person themselves and this exercise has not been done, however, although there are more women leaders than ever before, the Council does not have proportionate representation of women or BAME councillors.
128. Some local authorities have delegations of only two or three members to the Council and it will therefore be challenging for them to significantly change their membership, however, members may consider that there is an opportunity for authorities to proactively nominate more diverse members to the WLGA Council. The WLGA Council could also seek to appoint more diverse members as role models in Spokesperson or Deputy Spokesperson roles or involve wider councillors as Champions in the work of the WLGA.

129. **Recommendations**

It is recommended that WLGA Council:

- 127.1 Recognises the work of the WLGA's Cross-Party Working Group on Diversity in Democracy;**
- 127.2 Agrees to encourage all political parties, through the WLGA Political Groups, to commit to proactive and coordinated activities such as those listed at paragraph 74 above to improve diversity in local government democracy;**
- 127.3 Adopts a formal position calling for the introduction of resettlement grants for senior salary holders;**

- 127.4 Agrees to encourage all councillors to claim any necessary allowances or expenses incurred;**
- 127.5 Agrees to encourage a declaration by July 2021 from councils in Wales, on becoming 'Diverse Councils'; to:**
- 127.6 Provide a clear, public commitment to improving diversity;**
- 127.7 Demonstrate an open and welcoming culture to all;**
- 127.8 Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and**
- 127.9 Set out an action plan of activity ahead of the 2022 local elections.**
- 127.10 Provides views on the adoption of local or national diversity targets; and**
- 127.11 Provides views on the introduction of statutory or voluntary quotas for Welsh local elections.**

Report cleared by:

Cllr Mary Sherwood, Joint WLGA Spokesperson for Equalities, Welfare Reform and Anti-Poverty & Co-Chair of Working Group

Cllr Susan Elsmore, Joint WLGA Spokesperson for Equalities, Welfare Reform and Anti-poverty & Co-Chair of Working Group

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ANNEX A

WLGA working group on Diversity in Local Democracy

Members who have fed into the working group:

- Co-Chair - Cllr Mary Sherwood (Labour), WLGA spokesperson for Equalities, Welfare Reform and Anti-Poverty, City and County of Swansea
- Co-Chair - Cllr Susan Elsmore (Labour), WLGA Spokesperson for Equalities, Welfare Reform and Anti-poverty, Cabinet Member for Social Care, Health and Well-being, Cardiff Council
- Cllr Cheryl Green (Liberal Democrat), Chair Corporate Overview Scrutiny Committee, Bridgend CBC
- Cllr Daniel De'Ath (Labour) Lord Mayor, Cardiff Council
- Cllr Lisa Mytton (Independent) Deputy Leader, Merthyr Tydfil CBC
- Cllr Sara Jones (Conservative), Cabinet Member for Social Justice and Community Development, Monmouthshire County Council
- Cllr Cefin Campbell (Plaid Cymru), Executive Board Member for Communities and Rural Affairs, Carmarthenshire County Council
- Cllr Nicola Roberts (Plaid Cymru) Chair Licensing and Planning Committee, Isle of Anglesey Council
- Cllr Dhanisha Patel (Labour) Cabinet Member for Wellbeing and Future Generations, Bridgend County Borough Council
- Cllr Ann McCaffrey (Independent), Conwy County Borough Council
- Cllr Jayne Cowan (Conservative) Cardiff Council
- Cllr Bablin Molik (Liberal Democrat) Cardiff Council
- Baroness Wilcox of Newport (Labour), Newport Council who chaired the working group initially in her capacity as WLGA Leader

Views have also been provided through discussions with members and officers in:

- Equalities Cabinet Members' Network
- Chairs of Democratic Services Network
- Heads of Democratic Services Network

Officer Support

- Daniel Hurford, Head of Policy (Improvement and Governance) WLGA
- Sarah Titcombe, Policy and Improvement officer (Democratic Services) WLGA
- Dilwyn Jones Communication Officer, WLGA
- Huw Evans, Head of Democratic Services, City and County of Swansea

ANNEX B

EXTRACT FROM A WOMENS EQUALITY NETWORK (WEN) WALES BRIEFING PAPER

The case for quotas to deliver equal and diverse representation

February 2020

Evidence supporting quotas

- Research shows that quotas are the **“single most effective tool for ‘fast tracking’ women’s representation in elected bodies for government.”**⁴
- Among the twenty Organization for Security and Co-operation in Europe (OSCE) countries registering the sharpest growth in the proportion of women in parliament during the last decade...**half had introduced legal quotas. By contrast, among the twenty OSCE countries lagging behind in growth...none had implemented legal quotas.**⁵
- There is international backing for gender quotas. Various international institutions, including the United Nations Committee on the Elimination of Discrimination (**CEDAW**), the Beijing Platform for Action, the EU and the Council of Europe support their use.
- **Ireland** has successfully used quotas requiring that at least 30 per cent of the candidates each party stands nationally are female (rising to 40 per cent after seven years). **The percentage of women candidates increased 90 per cent at the 2016 election** compared to the 2011 election, with a corresponding **40 per cent increase in the number of women elected—** 35 in 2016 compared with 25 in 2011.⁶
- **100 Countries** world-wide now have some form of gender quotas in place and 40 also use them for intersectional groups such as BAME women.
- A report published by the United Nations in 2012 found that **out of the 59 countries that held elections in 2011, 17 of them had quotas.** In those countries, women **gained 27% of parliamentary seats compared to 16% in those without.**⁷

⁴ Drude Dahlerup et al., Atlas of Electoral Gender Quotas, International Institute for Democracy and Electoral Assistance [IDEA], IPU and Stockholm University, 2013.

⁵ Norris, P. and Krook, M. for OSCE, Gender equality in elected office: a six-step action plan, 2011

⁶ Brennan, M. and Buckley, F. ‘The Irish legislative gender quota: the first election’, Administration, vol 65(2), May 2017

⁷ <https://www.theguardian.com/politics/2013/aug/20/quotas-women-parliament-authors-edinburgh-book-festival>

Types of Quota

Different types of gender quota have been used in different countries, depending on the electoral system and local circumstances. The Expert Panel on Electoral reform⁸ describes the three main types as:

- **Candidate quotas which introduce a 'floor'** for the proportion of male or female candidates a party stands for election. These could be applied in the form of constituency twinning for First Past The Post (FPTP) seats. They could also be applied to multimember systems such as STV or Flexible List at a constituency or a national level. Parties in Scandinavia, Spain and Austria have voluntarily adopted similar quotas, ranging from 33 per cent to 50 per cent.
- Requirements for **the ordering of candidates on any list** element of the system. Voluntary quotas of this nature have been used by parties in Wales in Assembly elections, for example zipping of regional candidate lists. (I.e. listing candidates alternately according to their gender)
- **'Reserved seats'** to which only female candidates could be elected. This type of quota is widely used in South Asia, the Arab region and sub Saharan Africa.

Examples of Incentives used:

- **Croatia** has legally binding quotas and uses incentives - for each MP representing an underrepresented gender, political parties receive an **additional 10 per cent of the amount envisaged** per individual MP;
- **Bosnia and Herzegovina:** where 10 per cent of the funding provided to political parties is distributed to parties in proportion to the number of seats held by MPs of the gender which is less represented in the legislature,
- **Two for the price of one deposits** for two candidates of different genders could be used in Wales —this would appear to us to be proportionate in the context of seeking to ensure that the gender balance in the Assembly reflects the gender balance in the communities it serves.⁹

www.wenwales.org.uk / @wenwales

⁸ A Parliament that works for Wales, Report of the Expert Panel on Assembly Electoral Reform, November 2017

⁹ A Parliament that works for Wales, Report of the Expert Panel on Assembly Electoral Reform, November 2017

ANNEX C

LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

The Local Government and Elections (Wales) Act 2021 includes provisions which will contribute to diversity in local government democracy. These are:

- Entitlement to Job sharing for executive members and committee chairs
- A duty on principal councils to produce a Public Participation Strategy and for it to be reviewed regularly. This will include encouraging people to participate in decision making and promoting awareness of how to become a member of the council.
- A duty on political group leaders to promote and maintain high standards of conduct by members of their group.
- Electronic broadcasting of full Council meetings initially, and other meetings to be announced later, following ongoing consultation by WG with Councils.
- The provision of multi-location attendance at council meetings including physical, hybrid and remote attendance.
- Provisions enabling the maximum period of absence for each type of family absence for members of local authorities to be specified within regulations and for adoptive leave to reflect that which is available to employees.

ANNEX D

(DRAFT) DIVERSE COUNCIL DECLARATION

The following provides a draft declaration. It is proposed that this is further developed in consultation with authorities, representative organisations and will be informed by emerging priorities from councils' own diversity and equality action plans and emerging priorities from the Welsh Government's Race Equality Action Plan.

This Council commits to being a Diverse Council. We agree to:

- Provide a clear public commitment to improving diversity in democracy
- Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct
- Set out a local Diverse Council Action Plan ahead of the 2022 local elections.
 - Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from underrepresented groups.
 - Encourage and enable people from underrepresented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing and official candidates.
 - Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups
 - Ensure that all members and candidates complete the Welsh Government candidates' and councillors' survey distributed at election time.
 - Sets ambitious targets for candidates from under-represented groups at the 2022 local elections
- Work towards the standards for member support and Development set out in the *Wales Charter for Member Support and Development*.
- Demonstrate a commitment to a duty of care for Councillors by:
 - providing access to counselling services for all councillors
 - having regard for the safety and wellbeing of councillors whenever they are performing their role as councillors.
 - taking a zero-tolerance approach to bullying and harassment by members including through social networks.
- Provide flexibility in council business by
 - regularly reviewing and staggering meeting times
 - encouraging and supporting remote attendance at meetings and
 - agreeing recess periods to support councillors with caring or work commitments.
- Ensure that all members take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all

members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.

- Ensure that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

BRIDGEND COUNTY BOROUGH COUNCIL
DIVERSITY IN DEMOCRACY ACTION PLAN

OBJECTIVE	POTENTIAL ACTIONS / PROPOSED WAY FORWARD	TIMFRAME
<p>Increase understanding of different tiers of government in Wales, the role each plays in society and how they operate.</p>	<p>Dissemination of Welsh Government educational resources to accompany the extension of the franchise to 16 and 17 year olds in Wales</p> <p>Promote Welsh Government's Guidance / materials for 16 and 17 year olds regarding Democracy in Wales. Explore Web-based platforms.</p> <p>Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.</p> <p>Consultation Engagement and Equalities Team to explore other potential avenues through school forums / youth councils / career fairs. Continue to engage with schools (subject to pandemic), including links with school councils and youth councils.</p>	<p>Resources have been developed by WG and have been disseminated to YEPs / schools.</p> <p>Autumn 2021</p> <p>Autumn 2021</p> <p>Autumn 2021</p>
<p>Increase engagement with the public to raise awareness of the role and activities of the Council provide clarity about how the public can better inform local decision making; build greater community cohesion through a greater presence at community events, creating and building upon community networks.</p>	<p>Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.</p> <p>Work with Town and Community Council's to ensure links with 'Becoming a Councillor page' are promoted.</p> <p>Work with Bridgend Community Cohesion and Equality Forum (BCCEF) to ensure links with 'Becoming a Councillor page' are promoted.</p> <p>Publication of Council's Constitution. Constitution guide now a requirement under the Local Government and Elections (Wales) Act 2021.</p> <p>Develop Public Participation Strategy Scheme for compliance with duty under the 2021 Act. Encouraging people to participate in decision making and promoting awareness of how to become a</p>	<p>Autumn 2021</p> <p>Autumn 2021</p> <p>October to December 2021</p> <p>Constitution currently on the website. Guide to be in place by May 2022.</p> <p>Provision in force May 2022.</p>

	<p>Member, what membership entails, promoting / facilitating processes</p> <p>To continue the webcasting of meetings as specified under the 2021 Act and explore the opportunity of hybrid meetings and the availability of translation facilities for meetings to be conducted bilingually.</p> <p>Appoint Diversity Champions for each political group.</p>	<p>All meetings are currently being webcasted.</p> <p>August 2021</p>
<p>Comprehensive training and awareness programme available through a variety of routes available for members to support them in their role.</p>	<p>Desktop review of the Elected Member Learning and Development Strategy identifying areas and development available for Members.</p> <p>Review areas of training and development which can be made available online, core set of training materials which can be used for all Members.</p> <p>Members Induction Programme - work with the WLGA and share good practices with other councils.</p> <p>Ensuring training opportunities are available bilingually whenever possible.</p> <p>Provide the opportunity for mentoring / shadowing for newly Elected Members and undertaking Personal Development Reviews.</p> <p>Promoting the WLGA's online "Councillor Guide" for the 2022 elections and the suite of National e'learning modules specifically developed for Members and freely available via the NHS learning@wales website.</p>	<p>Completed – reported to Council in June 2021.</p> <p>Ongoing</p> <p>Ongoing</p> <p>As outlined in Elected Member Learning and Development Strategy</p> <p>May 2022</p>
<p>Improve the safety of councillors and their families when undertaking their council duties</p>	<p>Ensure that members undertake health and safety training, lone working training to ensure their safety during elections and when they are elected. Promote the Lone Working Policy and guidance.</p> <p>Publish official addresses on council website rather than personal addresses for Members (where requested).</p>	<p>Completed, to be promoted again following election.</p> <p>Completed. To be reviewed again following election.</p>

	<p>Newly Elected Members to have identity cards to allow secure access to council buildings.</p> <p>To continue the webcasting of Council meetings as specified under the 2021 Act and explore the opportunity of hybrid meetings.</p> <p>Social media safety training to be delivered to members through the Member Induction Programme and built upon during their term of office.</p> <p>Promote the WLGA's advice and support service to individual Members who receive online abuse.</p>	<p>May 2022</p> <p>Ongoing</p> <p>May 2022</p>
<p>Maximise opportunities for individuals to work in ways that enable them to achieve a work / life balance which protects their welfare and wellbeing and allows them to manage any caring / dependency relationships.</p>	<p>Arrangements in place for remote attendance in meetings in light of the experience of virtual meetings during the COVID-19 pandemic. Review opportunity for hybrid meetings.</p> <p>Promote job-sharing by executive leaders and other office holders.</p> <p>Promote the remunerations that are available to Members on the Council website and to candidates standing for Election by linking with the Council Business page.</p> <p>Promote family absence provisions.</p> <p>Promote the IRPW Contribution Towards Costs of Care and Personal Assistance</p> <p>Encourage all Members to claim any necessary allowances or expenses incurred.</p>	<p>Ongoing</p> <p>Monitoring Officer in line with 2021 Act.</p> <p>Completed and promoted again following election.</p> <p>Completed. Details to be provided to candidates and again promoted following election.</p> <p>Completed. "Claim Form" designed and available via the DS Team. Details to be provided to candidates and again promoted following election.</p> <p>Completed and promoted again following election.</p>

	<p>Support the Welsh Government's and IRPW's commitment to explore Resettlement grants or 'parachute payments' payments for Members who lose their seats at election.</p> <p>Reviewing meeting times to have more flexibility to suit the committee Members.</p>	<p>Completed. In accordance with the 2011 Measure this must be undertaken at least once per term.</p>
<p>Assess the effectiveness of the provisions in 2011 Measure in relation to data collection, and in relation to other candidate data that could be collected in order for political parties to support diverse candidates at elections</p>	<p>Undertake a diversity and inclusion survey with Members which will provide a benchmark for future elections and allow the feedback to be reviewed to support / barriers that may have been experienced by a Member during their term of office. The survey feedback will help to deliver a positive and diverse environment for future Members to undertake their roles.</p> <p>Share survey feedback with Members.</p>	<p>Completed.</p> <p>July 2021.</p>
<p>Greater respect and support for those standing for and securing elected office.</p>	<p>Promote duty on political group leaders to promote high standards of conduct.</p> <p>Standards Committee to monitor compliance in relation to standards of conduct and provide training.</p> <p>Supporting the Welsh Government's plans to introduce an Access to Elected Office fund to assist disabled people to stand for elected office at the 2022 Local Elections.</p>	<p>Monitoring Officer in line with the 2021 Act.</p> <p>All Members required to have mandatory Code of Conduct Training. Refresher training took place January 2021, training to be arranged for newly elected members.</p>
<p>Increase awareness of the role of members, the contribution they make to society and how to become an Elected Member.</p>	<p>Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.</p> <p>Produce a series of short explainer videos and sessions for the public highlighting the role of the member including: the benefits from both a member and community perspective, type of work undertaken, the remuneration received, training provided to undertake the role.</p>	<p>Autumn 2021</p> <p>Autumn 2021</p>

	<p>Promote the WLGA website 'Becoming a Councillor'.</p> <p>Seek the participation of Group Leaders to champion the diversity expectations within the selection processes of their political parties and to encourage Group Leaders to promote the advice available to future candidates or individuals considering standing for office at the earliest opportunity.</p> <p>Encourage Members to utilise own media platforms to promote the role of a Councillor through Member blogs / 'day in the life of'.</p> <p>Consultation Engagement and Equalities team to present and share videos and relevant information with BCCEF</p>	<p>October to December 2021</p>
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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

24 JUNE 2021

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER INDUCTION PROGRAMME 2022

1. Purpose of report

- 1.1 The purpose of this report is to advise the Committee of proposed topics and scheduling of the Elected Member Induction Programme following the Local Government Elections in 2022.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 for all people in the county borough.
 2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 Member training and development is required by the Local Government Act 2000, Local Government (Wales) Measure 2011 and the Council's Elected Member Learning and Development Strategy.
- 3.2 Following the Local Government Elections in 2022 there will be a number of new and returning Elected Members. An Induction Programme is an important development opportunity as it enables Members to quickly become familiar with how the Council works, the rules and procedures under which it operates, the complexities of the Elected Member role and help them integrate quickly into the Council following their election.

4. Current situation/proposal

- 4.1 The Elected Member Learning and Development Strategy was considered by the Committee at its meeting on 25th March 2021 and the final Strategy will be presented to Council for approval in July. The Strategy identifies 5 Phases of Learning and Development for Elected Members. Three of the phases cover core learning activities following election as a Councillor:

Phase 1 – Administration

(First three days after the election)

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 Bridgend County Borough Council (BCBC) website and ID cards.

Phase 2 – The Essentials

(Prior to the Annual Meeting of Council in May 2022).

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:

- Chief Executive – to provide an overview of the Council, its services and structures.
- Monitoring Officer – Introduction to Local Government, the Council's Constitution and meeting procedures, Members Code of Conduct.
- Corporate Directors – Directorate Service provision – challenges and achievements.
- Head of Democratic Services – roles of and appointment to Committees. Systems used at Council and Committee meetings.

Phase 3 – The Core Functions

(First 6 months after the Annual Meeting of Council)

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:

- Governance and 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
- Constitution
- Chairing Skills
- Questioning Skills
- Social Media Policy
- Member Referrals

- 4.2 The Welsh Local Government Association (WLGA) has prepared a Development Framework for Councillors in Wales 2021 which outlines the knowledge and behaviours expected by Councillors in Wales. Using this Framework, they have also compiled the “Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022” as attached at **Appendix 1**. This indicates the key topics and timescales for the induction and includes additional topics which have not been previously identified i.e personal safety and self-care.
- 4.3 To support the Induction Programme, an information pack will be provided to Members when they sign the Acceptance of Office. This will include useful information such as core policies and procedures, timetable of meetings and useful contact numbers. It is proposed that the Programme also include events where Members will be able to meet officers to find out more about the Council’s services as well as other new, and returning Members.
- 4.4 In addition to the ongoing Learning and Development Programme, a Training Needs Analysis Questionnaire will be compiled and distributed during December 2022 – January 2023. All Members’ responses will be analysed and, from this, the ongoing Programme will be developed and presented to the Committee.
- 4.5 The Committee is requested to identify any additional themes, topics, policies or activities which should be included in the Induction Programme. Following receipt of the Committee’s direction, Corporate Directors will also be requested to identify any additional topics that they consider necessary for inclusion.

5. Effect upon policy framework and procedure rules

- 5.1 There will be no effect on the policy framework and procedure rules.

6. Equality Act 2010 implications

- 6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the

review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7. Well-being of Future Generations (Wales) Act 2015 implications

- 7.1 The Induction Programme and Elected Member Learning and Development Strategy is consistent with the five ways of working as defined under the Act in that the Induction Programme will help prepare Members for their decision making responsibilities in which they will need to consider the positive and negative impacts on future generations, long term community resilience, economic, environmental and social capital.

8.1 Financial implications

- 8.1 Elected Member learning and development is 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 Head of Democratic Services 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.

9. Recommendations

The Committee is recommended to consider the report and:

- 9.1 Provide its views on the WLGA “Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022”;
- 9.2 Identify any additional activities, themes, key policies or other topics which should be included in the Induction Programme.

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June 2021

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Background documents:

None

Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022

This framework outlines the curriculum for the induction of members in Wales leading up to and following the local elections in 2022.

It sets out the suggested local and national activities to support potential and new members. It is not designed to be prescriptive as the needs of each Council and Councillor are different. It should however provide a guide for what should be considered when developing local programmes.

The Induction Framework has been developed by Local Authorities working with the WLGA. It has been designed to fit with the *Development Framework for Members*, a competency framework for members which provides more information about the subjects which should be covered in both induction and ongoing member development. It also fits with the *Wales Charter for Member Support and Development* and takes account of the legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

Following the delivery of an induction programme, further development for councillors should be informed by personal development review.

Councils will seek to procure and share learning opportunities with each other and with community and town councils wherever possible.

Methods of Delivery

Officers and members have identified what works best for new member induction. Suggestions include:

- **Less is more.** Although there is a lot of information to convey, learning activities should focus on the minimum amount of information at each stage, so that members do not become overloaded.
- **Member centred.** All development activities should be designed with the member role in mind and concentrate only on what members really need to know at that time. At induction level this might include the role of the member, what is important to the community and what information is required to take early decisions. Local and national policy and strategy can be introduced later, as and when necessary. Following induction members should, through personal development reviews be asked about their development needs.
- **Engaging and interactive.** Any development sessions for members should be as entertaining as possible, with plenty of opportunities for discussions and scenarios. The use of PowerPoint should be limited.
- **As and when.** Wherever possible members should be provided with learning opportunities at their convenience, at a time when it is needed and relevant and in a medium of their choice, combining face to face sessions with online, e learning or briefings.
- **Train the trainers.** Whenever possible, learning activities should be provided by a variety of different people including those with skills in learning and development. This may be achieved by providing training or guidance in training delivery to service heads, using the skills of council OD staff, having experienced members co-deliver training, or engaging professional trainers.

When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
			Possible collaboration or shared workshop materials		
POTENTIAL CANDIDATES					
2020	WG Diversity in Democracy and Democratic Renewal Programme	Potential Candidates. Voters	Comms and media initiative encouraging understanding of the democratic process, voting, participation and standing for office.	Currently education resources available for newly enfranchised young people and qualifying foreign citizens on the Hub. Hwb (gov.wales)	WG with steering group including WLGA. LAs.
2019	WLGA be a Councillor information	Potential Candidates	Be a Councillor Website https://www.beacouncillo r.wales/	E learning, Councillor videos and pen portraits in production to be added to the website early 2021	WLGA
2018	IRP information	Potential Candidates	Website https://www.youtube.com/watch?v=h3o0eKrX2Ds &feature=youtu.be	no	IRP
2021 onwards	Council Information and promotion activities.	Potential Candidates	Open evenings, information sessions, mentoring and shadowing schemes.	no	All Councils
2019 onwards	National mentoring initiatives for people from underrepresented groups. Mentors will include serving councillors.	Potential Candidates	Through national organisations	Training for mentors from national organisations.	Currently, Ethnic Minorities and Youth Support Team Wales. Women's Equality Network Wales. Soon to develop in to a 4 way collaboration with

					Stonewall Cymru and Disability Wales 2021
Following elections	Local Mentoring schemes	New members	By experienced members	Training sessions in mentoring available from the WLGA	Councils
NEW MEMBERS					
Week One	General introduction to the role and local government. WLGA Councillors Guide.	Signposted to all Members on election.	Online Guide, developed from Be a Councillor Website.		WLGA
Week One	Orientation (Council offices and County facilities, access and security.	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority.	Councils
Week One	Introduction to the Council, and local Corporate Governance, how decisions are taken, structures and meetings working with officers, working with the community and other bodies, joint arrangements.	All members (M)	Workshop/webinar Chief Executive, Head of DS. Leader	To be developed by staff locally. E learning in production.	Councils and Merthyr Tydfil/WLGA/NHS. All Wales Academi e learning module corporate governance.
Week one	ICT induction including for remote working and issue of equipment	All members (M)	Workshop and individual sessions.	Session and guidance to be developed by staff locally	Councils
Week one	Code of Conduct and Ethics including civility and respect	All members(M)	Workshop/webinar Monitoring Officer.	E learning in production	Councils and AWA (e-learning) Carmarthenshire Ethics, standards and code of conduct
Week one	General meeting Participation Rules of engagement, multi-location meetings, etiquette, broadcasting.	All members(M)	Workshop/dry runs HODS/DS officers/Digital staff/Lead Member	Locally produced materials	Councils
1 st 2 months	"Market Place" Introduction to service areas	All members	Market place, all senior officers with "stalls" sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Councils

1 st 2 Months	Introduction to Equalities and Diversity including personal awareness and behaviour.	All members(M)	Workshop /webinar Equalities Officers, Lead Member.	e- learning in production	Councils and AWA (E-learning) Denbighshire
1 st 2 Months	Safeguarding children and vulnerable adults.	All members(M)	Workshop/webinar - Directors of Education/SS	e- learning in production	Councils and AWA (E-learning) Pembrokeshire
1 st 2 Months	Personal safety and self-care Stress management, personal resilience, work-life balance. Bullying and harassment, online abuse. Sources of help and support within and beyond the Council.	All Members (M)	Local Workshop/Webinar MOs, HODS, Health and Safety and Digital officers. Senior members	Guidance notes and signposting for some topics available now from WLGA website	Councils and AWA (e-learning) Time and workload management Wrexham. Managing stress and coping with bullying and harassment Blaenau Gwent.
1 st 2 Months	Community Leadership and Casework	All members (M)	Workshop/Webinar Senior member with HODS. e- learning. External facilitators.	e-learning in production	Councils and AWA (e-learning) Conwy
Prior to first meeting of committee	Planning. Local planning and development management	Planning Committee(M)	Workshop/Webinar Planning Officer	e- learning in production	Councils and AWA (E learning) Bridgend
Prior to first meeting of committee	Standards. Responsibilities of the committee and the standards regime.	Standards Committee(M)	Workshop/Webinar Monitoring Officer		
Prior to first meeting of committee	Licensing. Responsibilities of the committee and licensing law.	Licensing Committee(M)	Workshop/Webinar Licensing Officer	e-learning in production	Councils and AWA (e learning) Powys)
Prior to first meeting of committee	Governance and Audit	Governance and Audit Committee(M)	Local Workshop/Webinar Finance and HODS Officer.	e-learning in production	Councils and AWA (e learning) Audit and Risk Isle of Anglesey
Prior to participating	Appointments, appeals and interview skills	Panel members(M)	Local Workshop/Webinar HR Director		Councils

Prior to first scrutiny meetings	The role of Scrutiny and how to be an effective scrutiny member	All members(M)	Workshop/Webinar HODS/Scrutiny officers Or external provider	e-learning in production	Councils and AWA (E-learning) Monmouthshire and WLGA
Prior to chairing first meeting	Chairing Skills (meeting management)	All chairs (M)	Workshop/webinar DS Leads/External facilitators	E learning available on AWA	Councils commissioned external facilitators AWA (E-learning) Cardiff
Prior to chairing first scrutiny meeting	Scrutiny chairing (committee and meeting management)	All Scrutiny Chairs (M)	Workshop/Webinar Scrutiny leads/ External facilitators		Councils and commissioned external facilitators
1 st 6 Months	Data Management and FOI including GDPR	All members(M)	Workshop/Webinar – DP officers	e- learning in production	Councils and AWA (E-learning) Caerphilly
1 st 6 Months	Corporate Parenting	All members(M)	Workshop/webinar Directors of SS	e- learning in production	Councils and AWA (E learning) Flintshire
1 st 6 Months	Finance including budgeting and treasury management	All members(M)	Local practical Workshop/webinar with local data. Finance Directors	e-learning in production	Councils and AWA (E eLearning) Torfaen
1 st 6 Months	Operating within the Welsh Language Act and Local Standards	All Members (M)	Local workshop/webinar Briefing from Welsh Language Leads	e-learning in production	Councils and AWA (e-learning) Gwynedd
1 st 6 Months	Violence against Women and Domestic Violence	All Members (M)	National/local Workshop/webinar from lead officers and/or Welsh Government	e-learning in production	Councils and AWA (e-learning) Rhondda Cynon Taff
1 st 6 months	Planning for non-planning members – protocols	All members (M)	Local workshop/webinar Planning officers/experienced member	e-learning in production	Councils and AWA (e-learning) Bridgend
2 nd 6 Months	New Cabinet Development.	Cabinet	External facilitators.	Materials from external	Councils and

	Team building, developing a political vision, working with officers, working with Scrutiny.		Academi Wales.	facilitators.	commissioned external facilitators.
2 nd 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG/WLGA briefings when available	Councils
2 nd 6 Months	Effective Scrutiny and individual scrutiny skills. Collaborative scrutiny and scrutiny of joint arrangements.	All Scrutiny Members	Workshop/Webinar Scrutiny lead officers and members External facilitators		Councils and commissioned external facilitators
2 nd 6 Months	The role of members in relation to the Social Services and Well-being (Wales) Act	All members (M)	Local Workshop - Directors of SS and Lead Member.	e-learning in production	Councils and AWA (E-learning) Newport
2 nd 6 months	Using Social Media	All Members	Hands on Workshop Comms and DS staff Local SM strategies Or External facilitators	e- learning in production	Councils and AWA (e-learning) Swansea
2 nd 6 months	Public Speaking and working with the media	All Members	Comms and DS officers . External facilitators	e-learning in production	Councils and AWA (e-learning Wrexham)
2 nd 6 months	The role of members in relation to the Wellbeing of Future Generations Act	All Members(M)	Workshop/Webinar - Appropriate senior officers and Lead Member.	e- learning in production	Councils and AWA (E-learning) Ceredigion

Note:(M) = Mandatory AWA <https://learning.wales.nhs.uk/>Section of AWA to load and view e learning modules here <https://learning.wales.nhs.uk/course/view.php?id=313>