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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



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Annwyl Cyngorydd,

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democraidd Hybrid yn Siambraeth y Cyngor - Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr, CF31 4WB / O Bell Trwy Timau Microsoft ar **Dydd Iau, 8 Mehefin 2023 am 10:00**.

AGENDA

- Ymddiheuriadau am absenoldeb**
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
- Datganiadau o fuddiant**
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
- Cymeradwyaeth Cofnodion** 3 - 8
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 23/02/23.
- Adroddiad Blynnyddol y Pwyllgor Gwasanaethau Democraidd** 9 - 14
- Adolygu Proses Adroddiad Blynnyddol Aelodau Etholedig** 15 - 26
- Diweddariad ar y Rhaglen Datblygu Aelodau** 27 - 42
- Blaenraglen Gwaith y Pwyllgor Gwasanaethau Democraidd** 43 - 48
- Materion Brys**
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r Rheolau Trefn y Cyngor yn y Cyfansoddiad.

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Nodyn: Bydd hwn yn gyfarfod Hybrid a bydd Aelodau a Swyddogion mynchyu trwy Siambrau y Cyngor, Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr / o bell Trwy Timau Microsoft. Bydd y cyfarfod cael ei recordio i'w drosglwyddo drwy wefan y Cyngor. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643147 / 643148.

Yn ddiffuant

K Watson

Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

Dosbarthiad:

Cynghorwyr

S Aspey
P Ford
RM Granville
D T Harrison

Cynghorwyr

M L Hughes
RM James
R J Smith
I M Spiller

Cynghorwyr

T Thomas
G Walter
E D Winstanley

Agenda Item 3

PWYLLGOR GWASANAETHAU DEMOCRATAIDD - DYDD IAU, 23 CHWEFROR 2023

COFNODION CYFARFOD Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD A
GYNHALIWYD YN HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET,
BRIDGEND, CF31 4WB / REMOTELY VIA MICROSOFT TEAMS DYDD IAU, 23 CHWEFROR
2023, AM 10:00

Presennol

Y Cynghorydd T Thomas – Cadeirydd

P Ford
RM James
E D Winstanley

RM Granville
R J Smith

D T Harrison
I M Spiller

M L Hughes
G Walter

Ymddiheuriadau am Absenoldeb

S Aspey

Swyddogion:

Rachel Keepins
Martin Morgans
Stephen Griffiths

Rheolwr Gwasanaethau Democrataidd
Pennaeth Gwasanaeth - Perfformiad a Gwasanaethau Partneriaeth
Swyddog Gwasanaethau Democrataidd – Pwyllgorau

11. DATGANIADAU O FUDDIANNAU

Dim

12. CYMERADWYOR COFNODION

PENDERFYNWYD:

Cymeradwyo cofnodion cyfarfod Pwyllgor y Gwasanaethau Democrataidd a gynhaliwyd ar 20/10/2022 fel cofnod gwir a chywir.

13. DIWEDDARIAD AR Y LLWYFAN DIGIDOL A PHORTH YR AELODAU

Rhoddodd Pennaeth y Gwasanaethau Partneriaeth gefndir a diweddariad i'r Aelodau ar weithrediad y llwyfan digidol a phorth yr Aelodau.

Diolchodd y Cadeirydd i'r Swyddog am yr adroddiad ac am y gwaith rhagorol a wnaed i ddatblygu'r llwyfan a'r porth.

Nododd ymhellach mai un o fanteision y pwyllgor yw ei fod yn cynnwys aelodau a etholwyd cyn 2022 ynghyd â rhai newydd a etholwyd yn 2022 ac felly fod modd dadansoddi datblygiad gwasanaethau digidol CBSP dros gyfnod hir o amser ac o safbwytiau gwahanol.

Dyweddodd y Cadeirydd ei fod yn delio â llawer o atgyfeiriadau a bod nifer sylweddol ohonynt yn ymwneud â thai. Fel y cyfryw, roedd yn dyfalu tybed a ystyriwyd ymestyn y porth atgyfeiriadau i bartneriaid allanol megis darparwyr tai cymdeithasol.

Atebodd Pennaeth y Gwasanaethau Partneriaeth drwy nodi bod hynny'n gysyniad didorol ond nad oes gennym gysylltiad uniongyrchol â sefydliadau o'r fath o ran gweithdrefnau cwyno. Fel y cyfryw, nid oeddem yn gallu rheoli'r broses.

Dyweddodd, fodd bynnag, mai'r hyn yr oeddent wedi'i wneud o ran integreiddio'r porth oedd creu rhyngwyneb â'r gwasanaethau rheoleiddio a rennir. Os canfyddir problem fel yr angen i reoli plâu (llygod), mae gennym y gallu i hwyluso'r pwynt cyswllt cyntaf drwy'r ffurflen atgyfeirio.

Roedd angen mynd i'r afael â materion ehangach ynglŷn â pherthynas CBSP â sefydliadau allanol fel darparwyr tai cymdeithasol ar lefel strategol. Roedd yn bwysig nodi bod CBS Pen-y-bont ar Ogwr yn chwilio am gyd-destun agored a thryloyw ond nad oedd yn bosibl rheoli materion yn benodol oherwydd nad oes gan swyddogion yr ymreolaeth.

Soniodd y Cadeirydd am broblem yngylch anawsterau wrth chwilio am atgyfeiriadau hanesyddol. Dywedodd Pennaeth y Gwasanaethau Partneriaeth ei bod yn bosibl ymchwilio i bob agwedd ar atgyfeiriad drwy Chwiliad Manwl a nododd y byddai angen datblygu rhywfaint o hyfforddiant efallai a/neu ganllaw i gynorthwyo aelodau gyda'r broses.

Nodwyd y bu dwy fil o atgyfeiriadau yn ymwneud â'r Cynghorwyr na chafodd eu hail-ethol ym mis Mai 2022. Roedd angen dileu rhai o'r atgyfeiriadau hynny o'r system gan na ellid eu trosglwyddo i aelodau oedd newydd gael eu hethol oherwydd materion GDPR. Os oedd yr atgyfeiriadau'n rhai brys, megis ar gyfer gwasanaethau cymdeithasol er enghraifft, roeddent yn cael eu cadw ar agor a'u trosglwyddo i Swyddogion ac yn cael eu trin yn raddol nes y gellid eu cau.

Nododd yr Aelodau fod llawer o bethau cadarnhaol gyda'r system atgyfeirio ac roeddent yn canmol ansawdd y gwasanaeth a'r cymorth y mae'r Aelodau wedi ei gael a gwnaethant y sylw ei bod wedi bod yn braf gweld y datblygiad a'r gwelliant graddol o fis i fis. Dywedodd yr aelodau fod unrhyw ymholaiddau neu broblemau wedi cael eu datrys yn gyflym bob tro gan y tîm Profiad a Gwelliant.

Dyweddodd yr aelodau ymhellach mai'r adborth gan drigolion oedd eu bod yn hoffi defnyddio'r system 'Report It', gan deimlo eu bod wedi eu grymuso drwy allu mynd ar y system i adrodd am eu problem golau stryd neu broblemau eraill o'r fath. Holai'r aelodau oni ellid gwneud mwy i hyrwyddo'r system megis amgáu taflen i mewn gyda bil treth y Cyngor pan fydd yn cael ei anfon.

Roedd y Pennaeth Partneriaethau yn croesawu'r adborth a nododd ei bod wedi bod yn bwysig iawn darparu'r system hunanwasanaeth gan ei fod wedi gwneud gwasanaethau ar gael yn haws, gan gynnwys difa pla, adrodd am dipio anghyfreithlon, ceisiadau i ysgolion ac yn y blaen.

Eglurodd fod yr astudiaeth achos a ddisgrifiwyd yn yr adroddiad yn ymwneud â'r tîm difa gwastraff yn dangos yr hyn y gellid ei gyflawni. Cawsant dechnoleg oedd yn caniatáu iddynt symud o system bapur i un oedd yn defnyddio technoleg llaw. Gallai dinesydd neu Gynghorydd lenwi ffurflen oedd yn anfon trafodiad i ddyfais waith y gweithredwr. Yna câi'r gwaith ei amserlennu, câi ei wneud, a cheid adroddiad ei fod wedi'i gwblhau. Roedd hyn yn cynrychioli taith gyfannol o adolygu proses fusnes. Mae'r system yn gweithio i'r Cynghorwyr ac mae hefyd yn cynnwys proses o wneud y swyddfa gefn yn fwy effeithlon.

Dyweddodd y Pennaeth Partneriaethau ei bod yn amlwg bod awydd ar ran dinasyddion i drafod gyda'r Cyngor o safbwyt digidol er y dylid nodi nad yw CBS Pen-y-bont ar Ogwr

yn dymuno eithrio unrhyw un. Oherwydd hynny, mae sianeli eraill yn cael eu cynnal o hyd i alluogi dinasyddion eraill i ymgysylltu â ni hefyd. Nid oes dim allgau digidol.

Nodwyd bod amseroedd ymateb mewn perthynas â rhai atgyfeiriadau wedi cael eu hymestyn ac y dylai hyn nodi'r amser hiraf i ymateb ac nid gosod y safon.

Cododd yr Aelodau faterion yngylch y defnydd o ffonau lle nad yw galwadau'n cael eu hateb, neu pan fyddant yn cael eu torri i ffwrdd ar ganol trafodaeth.

Dyweddodd y Pennaeth Partneriaethau mai ein dymuniad fel sefydliad oedd peidio â bod yn switsfrdd ffôn. Dywedodd fod arnynt eisiau datrys unrhyw fater ar y pwynt cyswllt cyntaf ac awgrymodd y dylid cymryd rhai o'r ymholiadau oedd yn deillio o brofiadau aelodau all-lein fel y gellid eu trafod yn fanylach a'u datrys.

Gan adeiladu ar esiampl y gweithgor a gynhaliwyd i ystyried Model newydd y Cyfansoddiad, cynigiwyd sefydlu gweithgor newydd i symud ymlaen gyda'r gwaith ar Borth yr Aelodau. Croesawyd hyn gan yr Aelodau a gwirfoddolodd nifer i eistedd ar y grŵp hwn.

PENDERFYNWYD:

1. Argymhellwyd ymlaen gyda'r Dreth Gyngor fyddai'n hyrwyddo'r llwyfan digidol (Fy Nghyfrif), yn enwedig y swyddogaeth 'Report It'.
2. Bod Rheolwr y Gwasanaethau Democrataidd a'r Pennaeth Partneriaethau yn sefydlu gweithgor i symud ymlaen gyda datblygu Porth yr Aelodau. Argymhellwyd bod aelodaeth y gweithgor yn cynnwys gwirfoddolwyr o Bwyllgor y Gwasanaethau Democrataidd yn ogystal ag Arweinwyr Grwpiau. Cynigiodd yr Aelodau canlynol eu hunain i eistedd ar y gweithgor hwn: Y Cyng Tim Thomas, y Cyng Martin Hughes, y Cyng Graham Walter, a'r Cyng Ian Spiller.
3. Gofynnodd y Pwyllgor am gael gweld y ddau argymhelliaid ar bymtheg a ddeilliodd o'r adolygiad o system atgyfeirio flaenorol yr aelodau a gynhaliwyd yn 2019.
4. Gofynnodd y Pwyllgor ymhellach i Reolwr y Gwasanaethau Democrataidd ofyn i'r holl Aelodau e-bostio yngylch unrhyw anghenion hyfforddi yn ymwneud â'r porth fel y gellir trefnu'r rhain.

14. TEMPLED DIWYGIEDIG ADRODDIADAU CORFFORAETHOL

Cyflwynodd Rheolwr y Gwasanaethau Democrataidd (RhGD) adroddiad oedd yn dangos templed corfforaethol diwygiedig arfaethedig ar gyfer adroddiadau a gyflwynir i'r Cyngor, y Cabinet a'u pwylgorau.

PENDERFYNWYD:

1. Diweddarwr templed i ymgorffori'r Ddyletswydd Economaidd-Gymdeithasol a goblygiadau'r Iaith Gymraeg, dolenni i'r Newid yn yr Hinsawdd a Diogelu yn ogystal â Chrynodeb Gweithredol fel y gall y darllenyydd a'r sawl sy'n penderfynu ddod yn gyfarwydd â chynnwys yr adroddiad yn gyflym.
2. Bod y templed arfaethedig hefyd i gynnwys y newidiadau a ganlyn:

- Cyfuno'r 'Cysylltiad â'r amcanion Llesiant Corfforaethol' â 'goblygiadau Llesiant Cenedlaethau'r Dyfodol'.
- Symud 'Effaith ar Fframwaith Polisi a Rheolau Gweithdrefn' i frig yr adroddiad.
- Symud manylion 'Perchen nog yr Adroddiad/Cyfarwyddwr Corfforaethol' a'r 'Swyddog Cyfrifol' i frig yr adroddiad.

3. Bod y templed diwygiedig i gael ei ddefnyddio ar gyfer yr holl adroddiadau a gyflwynir i Bwyllgorau o 18 Mai 2023 yn dilyn Cyfarfod Blynnyddol y Cyngor.

15. [BLAENRAGLEN WAITH PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD](#)

Cyflwynodd Rheolwr y Gwasanaethau Democraidd (RhGD) Flaenraglen Waith (FWP) arfaethedig i Bwyllgor y Gwasanaethau Democraidd ei hystyried a'i datblygu ymhellach.

Eglurodd Rheolwr y Gwasanaethau Democraidd y bydd adroddiadau megis Adroddiad Blynnyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol ac Adroddiad Blynnyddol y Pwyllgor ei hun yn eitemau rheolaidd i'r Pwyllgor eu hystyried bob blwyddyn. Yn yr un modd gyda diweddfariadau Datblygu Aelodau. Mater i'r Aelodau oedd ystyried a oedd unrhyw eitemau eraill yr oeddent yn dymuno eu hychwanegu at eu Blaenraglen Waith gan ystyried rôl a chylch gorchwyl y Pwyllgor, a chan gydnabod ei bod yn hyblyg ac y gellid ei diwygio drwy gydol y flwyddyn.

Amlygodd y Cadeirydd yr angen am arweiniad i Aelodau ar arfer da ar gyfer mynchyu cyfarfodydd o bell.

Holodd yr aelodau a oedd y Cyfansoddiad yn cael ei adolygu'n flynyddol ynteu bob tymor.

Dyweddodd Rheolwr y Gwasanaethau Democraidd nad oedd y Cyfansoddiad fel arfer yn destun adolygiad blynnyddol. Cafodd ei adolygu yn 2022 oherwydd bod y model newydd wedi dod allan ledled Cymru, ac o ganlyniad newidiwyd y Cyfansoddiad yn ei gyfranwydd. Fodd bynnag, o bryd i'w gilydd, gwneir newidiadau a rhoddir eglurhad lle bo angen. Roedd trafodaethau eisoes wedi cael eu cynllunio gydag Arweinwyr Grwpiau ynghylch rhai newidiadau possibl.

Dyweddodd y Cadeirydd y byddai'n dymuno caniatáu amser i'r Cyfansoddiad ymsefydlu, ond bod yr Aelodau'n rhydd i ysgrifennu ato os oeddent yn teimlo y dylid ailymweld ag ef.

Dyweddodd yr Aelodau y byddent yn croesawu adolygiad ac awgrymwyd bod eitemau y dylid bod wedi eu cynnwys yn y Cyfansoddiad a bod angen edrych arnynt, yn enwedig ynglŷn â hyd cyfarfodydd, er enghraifft. Nodwyd bod gan Awdurdodau Lleol eraill gymalau sy'n mynd i'r afael â'r mater hwn. Roedd ef yn meddwl y byddai cyfarfod mis Hydref yn gyfle da i gynnal adolygiad.

Mynegodd yr Aelodau bryder hefyd ynghylch goblygiadau unrhyw gynigion newydd gan lywodraeth y DU yn ymwneud â Diwygio Etholiadol (e.e. llun adnabod ar gyfer pleidleisio) ac a oedd angen i'r rhain gael eu hystyried gan y pwyllgor maes o law.

PENDERYNWYD:

1. Y bydd Pwyllgor y Gwasanaethau Democraidd yn cyflwyno Blaenraglen Waith i arwain ei drafodaethau.

2. Yn ogystal â'r eitemau a amlinellwyd yn Atodiad A yr adroddiad, cytunodd yr aelodau i ychwanegu'r eitemau a ganlyn:

- Ystyried cyflwyno Protocol Arfer Da ar gyfer Mynychu Cyfarfodydd o Bell.
- Ystyried a allai'r Pwyllgor dderbyn adroddiad blynnyddol (yn ei gyfarfod ym mis Hydref) ar weithrediad y Cyfansoddiad; a,
- Bod ystyriaeth yn cael ei rhoi i oblygiadau unrhyw gynigion newydd gan lywodraeth y DU megis Diwygio Etholiadol er mwyn penderfynu sut mae'r Awdurdod yn ymateb i hyn.

16. **EITEMAU BRYNS**

Dim

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Agenda Item 4

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

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 19th 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 3rd 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

| | |
|--|--|
| Meeting of: | DEMOCRATIC SERVICES COMMITTEE |
| Date of Meeting: | 8 JUNE 2023 |
| Report Title: | REVIEW OF ELECTED MEMBER ANNUAL REPORT PROCESS |
| Report Owner / Corporate Director: | HEAD OF DEMOCRATIC SERVICES |
| Responsible Officer: | RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER |
| Policy Framework and Procedure Rules: | There is no effect upon Policy Framework and Procedure Rules |
| Executive Summary: | <p>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.</p> <p>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.</p> |

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 1st May of the previous year until 30th 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 1st 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

Agenda Item 6

| | |
|--|--|
| Meeting of: | DEMOCRATIC SERVICES COMMITTEE |
| Date of Meeting: | 8 JUNE 2023 |
| Report Title: | MEMBER DEVELOPMENT PROGRAMME UPDATE |
| Report Owner / Corporate Director: | HEAD OF DEMOCRATIC SERVICES |
| Responsible Officer: | RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER |
| Policy Framework and Procedure Rules: | There is no effect upon Policy Framework and Procedure Rules |
| Executive Summary: | <ul style="list-style-type: none">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.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.Members are also asked to put forward suggestions for inclusion in the programme and prioritise accordingly. |

1. Purpose of Report

1.1 The purpose of this report is to:

- Provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities;
- 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 ensuring 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

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

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

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

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

| | | | | | | | | | | | |
|----------------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|--|--|
| Richard Morgan | Granville | DNA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Robert Jon | Smith | DNA | DNA | DNA | ✓ | DNA | ✓ | ✓ | ✓ | | |
| Robert Malcom | James | DNA | | |
| Ross | Thomas | DNA | | |
| Sean | Aspey | DNA | | |
| Simon John | Griffiths | DNA | DNA | ✓ | ✓ | ✓ | DNA | ✓ | | | |
| Steven James | Bletsoe | DNA | DNA | DNA | DNA | ✓ | ✓ | DNA | | | |
| Timothy | Wood | DNA | | |
| Timothy James | Thomas | ✓ | DNA | DNA | ✓ | DNA | DNA | DNA | DNA | | |
| William James | Kendall | DNA | ✓ | DNA | ✓ | ✓ | DNA | DNA | DNA | | |
| William Rhys | Goode | 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 | 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 | | |
| Jon-Paul | Blundell | | DNA | DNA | DNA | DNA | ✓ | ✓ | ✓ | ✓ | | | DNA | DNA | n/a | ✓ | DNA | n/a | ✓ |
| Heidi Theresa | Bennett | | ✓ | DNA | ✓ | ✓ | DNA | ✓ | ✓ | DNA | | ✓ | DNA | n/a | ✓ | ✓ | ✓ | | 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 | DNA | ✓ | n/a | ✓ | DNA | | |
| Melanie Jayne | Evans | | DNA | DNA | DNA | ✓ | DNA | ✓ | DNA | ✓ | | ✓ | DNA | n/a | ✓ | ✓ | ✓ | n/a | ✓ |
| Neelo | Farr | | ✓ | DNA | 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 | 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 | ✓ | ✓ | 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 | n/a |
| Elaine Denise | Winstanley | | ✓ | ✓ | DNA | 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>Personal Safety & Self-Care</p> <p>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 | Effective Engagement in Scrutiny |
| 22/06/2023 15:00-17:00 | In Person | Corporate Director – Communities Head Of Operations - Community Services | Member Surgeries – Communities |
| September 2023 | TBC | Future Generations Commissioner's Office | Wellbeing and Future Generations Act & PSB |
| TBC | TBC | Group Manager - Planning & Development Services | 15 Minute Towns |
| TBC | TBC | Mental Health Matters | Mental Health Matters |
| TBC | In Person | Group Manager - Legal and Democratic Services | Data Protection member training |

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

Agenda Item 7

| | |
|--|---|
| Meeting of: | DEMOCRATIC SERVICES COMMITTEE |
| Date of Meeting: | 8 JUNE 2023 |
| Report Title: | DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME |
| Report Owner / Corporate Director: | HEAD OF DEMOCRATIC SERVICES |
| Responsible Officer: | RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER |
| Policy Framework and Procedure Rules: | There is no effect upon the Policy Framework or Procedure Rules. |
| Executive Summary: | <ul style="list-style-type: none">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.This report sets out the Committee's remit and proposes items for its Forward Work Programme for the year.The forward work programme is flexible and could be subject to change at each Committee meeting. |

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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