

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### Bridgend County Borough Council



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

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

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



#### **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, 2 June 2023

Dear Councillor,

#### **DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held Hybrid in the Council Chamber Civic Offices, Angel Street, Bridgend, CF31 4WB / remotely via Microsoft Teams on **Thursday, 8 June 2023 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 - 8  
To receive for approval the minutes of the Committee of the 23/02/23.
4. Democratic Services Committee Annual Report 9 - 14
5. Review of Elected Member Annual Report Process 15 - 26
6. Member Development Programme Update 27 - 42
7. Democratic Services Committee Forward Work Programme 43 - 48
8. 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.

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Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. 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](mailto:cabinet_committee@bridgend.gov.uk) or tel. 01656 643147 / 643148.

Yours faithfully

**K Watson**

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

S Aspey  
P Ford  
RM Granville  
D T Harrison

Councillors

M L Hughes  
RM James  
R J Smith  
I M Spiller

Councillors

T Thomas  
G Walter  
E D Winstanley

# Agenda Item 3

DEMOCRATIC SERVICES COMMITTEE - THURSDAY, 23 FEBRUARY 2023

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB / REMOTELY VIA MICROSOFT TEAMS ON THURSDAY, 23 FEBRUARY 2023 AT 10:00

## Present

Councillor T Thomas – Chairperson

P Ford  
RM James  
E D Winstanley

RM Granville  
I M Spiller

D T Harrison  
R J Smith

M LHughes  
G Walter

## Apologies for Absence

S Aspey

## Officers:

Rachel Keepins	Democratic Services Manager
Martin Morgans	Head of Performance and Partnership Services
Stephen Griffiths	Democratic Services Officer – Committees

## 11. DECLARATIONS OF INTERESTS

None

## 12. APPROVAL OF MINUTES

### RESOLVED:

That the minutes of a meeting of the Democratic Services Committee held on the 20/10/2022 were approved as a true and accurate record.

## 13. UPDATE ON THE DIGITAL PLATFORM AND MEMBER PORTAL

The Head of Partnership Services provided Members with background and an update on the implementation of the digital platform and the Member portal.

The Chair thanked the officer for the report and for the excellent work that had gone into the development of the platform and portal.

He further pointed out that one of the advantages of the committee is that it includes members elected before 2022 and some new ones elected in 2022 and so it is possible to analyse the development of BCBC digital services over a prolonged period of time and from different perspectives.

The Chair pointed out that he dealt with a lot of referrals and a significant number of them were housing related. As such, he wondered if any consideration had been given to extending the referrals portal to external partners such as social housing providers.

The Head of Partnership Services responded by indicating that that was an interesting concept but that we do not have direct engagement with such organisations in terms of complaints procedures. As such, we were not able to manage the process.

He indicated though, that what they had done in terms of portal integration is interface with shared regulatory services. If an issue such as the need for pest (rodents) control is identified, we have the ability to facilitate first point of contact via the referral form.

Wider issues in respect of BCBCs relationship with external organisations like social housing providers needed to be addressed at a strategic level. It was important to point out that BCBC was looking for an open and transparent context but that it was not possible to manage issues explicitly because officers do not have the autonomy.

The Chair raised an issue about difficulties searching historic referrals. The Head of Partnership Services indicated that it was possible to research every aspect of a referral through Advanced Search and indicated there might be a need to develop some training and/ or a how to guide to assist members with the process.

It was noted that there had been two thousand outstanding referrals associated with councillors not re-elected in May 2022. It was necessary to delete some of those referrals from the system as they could not be passed to newly elected members because of GDPR issues. If the referrals were urgent, such as for social services for example, they were kept open and passed on to officers and were gradually worked through until they could be closed.

Members indicated that there were many positives with the referral system and praised the quality of service and support that Members have had and commented that it has been good to see the gradual development and improvement on a month-by-month basis. Members indicated that any queries or problems, had always received a speedy resolution from the Experience and Improvement team.

Members further indicated that the feedback from residents was that they liked using the 'Report It' system, feeling empowered by being able to go on and report their street light problem or other such issues. Members queried whether more could be done to promote the system such as a flyer in with the Council tax send out.

The Head of Partnerships welcomed the feedback and noted that it had been really important to provide the self-service system as it had widened the availability of services including pest control, fly tipping, applications for schools etc.

He explained that the case study set out in the report involving the waste disposal team highlighted what could be achieved. They were given technology that allowed them to move from a paper-based system to one utilising handheld technology. A citizen or a councillor could fill in a form that sent a transaction to the operatives' work device. The work is then scheduled, done, and reported as complete. This represented a whole holistic journey of business process review. The system works for councillors and also involves a process of making the back office more efficient.

The Head of Partnerships stated that there was clearly a desire on the part of citizens to transact with the Council from a digital perspective although it should be noted that BCBC does not want to exclude anyone. As such, other channels are maintained to enable other citizens to engage with us as well. There is no level of digital exclusion.

It was noted that response times in respect of some referrals had been extended and that this should indicate a maximum time to respond and not set the standard.

Members raised issues about the use of telephones where calls go unanswered, or where they get cut-off mid-discussion.

The Head of Partnerships indicated that it was our desire as an organisation to not be a telephone switchboard. He indicated that they wanted to deliver a resolution to any issue at the first point of contact and suggested taking some of the queries arising from the experiences of members offline so they could be discussed in more detail and be resolved.

Building on the example of the working group that was held to consider the new Model Constitution, it was proposed that a new working group be established to take forward work on the Member Portal. This was welcomed by Members and a number volunteered to sit on this group.

**RESOLVED:**

1. To recommend that a flyer be included with the Council Tax send out that promotes the digital platform (My Account), especially the 'Report It' function.
2. For the Democratic Services Manager and the Head of Partnerships to establish a working group to take forward the development of the Member Portal. It was recommended that the membership of the working group consist of volunteers from the Democratic Services Committee as well as Group Leaders. The following Members put themselves forward to sit on this working group: Cllr Tim Thomas, Cllr Martin Hughes, Cllr Graham Walter, and Cllr Ian Spiller.
3. The Committee requested that they have sight of the seventeen recommendations resulting from the review of the previous member referral system undertaken in 2019.
4. The Committee further requested that the DSM ask all Members to email regarding any portal related training needs so that these can be organised.

**14. REVISED CORPORATE REPORT TEMPLATE**

The Democratic Services Manager (DSM) introduced a report that set out a proposed revised corporate template for reports that are presented to Council, Cabinet, and their committees.

**RESOLVED:**

1. That the template be updated to incorporate the Socio-economic Duty and Welsh Language implications, links to Climate Change and Safeguarding as well as an Executive Summary so that the reader and decision maker can quickly acquaint themselves with the content of the report.
2. That the proposed template also includes the following changes:
  - The combining of the 'Connection to the Corporate Well-being objectives' with the 'Well-being of Future Generations' implications.'
  - The relocation of the 'Effect on Policy Framework and Procedure Rules' to the top of the report.
  - The relocation of the 'Report Owner/Corporate Director' and 'Responsible Officer' details to the top of the report.

That the revised template is used for all reports presented to Committees from 18 May 2023 following the Annual Meeting of Council.

15. **DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME**

The Democratic Services Manager (DSM) presented a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.

The DSM explained that reports such as the Independent Remuneration Panel Wales Draft Annual Report and the Committee's own Annual Report will be regular items for the Committee to consider each year. Similarly with Member Development updates. It was a matter for Members to consider whether there were any other items they wished to add to their FWP considering the role and remit of the Committee, acknowledging that it was flexible and could be amended throughout the year.

The Chair highlighted the need for guidance to Members on good practice for attending remote meetings.

Members queried whether the Constitution is reviewed annually or every term.

The DSM indicated that the Constitution was not usually subject to an annual review. It was reviewed in 2022 because the new model came out across Wales, and as a result the Constitution was changed as a whole. Changes and clarifications are made on occasion though, where needed. Discussions were already planned with Group Leaders about some potential changes.

The Chair indicated that he would wish to allow the Constitution time to bed in, but Members were free to write to him if they felt it should be re-visited.

Members indicated that they would welcome a review and suggested there were items that should have been included in the Constitution and needed to be locked at, especially in respect of the duration of meetings, for example. It was noted that other Local Authorities have clauses which address the issue. He thought the October meeting would be an opportune moment to carry out a review.

Members also raised concern about the implications of any new UK government proposals relating to Electoral Reform (e.g., photo ID for voting) and whether those needed to be considered by the committee in due course.

**RESOLVED:**

1. That the Democratic Services Committee will introduce a Forward Work Programme to guide its deliberations.
2. In addition to the items outlined in Appendix A of the report, members agreed to add the following items:
  - That consideration be given to introducing a Good Practice Protocol for Attending Meetings Remotely.
  - To consider whether the Committee could receive an annual report (at its October meeting) on the workings of the Constitution; and,
  - That consideration be given to the implications of any new UK government proposals such as Electoral Reform to determine how the Authority is responding to this.

16. URGENT ITEMS

None

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# Agenda Item 4

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>8 JUNE 2023</b>
<b>Report Title:</b>	<b>DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT</b>
<b>Report Owner / Corporate Director:</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<p><b>The Local Government (Wales) Measure 2011 requires the Democratic Services Committee (DSC) to make a report at least annually to the Council.</b></p> <p><b>The report details:</b></p> <ul style="list-style-type: none"><li>• <b>The Membership of the DSC</b></li><li>• <b>Dates of DSC</b></li><li>• <b>DSC Terms of Reference</b></li><li>• <b>Activities of the DSC for the period May 2022 to May 2023</b></li><li>• <b>The Structure of the Democratic Services Team covering May 2022-23</b></li></ul>

## **1. Purpose of Report**

- 1.1 To provide the Democratic Services Committee with the Annual Report for the period May 2022 to May 2023. The report outlines the work of the Committee during that period.

## **2. Background**

- 2.1 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.

### 3. Current situation / proposal

- 3.1 Councillor T Thomas was elected Chair of the Democratic Services Committee at the Annual Meeting of Council in May 2022.
- 3.2 The Committee is serviced by the Democratic Services Manager. The role also has the responsibility of being the Head of Democratic Services.

#### **Membership of the Democratic Services Committee**

- 3.3 The Membership of the Democratic Services Committee for the period May 2022 to May 2023 is as follows:

Councillor	Councillor
Cllr T Thomas (Chair)	Cllr Malcolm James
Cllr S Aspey	Cllr Rob Smith
Cllr Paula Ford	Cllr Ian Spiller
Cllr Richard Granville	Cllr G Walter
Cllr David Harrison	Cllr Elaine Winstanley
Cllr Martin Hughes	

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

- 3.4 The Committee met on the following dates during the period May 2022 to May 2023:
- 7 July 2022
  - 20 October 2022
  - 23 February 2023

#### **Democratic Services Committee Terms of Reference**

- 3.5 The remit of the Democratic Services Committee is set out under the Local Government (Wales) Measure 2011 and is:
- 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.
- 3.6 There is also a Sub-Committee of the Democratic Services Committee which consists of a Panel to deal with Member family absence under the Family Absence for Members of Local Authorities (Wales) Regulations 2013.

## Activities of the Democratic Services Committee for the period May 2022 to May 2023

- 3.7 Following the Welsh local elections in May 2022 the Committee undertook a review of the All-Wales Model Constitution and accompanying guides in order to agree them in principle before being presented to Cabinet and Council for approval and adoption. The Committee determined to establish a Working Group to conduct this work which consisted of six volunteers from the Committee, chaired by Cllr T. Thomas.
- 3.8 The Model Constitution Working Group met on two separate occasions in July and August 2022. In addition to going through each section of the Constitution in depth and providing a series of recommendations, the Group also reviewed the Council's process for questions from Members to Council. This consisted of consideration of the process followed in four neighbouring Welsh Local Authorities to provide an idea of various methods that could be used.
- 3.9 The recommendations from the Working Group were approved by Council on 19<sup>th</sup> October 2022 along with the revised Constitution and Guide.
- 3.10 The Independent Remuneration Panel for Wales Report 2023-24 was considered at the Committee's October meeting where Members discussed the proposed changes particularly in relation to the proposed increase in pay for Members. The Committee agreed to provide the following response to the IRPW and WLGA in respect of the IRPW Draft Annual Report 2023-2024:
- 'The Committee recognise that given the cost-of-living crisis and the undeniable difficulties that many people in the County Borough are experiencing at the moment and likely to in the near future, it appears somewhat inappropriate to have pay rises for Elected Members for 2023-2024. However, it is also accepted that personal circumstances of Members need to be considered and therefore it should be a personal matter for Members to determine themselves whether or not they accept the pay rise or make the choice to opt-out.'*
- 3.11 At the Committee's meeting held on 23 February 2023 Members were presented with a report that provided an update on the Digital Platform and Member Portal. The Committee requested further information, recommended methods for promoting the digital platform with the public and also established a working group to take forward the development of the Member Portal. It was recommended that the membership of the working group consist of volunteers from the Democratic Services Committee, as well as Group Leaders, with the following Members putting themselves forward to sit on the group: Cllr Tim Thomas, Cllr Martin Hughes, Cllr Graham Walter, and Cllr Ian Spiller.
- 3.12 The Councillor Portal Working Group met on the 3<sup>rd</sup> May 2023 and discussed potential areas for consideration with the Head of Partnerships and the Democratic Service Manager. The Group agreed to divide their work up into the following specific categories:
- Quick wins
  - Training and development
  - Responses

- Technical & Compatibility
- Dashboards
- Engagement

The 'quick wins' will be monitored by the Group to see how they develop and other areas will be explored more with the Group and discussed with Officers to try and find solutions which can be progressed and monitored.

- 3.13 Following the Local Government Elections in May 2022 the Committee considered and reviewed the delivery of the Member Induction Programme 2022 as well as the ongoing Member Development Programme 2022-23. Whilst there was consensus that the Induction Programme had been successful, there were various methods for improvement proposed including holding a Marketplace event sooner after the elections.

### **Democratic Services Team for the period May 2022 to May 2023**

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

- Democratic Services Manager (with the statutory post of Head of Democratic Services)
- Senior Democratic Services Officer – Committees
- Democratic Services Officer – Committees
- Democratic Services – Technical Support Officer
- Senior Democratic Services Officer – Scrutiny
- Scrutiny Officer x 2
- Senior Democratic Services Officer – Support
- Democratic Services Assistant
- Democratic Services Officer – Support
- Democratic Services Officer – Leadership, Members and Mayoral
- Chauffeur
- Business Administrative Apprentice (Soon to be in place at the time of drafting)

- 3.15 The provision of staff, accommodation and other resources by the Council has been adequate to discharge the statutory requirements in relation to decision making, democratic administration and scrutiny as they currently exist. However, there are increasing statutory responsibilities and an appetite for further development amongst Members and the Executive. If progressed, these will result in various pressures across the team and whilst the new Apprentice post will temporarily assist with alleviating some of this, there may be a need to submit budget pressure bids during the future budget setting process. The Local Government (Wales) Measure 2011 places the responsibility on the Authority itself to ensure that the Head of Democratic Services (HDS) is provided with sufficient staff, accommodation and other resources as are, in the Council's opinion, sufficient to allow the HDS's functions to be discharged.

## **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, 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.

## **5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

5.1 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.

## **6. Climate Change Implications**

6.1 There are no Climate Change implications as a result of this report.

## **7. Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

## **8. 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 receive and note the Annual Report for submission to Council for information.

## **Background documents**

None

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# Agenda Item 5

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>8 JUNE 2023</b>
<b>Report Title:</b>	<b>REVIEW OF ELECTED MEMBER ANNUAL REPORT PROCESS</b>
<b>Report Owner / Corporate Director:</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<b>The Local Government (Wales) Measure 2011 requires Local Authorities to make arrangements for all Elected Members to produce and publish an Annual Report about their activities during the previous year.</b>  <b>This report sets out this process, provides guidance and a completed example and asks Members of the Committee to consider any potential amendments or improvements to the process.</b>

## **1. Purpose of Report**

1.1 To provide the Democratic Services Committee with:

- a) Information relating to the Annual Report Process for Elected Members; and
- b) An opportunity to review the process and make any suggested amendments or improvements, specifically how to encourage Member take up and promote the final reports.

## **2. Background**

- 2.1 Under Section 5 of the Local Government (Wales) Measure 2011, Local Authorities are required to make arrangements for all of their Elected Members to produce and publish an Annual Report about their activities during the previous year.
- 2.2 Any reports produced by Members must be published by the Council, but the Council may set conditions or limits on what is included in a report.

- 2.3 There is no mandatory duty on Members or Cabinet Members to make an Annual Report on their activities. However, all political groups will be requested to actively promote the completion of Annual Reports by all of their Members.
- 2.4 When initially introduced, Bridgend County Borough Council (BCBC) as an Authority, took the lead in Wales regarding the development and introduction of Annual Reports. The original template was adapted from the “Luton model” by officers from BCBC and the template was trialled for suitability and Elected Members assisted in developing the format and guidance for the completion of the report.
- 2.5 The template, exemplar and guidance were presented to the Member Support Officer (MSO) Network, who praised BCBC on the quality of the final model. The template was adopted as an All-Wales model for Annual Reports.
- 2.6 This process was later reviewed in 2018 to reflect changes such as the implementation of the Welsh Language Standards and to minimise the resources necessary to create, administer and publish Elected Member Annual Reports in English and in Welsh.

### **3. Current situation / proposal**

- 3.1 The current process consists of provision of the report template as a word document from Democratic Services (**Appendix 1**) to each Elected Member towards the end of each municipal year. This template has been translated into Welsh and provides the framework which will be common to all Annual Reports and used to minimise translation costs.
- 3.2 Those Elected Members who wish to produce an Annual Report can complete the initial draft of their report for the period 1<sup>st</sup> May of the previous year until 30<sup>th</sup> April of the current year. Elected Members can use the revised guidance (**Appendix 2**) and the sample report (**Appendix 3**) to complete their reports.
- 3.3 Initial draft reports need to be returned to Democratic Services by 30 June 2023. Reminders will be sent from Democratic Services but it will be assumed that any Elected Member not returning their initial draft report by the 30 June will not be completing an Annual Report for the period.
- 3.4 Democratic Services will review the report and finalise any formatting before returning it to the Elected Member for approval. Any concerns regarding the content of the report will be discussed with the author if necessary or passed to the Group Leaders for review.
- 3.5 The approved reports will be translated and both the English and Welsh report will be linked from the Elected Members profile page on the BCBC website by 1 September each year.
- 3.6 Democratic Services will liaise with the Communications Team to advertise and promote the publication of the Annual Reports, however the Committee may wish to consider other ways Members can publicise their reports.



## **Welsh Government Guidance**

- 3.7 Welsh Government Statutory Guidance states that the Annual Report should contain only factual information relating to the work of the Councillor; should avoid promoting political achievements; be written in the past tense and be limited to two sides of A4. Members are therefore encouraged to provide their information within the 500 word limit to ensure that a consistent approach is established for all Annual Reports.
- 3.8 The Statutory Guidance also suggests that in the main, reports focus on aspects such as meetings, events and conferences etc. attended as well as training and development received.
- 3.9 In addition, care should be taken to avoid including in reports information concerning activities when the Member concerned is not operating in the role of councillor, such as a party conference and also to not include information which could be interpreted as critical of another Member.
- 3.10 The following areas are proposed as standard items to be included:
- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
  - Local activity – details of surgeries held, representations made on behalf of electors and the results of these
  - Major projects – involvement in local, county or regional initiatives or projects.
  - Learning and development – details of training and development events attended or undertaken, conferences and seminars attended.
- 3.11 There is no requirement for Elected Members to complete an Annual Report. However, all political groups will be requested to actively promote the completion of Annual Reports by all of their Members.
- 4. Equality implications (including Socio-economic Duty and Welsh Language)**
- 4.1 The protected characteristics identified within the Equality Act, 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.
- 4.2 The publication of the Annual Reports on the BCBC website fulfils the requirement to make documents available in a bi-lingual format and accessible to those with hearing and visual disabilities.

**5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

5.1 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.

**6. Climate Change Implications**

6.1 There are no Climate Change implications as a result of this report.

**7. Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

**8. Financial Implications**

8.1 For all Elected Members to complete a 500 word Annual Report, the translation costs are approximately £50-£55 per 1000 words equating to a total of approximately £1,275 - £1,402.50. This cost would have to be met from existing budgets within Democratic Services.

**9. Recommendations**

9.1 The Democratic Services Committee is recommended to:

- (1) Consider the Annual Report process and provide any comments or suggested amendments,
- (2) Consider how to encourage Member take up of the process and how to promote the final reports.

**Background documents**

None

# BCBC Councillor's Annual Report

**Councillor (Initials and Name)**

**Ward: (Ward Name)**

**Party: (Political Party/Group)**

This report identifies my key activities during the year ending **(Year Ending Date)**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of Bridgend County Borough Council.

## **Role & Responsibilities**

I was elected to Bridgend County Borough Council to represent **(Ward Name)** on **(Elected Date)**. I have undertaken a variety of roles within the Council this year including being appointed to several committees.

I have supported the residents of my ward on a variety of issues and have formally raised **33** constituent queries with the Council and other organisations. This is in addition to informally addressing a number of other issues which you have asked me to help you resolve.

To enable me to fulfil my role as your representative, I have attended a number of Member Development Activities which have assisted me to ensure that my knowledge of national and local issues affecting the Council and my ward is maintained.

Further information of my **(roles, responsibilities and activities)** can be found by using this link.

**Constituency Activity** (max 200 words)

**Initiatives and Special Activities** (max 200 words)

**Other Activities/Issues** (max 100 words)

**Councillor (Initials and Name):**

**Date: (Completion Date)**

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# BCBC Councillor's Annual Report Guidance Notes

## **Background**

The Councillor's Annual Report is a mechanism for improving communication between Councillors and the local electorate. The Welsh Government identified that Annual Reports would help improve local people's understanding of what their Local Councillor does, and the important role they serve.

Local Authorities are expected to provide a format and mechanism for Annual Reports to be published; however the content (in the main) is the responsibility of individual Councillors.

Bridgend County Borough Council has developed a process which it is hoped will be factual, interesting and non-political. The BCBC 'Model' allows the completion 4 specific areas of activity as follows:

- 1. Role & Responsibilities**
- 2. Constituency Activity**
- 3. Initiatives & Special Activities**
- 4. Other Activities & Issues**

- **Role & Responsibilities**

Previously the Authority provided a list of committees and other bodies to which each councillor was appointed. This was very labour intensive for officers to accurately compile and insert into each annual report. This information is now available to the public on the BCBC website therefore its inclusion in the report has been replaced by a link to the Councillors profile page.

It is proposed that the revised paragraph in the report template will be updated by Democratic Services to include any specific information and links on completion of the report.

- **Constituency Activity**

This is where Councillors have an opportunity to detail any work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest.

- **Initiatives & Special Activities**

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

- **Other Activities & Issues**

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

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

## **Process**

Democratic Services will provide the report template as a word document to each Elected Members at the end of April each year. This will then enable Elected Members to complete their initial draft of their report for the period from 1<sup>st</sup> May of the previous year until 30 April of the current year. Initial Drafts will be requested to be returned to Democratic Services by 30 June.

One of the most important aspects of the BCBC Model is that Councillors are encouraged to provide as much or as little information within the 500 word limit. Staying within the word count limit will provide some consistency and to maintain the focus on the key issues of your report. It will also enable the translation costs necessary when publishing these reports to be managed.

Reminders will be provided by Democratic Services to return completed initial draft reports. It will be assumed that any Elected Member not returning their report by the 30 June will not be completing an annual report for the period.

Democratic Services will review the report and finalise any formatting before returning it to the elected Member for approval. A copy of the finalised Annual Report may be reviewed by the Group Leaders (if required).

Democratic Services will liaise with the Communications team to advertise and promote the publication of the Annual Reports.

The approved reports will be translated and both documents will be linked from the Elected Members profile page on the BCBC website by 01 September each year.

## **Welsh Government Guidance**

Welsh Government Statutory Guidance states that the report should contain only factual information relating to the work of the Councillor; should avoid promoting political achievements; be written in the past tense and be limited to two sides of A4.

The Statutory guidance also suggests that in the main, reports focus on aspects such as meetings, events and conferences etc. attended as well as training and development received. It provides the example that whilst it might be acceptable to record information such as "made representations on behalf of the campaign to save the local hospital in the following ways", it would not be acceptable to say, "succeeded in saving local hospital by my efforts on my constituents' behalf".

Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. The example provided states that it would be acceptable to include information concerning, for instance, a speech made at a conference where the member was attending because of their council role, however it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation.

Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

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# BCBC Councillor's Annual Report

Councillor **RM James**

Ward: **Llangynwyd**

Party: **Plaid Cymru**

This report identifies my key activities during the year ending **30 April 2018**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of Bridgend County Borough Council.

## **Role & Responsibilities**

I was elected to Bridgend County Borough Council to represent **Llangynwyd** on **08-05-2012**. I have undertaken a variety of roles within the Council this year including being appointed to several committees.

I have supported the residents of my ward on a variety of issues and have formally raised **33** constituent queries with the Council and other organisations. This is in addition to informally addressing a number of other issues which you have asked me to help you resolve.

To enable me to fulfil my role as your representative, I have attended a number of Member Development Activities which have assisted me to ensure that my knowledge of national and local issues affecting the Council and my ward is maintained.

Further information of my **roles, responsibilities and activities** can be found by using this link.

## **Constituency Activity** (max 200 words)

*One issue of note was the consequences of the developers in Parc Tyn Y Waun going into liquidation and not being able to maintain the open spaces. This is proving to be an upward challenge as the areas are not BCBC's responsibility and look unkempt if they are not maintained, this is not what the residents want. I am currently investigating other ways to fund this work as BCBC have never adopted this land and now have no money to do so. I am managing to maintain the cutting of the grass currently by referring this to the probation service under the community court orders scheme. I am also constantly in discussions with BCBC about this issue.*

## **Initiatives and Special Activities** (max 200 words)

*The Community Council has continued to maintain our lovely community park –Parc Tir Iarll, Cwmfelin, where I have worked with a few committee members, our clerk and our park warden, Nicola, to hold special free days for the community. In these days of austerity they have proved very successful. We had an Easter egg hunt, a summer picnic in the parc and recently a spooky trail, all of which have seen me dressing up and helping with the preparation and the event on the day. Christmas even sees me dressed as Santa Clause in his grotto.*

**Other Activities/Issues** (max 100 words)

I regularly entertain the congregation and guests at the St. Cynwyds Church at events such as the Harvest Festival.

**Councillor RM James:**

**Date: 31 Jul 2018**

SAMPLE

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>8 JUNE 2023</b>
<b>Report Title:</b>	<b>MEMBER DEVELOPMENT PROGRAMME UPDATE</b>
<b>Report Owner / Corporate Director:</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• It is the role of the Democratic Services Committee to develop a Member support and development strategy and ensure Members have access to a reasonable level of training and development and sufficient budget to do so.</li> <li>• This report provides an update on the Member Development Programme since October 2022 and sets out the process for informing and planning the future programme including Member Performance and Development Reviews.</li> <li>• Members are also asked to put forward suggestions for inclusion in the programme and prioritise accordingly.</li> </ul>

## 1. Purpose of Report

1.1 The purpose of this report is to:

- a) Provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities;
- b) Request the Committee to identify any further topics for inclusion in the Member Development Programme.

## 2. Background

2.1 Following the Local Government (Wales) Measure 2011, local authorities were directed to place more emphasis on Member Development. Members are

encouraged to identify their own development needs and participate fully in learning and development activities.

2.2 Under the Council's Constitution, part of the role description of a Member on the Democratic Services Committee is:

- developing the Authority's member support and development strategy;
- ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- ensuring that the budget for member development is sufficient;
- ensuring that members have access to personal development planning and annual personal development reviews.

### 3. Current situation / proposal

3.1 **Appendix A** details the training and development sessions that have taken place as part of the Member Development Programme since last reported to the Democratic Services Committee on 20 October 2022.

3.2 The record of attendance for these sessions is also attached at **Appendix B**.

3.3 Training requests have been regularly forthcoming from both Members and Officers which has been extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include additional Treasury Management and Capital Strategy training for all Members (not just the Governance and Audit Committee) which was requested by Members during a Council meeting. Directorate Member Surgeries have also commenced following a request from Members following the Marketplace event. Officers have also requested sessions on the Council's Self-Assessment process, Public Scrutiny Board (PSB) and the Well-being of Future Generations (Wales) Act 2015, and on the new Corporate Parenting Strategy for Bridgend ensuing that Members are fully informed in order to undertake their roles related to these items.

#### **Development Control Committee Training Sessions**

3.4 The following Development Control Committee training sessions have also been provided since October 2022:

- 5 October 2022 - Householder design guide/amenity space standards
- 15 November 2022 - Code of Practice training
- 4 January 2023 - Review and timeline of processing planning applications
- 9 February 2023 - Review of content and format of Committee reports
- May 2023 - Section 106 procedures

## **Council Briefings**

- 3.5 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:
- November 2022 - South Wales Fire and Rescue Service
  - December 2022 - Cwm Taf Morgannwg University Health Board
  - January 2023 -V2C

## **Future Member Development and Member Personal Development Reviews**

- 3.6 Attached at **Appendix C** is a schedule for continued training over the next few months. 'Personal Safety', '15 Minute Towns' and 'Mental Health Matters' are just some examples of sessions specifically requested by Members.
- 3.7 Member Personal Development Reviews (PDRs) have commenced for some Members. Training was held for those Members who have agreed to undertake the role of Reviewers, following which the remaining PDRs can now be undertaken as requested.
- 3.8 Member PDRs will be used to further inform the ongoing Development Programme for the next 12 months along with a Member survey that is scheduled to be issued once finalised.

## **E-Learning**

- 3.9 In addition to Member Development sessions, Members are also asked to undertake several e-learning modules via the online Learning and Development website. These e-learning courses have been devised by the Council for all staff and Members to support their learning and development needs and gives Members the opportunity to undertake this learning remotely at a convenient time at their own pace.
- 3.10 The following mandatory courses below have been provided:
- Corporate Induction
  - UK General Data Protection Regulation (GDPR)
  - Display Screen Equipment
  - Fire Safety Awareness
  - ICT Code of Conduct
  - Safeguarding Children and Adults
  - Violence Against Women, Domestic Abuse and Sexual Violence
- 3.11 So far 26 Members have accessed the Learning and Development site and commenced their e-learning modules but only 10 Members have completed all mandatory ones as listed above.

## **Learning and Development Website**

- 3.12 All Members have been provided with the link to the Learning and Development website with instructions of how to access the e-learning training. The review of the site has unfortunately been delayed but it is hoped that this can recommence in the

near future. The plan is to update it and provide all recordings, presentations and associated training material all in one place for Members going forward.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act, 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.

#### **5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

5.1 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.

#### **6. Climate Change Implications**

6.1 There are no Climate Change implications as a result of this report.

#### **7. Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

#### **8. 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**

9.1 The Committee is recommended to:

- a) Note the report and its appendices; and
- b) Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly.

#### **Background documents**

None

<b>Date and Time</b>	<b>Delivery</b>	<b>Facilitator</b>	<b>Development Session</b>
20 <sup>th</sup> September 2022 1.30pm-3.30pm	Hybrid	Group Manager - Transformation and Customer Services	<b>Councillor Portal and Member Referrals</b>
27 <sup>th</sup> September 2022 10-11.30am	Microsoft Teams	External - Governance Training and Consultancy Ltd	<b>Effective Decision Making in an Executive Governance System</b>
30 <sup>th</sup> September 2022 2-3.30pm	Microsoft Teams	External - Governance Training and Consultancy Ltd	<b>Leadership &amp; Standards Standards Committee</b>
5 <sup>th</sup> October 2022 10-12	Hybrid	Group Manager - Business Support School Programme Manager Corporate Director - Education and Family Support	<b>Education - Support Services</b> (including school catering, home-to school transport and school modernisation)
7 <sup>th</sup> October 2022 10am-12am	Hybrid	Group Manager - School Support Group Manager - Learner Support Corporate Director - Education and Family Support	<b>Education - Lifelong Learning Services</b> (including nursery, statutory, sixth form and adult learning provision)
10 <sup>th</sup> October 2022 9am-11am	Hybrid	Chief Executive	<b>Future Service Delivery Model</b>
11 <sup>th</sup> October 2022 13:30-15:30	Hybrid	Group Manager - Business Support School Programme Manager Corporate Director - Education and Family Support	<b>Corporate Health and Safety</b>
13 <sup>th</sup> October 2022 2pm – 3.30pm	Microsoft Teams	External - Governance Training and Consultancy Ltd	<b>Effective Decision Making in an Executive Governance System</b>
14 <sup>th</sup> October 2022 1pm – 3pm	Hybrid	Corporate Policy & Public Affairs Manager	<b>Bridgend County Borough Council Self-Assessment</b>
14 <sup>th</sup> October 2022 9am - 11a	Hybrid	Corporate Policy & Public Affairs Manager	<b>BCBC Self-Assessment</b>

20 <sup>th</sup> October 2022 13:00-15:00	Hybrid	Group Manager - Learner Support Corporate Director - Education and Family Support	<b>Education - Learner Support Services</b> (including support for children and young people with additional learning needs)
24 <sup>th</sup> October 2022 10-12	Hybrid	Group Manager - Family Support Corporate Director - Education and Family Support	<b>Education - Family Support Services</b> (including early help and youth services)
27 <sup>th</sup> October 2022	Zoom	External - LGA	<b>Handling Online Abuse and Intimidation</b>
3 <sup>rd</sup> November 2022 08:30-10:00	Hybrid	Corporate Director - Social Services and Wellbeing Head of Children's Social Care	<b>Children's Social Care</b>
7 <sup>th</sup> November 2022 10:30-12:00	Hybrid	Corporate Director - Social Services and Wellbeing Group Manager - Sports and Physical Activity	<b>Wellbeing</b> , including relationship with Halo and Awen
9 <sup>th</sup> November 2022 3pm - 5pm	Hybrid	Corporate Director - Social Services and Wellbeing Head of Adult Social Care	<b>Adult Social Care</b>
22 <sup>nd</sup> November 2022 2pm-4pm	Hybrid	Chief Executive Director of the Cardiff Capital Region City Deal	<b>City Deal and Cardiff City Region</b>
20 <sup>th</sup> January 2023 12:30-15:30	Hybrid	Public Services Board Officer Corporate Policy & Public Affairs Manager	<b>PSB &amp; the Wellbeing Plan</b>
2 <sup>nd</sup> February 2023 16:30-18:00	In person	Corporate Director - Education and Family Support Education and Family Support Group Managers	<b>Member Surgeries – Education &amp; Family Support</b>
10 <sup>th</sup> February 2023 10:00-12:00	Hybrid	Group Manager - Chief Accountant Chief Officer - Finance, Performance & Change Deputy Head of Finance	<b>Treasury Management Training</b>



15 <sup>th</sup> February 2023 3PM-5PM	Hybrid	Corporate Director - Social Services and Wellbeing Head of Adult Social Care	<b>Adult Social Care</b>
16 <sup>th</sup> March 2023 04:00-05:30	Hybrid	Corporate Director - Social Services and Wellbeing Head of Children's Social Care	<b>Children's Social Care</b>
27 <sup>th</sup> March 2023	Hybrid	Corporate Director - Communities	<b>20MPH Speed Restriction Rollout</b>
28 <sup>th</sup> March 2023	Remote	Group Manager - Transformation and Customer Services One.Network	<b>One.Network Roadworks map system</b>
29 <sup>th</sup> March 2023 15:30-16:30	Hybrid	Group Manager - Transformation and Customer Services Corporate Director - Social Services and Wellbeing	<b>Bridgend Corporate Parenting Strategy - Member Awareness Session</b>
4 <sup>th</sup> April 2023	In Person	Corporate Director - Social Services and Wellbeing	<b>Member Surgeries – Social Services and Wellbeing directorate</b>
24 <sup>th</sup> April 2023	Teams	Chief Officer - Legal & Regulatory Services, HR & Corporate	<b>Code of Conduct</b> <i>(Specific Members)</i>
15/05/2023	Hybrid	Corporate Policy & Public Affairs Manager	<b>Corporate Plan Delivery Plan</b>
18 <sup>th</sup> May 2023	Teams	Group Manager - Chief Accountant Chief Officer - Finance, Performance & Change Deputy Head of Finance	<b>Capital Strategy Training</b>

22 <sup>nd</sup> May 2023 15:00-16:30	Hybrid	Corporate Director - Social Services and Wellbeing Head of Adult Social Care	<b>Members' Rota Visiting Scheme/Direct Care Service</b>
22 May 2023 15:00-16:30	Hybrid	Corporate Director - Social Services and Wellbeing Head of Adult Social Care	<b>Members' Rota Visiting Scheme/Direct Care Service</b>
22 May 2023 15:00-16:30	Hybrid	Corporate Director - Social Services and Wellbeing Head of Adult Social Care	<b>Members' Rota Visiting Scheme/Direct Care Service</b>

Firstname	Lastname	Education & Family Support - Support Services (Hybrid)	Education & Family Support - Lifelong Learning Services (Hybrid)	Future Delivery Service Model	Corporate Health & Safety	Self Assessment	Education & Family Support - Learner Support Services	Education & Family Support - Family Support Services		
		05/10/22	07/10/22	10/10/22	11/10/22	14/10/22	20/10/22	24/10/22		
Alan	Wathan	DNA	✓	DNA	DNA	DNA	✓	✓		
Amanda Jayne	Williams	✓	✓	✓	✓	✓	DNA	✓		
Anthony Robert	Berrow	DNA	DNA	DNA	✓	✓	✓	✓		
Christopher Louis Charles	Davies	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Colin	Davies	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
David Terry	Harrison	✓	✓	DNA	✓	✓	✓	✓		
Della Mary	Hughes	✓	✓	✓	✓	✓	✓	✓		
Elaine Denise	Winstanley	DNA	DNA	DNA	DNA	✓	✓	✓		
Ellie	Richards	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Eugene Lewis Phillip	Caparros	✓	DNA	DNA	DNA	✓	DNA	DNA		
Freya Dorothy	Bletsoe	DNA	DNA	DNA	DNA	DNA	✓	DNA		
Graham	Walter	✓	DNA	DNA	DNA	DNA	DNA	✓		
Heather	Griffiths	✓	DNA	✓	DNA	✓	✓	✓		
Heidi Theresa	Bennett	DNA	DNA	DNA	DNA	✓	DNA	DNA		
Huw	David	✓	✓	✓	DNA	DNA	DNA	DNA		
Hywel	Williams	DNA	DNA	✓	DNA	DNA	DNA	DNA		
Ian	Williams	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Ian Matthew	Spiller	DNA	DNA	✓	DNA	DNA	DNA	DNA		
Jane Allison	Gebbie	DNA	DNA	DNA	DNA	DNA	✓	DNA		
Jefferson Houseman	Tildesley	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Johanna Ellen Elizabeth	Llewellyn-Hopkins	DNA	DNA	DNA	DNA	DNA	DNA	✓		
John Alexander Thomas	Williams	✓	✓	✓	✓	✓	✓	DNA		
John Charles	Spanswick	DNA	DNA	DNA	DNA	✓	DNA	DNA		
Jonathan Edward	Pratt	DNA	✓	DNA	DNA	✓	DNA	DNA		
Jon-Paul	Blundell	✓	✓	✓	DNA	DNA	✓	✓		
Mark Richard	John	✓	DNA	✓	✓	✓	✓	DNA		
Martin John	Williams	✓	✓	✓	✓	✓	DNA	✓		
Martin Lloyd	Hughes	✓	✓	✓	✓	✓	✓	✓		
Martyn	Jones	DNA	DNA	✓	DNA	DNA	DNA	DNA		
Maxine	Lewis	✓	✓	✓	✓	✓	DNA	✓		
Melanie Jayne	Evans	DNA	✓	DNA	✓	✓	✓	✓		
Michael John	Kearn	DNA	DNA	DNA	✓	✓	DNA	DNA		
Neelo	Farr	DNA	✓	✓	DNA	✓	DNA	DNA		
Norah	Clarke	✓	DNA	✓	DNA	✓	✓	✓		
Paul	Davies	DNA	DNA	DNA	DNA	DNA	DNA	✓		
Paula	Ford	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Phillip William	Jenkins	✓	✓	DNA	DNA	✓	DNA	DNA		
Richard	Williams	✓	✓	✓	DNA	✓	DNA	✓		
Richard John	Collins	DNA	DNA	DNA	DNA	DNA	DNA	DNA		

Richard Morgan	Granville	DNA	✓	✓	✓	✓	✓	✓		
Robert Jon	Smith	DNA	DNA	DNA	✓	DNA	✓	✓		
Robert Malcom	James	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Ross	Thomas	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Sean	Aspey	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Simon John	Griffiths	DNA	DNA	✓	✓	✓	DNA	✓		
Steven James	Bletsoe	DNA	DNA	DNA	DNA	✓	✓	DNA		
Timothy	Wood	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Timothy James	Thomas	✓	DNA	DNA	✓	DNA	DNA	DNA		
William James	Kendall	DNA	✓	DNA	✓	✓	DNA	DNA		
William Rhys	Goode	DNA	DNA	DNA	DNA	DNA	DNA	DNA		
Stephen	Easterbrook	✓	✓	DNA	DNA	✓	✓	DNA		

Firstname	Lastname	Wellbeing inc Arwen & Halo	Corporate development Plan	City Deal & City Region	
		07/11/22	08/11/22	22/11/22	
Alan	Wathan	✓	✓	✓	
Amanda Jayne	Williams	DNA	✓	✓	
Anthony Robert	Berrow	✓	✓	✓	
Christopher Louis Charles	Davies	DNA	DNA	✓	
Colin	Davies	✓	DNA	✓	
David Terry	Harrison	✓	DNA	✓	
Della Mary	Hughes	✓	DNA	✓	
Elaine Denise	Winstanley	DNA	DNA	✓	
Ellie	Richards	DNA	DNA	DNA	
Eugene Lewis Phillip	Caparros	✓	✓	DNA	
Freya Dorothy	Bletsoe	DNA	✓	✓	
Graham	Walter	✓	✓	✓	
Heather	Griffiths	✓	DNA	✓	
Heidi Theresa	Bennett	DNA	✓	✓	
Huw	David	DNA	✓	✓	
Hywel	Williams	DNA	DNA	DNA	
Ian	Williams	DNA	✓	✓	
Ian Matthew	Spiller	✓	DNA	DNA	
Jane Allison	Gebbie	✓	✓	✓	
Jefferson Houseman	Tildesley	DNA	DNA	DNA	
Johanna Ellen Elizabeth	Llewellyn-Hopkins	DNA	DNA	✓	
John Alexander Thomas	Williams	✓	✓	✓	
John Charles	Spanswick	✓	✓	✓	
Jonathan Edward	Pratt	✓	✓	✓	
Jon-Paul	Blundell	✓	DNA	✓	
Mark Richard	John	✓	✓	✓	
Martin John	Williams	DNA	✓	✓	
Martin Lloyd	Hughes	✓	✓	✓	
Martyn	Jones	✓	DNA	DNA	
Maxine	Lewis	✓	✓	✓	
Melanie Jayne	Evans	✓	✓	✓	
Michael John	Kearn	DNA	✓	DNA	
Neelo	Farr	✓	✓	✓	
Norah	Clarke	✓	✓	DNA	
Paul	Davies	✓	✓	✓	
Paula	Ford	DNA	DNA	DNA	
Phillip William	Jenkins	DNA	DNA	✓	
Richard	Williams	✓	DNA	✓	
Richard John	Collins	✓	DNA	DNA	
Richard Morgan	Granville	✓	✓	✓	
Robert Jon	Smith	✓	✓	✓	
Robert Malcom	James	DNA	DNA	DNA	
Ross	Thomas	DNA	DNA	DNA	
Sean	Aspey	DNA	DNA	DNA	
Simon John	Griffiths	✓	✓	✓	
Steven James	Bletsoe	✓	✓	✓	
Timothy	Wood	✓	✓	✓	
Timothy James	Thomas	DNA	DNA	✓	
William James	Kendall	✓	✓	✓	
William Rhys	Goode	DNA	DNA	✓	
Stephen	Easterbrook	✓	✓	✓	

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Firstname	Lastname	DCC (Review & Timeline)	PSB & the Wellbeing plan	Member Surgery - Education	DCC (Review of the content) - Members only	Treasury Management	Adult Social Care	CBC & Local Places of Nature	Childrens Social Care	20MPH Rollout	Portal Training	Corporate Parenting	Member Surgery - SSW	Code Of Conduct - Specific Members	Corporate Plan Delivery Plan	Capital Strategy	Members Rota Visiting Scheme	Members Rota Visiting Scheme	Members Rota Visiting Scheme
		04/01/23	30/01/23	02/02/23	09/02/23	10/02/23	15/02/23	01/03/23	16/03/23	27/03/23	28/03/23	29/03/23	04/04/23	24/04/23	15/05/23	18/05/23	22/05/23	23/05/23	24/05/23
Sean	Aspey		DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA		DNA	DNA			
Jon-Paul	Blundell		DNA	DNA	DNA	DNA	✓	✓	✓	✓		DNA	DNA	n/a	✓	DNA	n/a	✓	n/a
Heidi Theresa	Bennett		✓	DNA	✓	✓	DNA	✓	✓	DNA		✓	DNA	n/a	✓	✓	✓		
Anthony Robert	Berrow		✓	✓	DNA	DNA	DNA	✓	✓	✓		✓	✓	n/a	✓	DNA			
Steven James	Bletsoe		DNA	✓	✓	✓	DNA	✓	✓	✓		✓	DNA	n/a	DNA	DNA	✓	n/a	n/a
Freya Dorothy	Bletsoe		✓	✓	DNA	✓	DNA	DNA	DNA	DNA		✓	DNA	n/a	DNA	DNA	✓	n/a	n/a
Eugene Lewis Phillip	Caparros		✓	DNA	DNA	✓	DNA	✓	DNA	DNA		DNA	DNA	n/a	✓	✓	✓	n/a	n/a
Norah	Clarke		DNA	DNA	✓	✓	DNA	✓	✓	✓		✓	DNA	n/a	✓	✓			
Richard John	Collins		✓	✓	✓	DNA	DNA	DNA	✓	✓		DNA	DNA		DNA	DNA			
Huw	David		✓	✓	DNA	✓	DNA	DNA	DNA	DNA		✓	✓	n/a	DNA	DNA			
Christopher Louis Charles	Davies		DNA	DNA	✓	DNA	DNA	DNA	✓	DNA		DNA	DNA	n/a	DNA	✓			
Colin	Davies		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA		✓	DNA			
Paul	Davies		DNA	DNA	DNA	DNA	DNA	DNA	DNA	✓		DNA	DNA	n/a	✓	DNA			
Stephen	Easterbrook		✓	✓	✓	DNA	DNA	✓	DNA	DNA		DNA	✓	n/a	✓	DNA			
Melanie Jayne	Evans		DNA	DNA	DNA	✓	DNA	✓	DNA	✓		✓	DNA	n/a	✓	✓	n/a	✓	n/a
Neelo	Farr		✓	DNA	DNA	DNA	✓	✓	✓	✓		✓	DNA	n/a	DNA	✓			
Paula	Ford		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA		DNA	DNA			
Jane Allison	Gebbie		DNA	✓	DNA	✓	DNA	✓	✓	✓		DNA	DNA	n/a	DNA	✓	✓	✓	n/a
William Rhys	Goode		✓	DNA	DNA		DNA	✓	DNA	✓		DNA	DNA	n/a	✓	DNA			
Richard Morgan	Granville		✓	DNA	✓	✓	✓	✓	DNA	✓		✓	DNA	n/a	✓	✓			
Simon John	Griffiths		✓	✓	✓	DNA	DNA	✓	DNA	DNA		✓	DNA	n/a	DNA	✓			
Heather	Griffiths		DNA	✓	✓	DNA	✓	✓	DNA	✓		DNA	DNA	n/a	✓	DNA	n/a	✓	n/a
David Terry	Harrison		DNA	DNA	✓	DNA	DNA	✓	✓	✓		DNA	DNA	n/a	✓	DNA	n/a	✓	n/a
Della Mary	Hughes		DNA	DNA	✓	✓	✓	✓	✓	✓		✓	DNA	n/a	✓	✓			
Martin Lloyd	Hughes		✓	✓	✓	✓	✓	✓	✓	DNA		DNA	✓	n/a	✓	✓	✓	n/a	n/a
Robert Malcom	James		✓	DNA	DNA	DNA	DNA	DNA	DNA	✓		DNA	DNA	n/a	DNA	DNA			
Phillip William	Jenkins		DNA	DNA	DNA	DNA	✓	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Mark Richard	John		DNA	✓	DNA	DNA	DNA	✓	✓	DNA		DNA	✓	n/a	DNA	✓	✓	n/a	n/a
Martyn	Jones		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Michael John	Kearn		DNA	DNA	✓	✓	DNA	DNA	DNA	✓		✓	DNA	n/a	DNA	DNA	✓	n/a	n/a
William James	Kendall		✓	DNA	✓	DNA	DNA	DNA	DNA	✓		DNA	DNA	n/a	DNA	✓			
Maxine	Lewis		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Johanna Ellen Elizabeth	Llewellyn-Hopkins		DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA		DNA	DNA			
Jonathan Edward	Pratt		DNA	DNA	✓	✓	✓	DNA	DNA	DNA		✓	DNA	n/a	✓	DNA	✓	n/a	n/a
Ellie	Richards		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Robert Jon	Smith		DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
John Charles	Spanswick		DNA	✓	DNA	DNA	DNA	DNA	DNA	✓		DNA	DNA	n/a	✓	✓			
Ian Matthew	Spiller		✓	DNA	DNA	DNA	DNA	✓	DNA	✓		✓	DNA	n/a	DNA	DNA			
Ross	Thomas		✓	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Timothy James	Thomas		DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA	n/a	✓	DNA			
Jefferson Houseman	Tildesley		DNA	DNA	DNA	DNA	DNA	DNA	DNA	DNA		DNA	DNA		DNA	DNA			
Graham	Walter		DNA	✓	DNA	✓	✓	✓	DNA	✓		DNA	DNA	n/a	DNA	DNA			
Alan	Wathan		DNA	DNA	DNA	✓	DNA	✓	✓	DNA		✓	DNA	n/a	✓	✓	✓	n/a	n/a
Amanda Jayne	Williams		✓	DNA	DNA	✓	✓	✓	DNA	✓		✓	DNA	n/a	✓	✓	✓	n/a	n/a
Martin John	Williams		✓	✓	✓	✓	✓	✓	✓	✓		✓	DNA	n/a	DNA	✓			
Ian	Williams		✓	DNA	DNA	DNA	DNA	DNA	✓	DNA		DNA	DNA	n/a	✓	DNA			
John Alexander Thomas	Williams		DNA	DNA	DNA	✓	✓	✓	✓	✓		✓	DNA	n/a	DNA	✓	✓	n/a	n/a
Hywel	Williams		✓	DNA	DNA	✓	DNA	DNA	DNA	DNA		DNA	DNA	n/a	DNA	DNA			
Richard	Williams		✓	✓	✓	DNA	DNA	✓	✓	DNA		DNA	DNA	n/a	✓	✓	n/a	✓	n/a
Elaine Denise	Winstanley		✓	✓	DNA	DNA	DNA	DNA	DNA	✓		DNA	DNA	n/a	✓	DNA	✓	n/a	n/a
Timothy	Wood		✓	DNA	DNA	DNA	DNA	DNA	✓	DNA		DNA	DNA	n/a	✓	DNA			

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Date and Time	Delivery	Facilitator	Development Session
26/05/2023 09:00-12:00	Microsoft Teams info@safetysolutionstraining.co.uk	info@safetysolutionstraining.co.uk	<p><b>Personal Safety &amp; Self-Care</b> Stress management; Personal resilience; Work-life balance; Bullying and harassment; Online abuse/using social media; Sources of help and support within and beyond the Council; and Public Speaking and working with the media.</p> <p>(For all Members)</p>
06/06/2023 10:00-12:00	Microsoft Teams	Governance Training and Consultancy Ltd Senior Democratic Services Officer - Scrutiny Democratic Services Manager	<b>Effective Engagement in Scrutiny</b>
22/06/2023 15:00-17:00	In Person	Corporate Director – Communities Head Of Operations - Community Services	<b>Member Surgeries – Communities</b>
September 2023	TBC	Future Generations Commissioner’s Office	<b>Wellbeing and Future Generations Act &amp; PSB</b>
TBC	TBC	Group Manager - Planning & Development Services	<b>15 Minute Towns</b>
TBC	TBC	Mental Health Matters	<b>Mental Health Matters</b>
TBC	In Person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	<b>Data Protection member training</b>

TBC	In person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	<b>Data Protection member training</b>
TBC	Remote	Primary care	<b>Primary Care – Access Standards for Primary Care</b>

<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>8 JUNE 2023</b>
<b>Report Title:</b>	<b>DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME</b>
<b>Report Owner / Corporate Director:</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the Policy Framework or Procedure Rules.</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• <b>The Local Government (Wales) Measure 2011, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly.</b></li> <li>• <b>This report sets out the Committee’s remit and proposes items for its Forward Work Programme for the year.</b></li> <li>• <b>The forward work programme is flexible and could be subject to change at each Committee meeting.</b></li> </ul>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.

## **2. Background**

- 2.1 The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly.
- 2.2 As stated in the Constitution, the Democratic Services Committee have the following functions:

1. To review the adequacy of provision of staff, accommodation, and other resources to discharge democratic services functions, and
2. To make reports and recommendations to Council, at least annually, in relation to such provision.
3. At the request of the Council, 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.
4. To make reports and recommendations to the Council following a review.

2.3 In addition to this, as a member of the Democratic Services Committee, the role includes, (but is not exclusive to):

- a) developing the Authority's member support and development strategy;
- b) ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- c) ensuring that the budget for member development is sufficient;
- d) ensuring that members have access to personal development planning and annual personal development reviews.
- e) promoting and supporting good governance by the Council.
- f) understanding the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

### **3. Current situation / proposal**

- 3.1 Attached at **Appendix A** is a draft FWP for the Democratic Services Committee for 2023-24.
- 3.2 Reports such as the Independent Remuneration Panel Wales Draft Annual Report and the Committee's own Annual Report will be regular items for the Committee to consider each year, as will Member Development updates.
- 3.3 It is for Members to consider whether there are any other items they wish to add to their FWP considering the role and remit of the Committee. This can then be revisited at each meeting so that Members have the opportunity to amend or add to the FWP throughout the year.

### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, 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.

**5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

5.1 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.

**6. Climate Change Implications**

6.1 There are no Climate Change implications as a result of this report.

**7. Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

**8. Financial Implications**

8.1 There are no financial implications arising from this report.

**9. Recommendation**

9.1 Members are requested to consider the proposed draft Forward Work Programme for the Democratic Services Committee attached at **Appendix A** and provide any comment or suggestions for further items for the Committee to consider at its future meetings.

**Background documents**

None

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## DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Item	Invitees/Further Detail
26 October 2023	Independent Remuneration Panel Wales Draft Annual Report 2024/2025	
26 October 2023	Portal Working Group Update	
26 October 2023	Member Research Protocol	Final version of WLGA protocol and BCBC Draft Protocol
8 February 2024	Member Development Programme Update	

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