

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.*



Annwyl Cyngorydd,

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democrataidd Hybrid yn Siambr y Cyngor - Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr, CF31 4WB / O Bell Trwy Timau Microsoft ar **Dydd Iau, 8 Chwefror 2024 am 10:00.**

AGENDA

1. Penodi Cadeirydd ar gyfer y Cyfarfod
2. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
3. 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.
4. Cymeradwyaeth Cofnodion 3 - 10
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 26/10/2023
5. Diweddariad Gweithgor Porth Cynghorwyr 11 - 18
6. Diweddariad ar y Rhaglen Datblygu Aelodau 19 - 34
7. Rhaglen Gwaith i'r Dyfodol y Pwyllgor Gwasanaethau Democrataidd 35 - 40
8. 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.

Nodyn: Bydd hwn yn gyfarfod Hybrid a bydd Aelodau a Swyddogion mynychu trwy Siambr 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

Ffôn/Tel: 01656 643643

Facs/Fax: 01656 668126

Ebost/Email: talktous@bridgend.gov.uk

Negeseuon SMS/ SMS Messaging: 07581 157014

[Twitter@bridgendCBC](https://twitter.com/bridgendCBC)

Gwefan/Website: www.bridgend.gov.uk

Cyfnwidiad testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Text relay: Put 18001 before any of our phone numbers for the text relay service

Rydym yn croesawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg

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

gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643148 / 643694 / 643513 / 643696

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

COFNOD O BENDERFYNIAD CYFARFOD O'RPWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHALIWDYD YN HYBRID YN SIAMBR Y CYNGOR - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR, CF31 4WB DDYDD IAU, 26 HYDREF 2023 AM 10.00

Presennol :

Cynghorydd T Thomas – Cadeirydd

S Aspey
RM James

RM Granville
R J Smith

D T Harrison
I M Spiller

M L Hughes
G Walter

Ymddiheuriadau am Absenoldeb:

P Ford

E Winstanley

Swyddogion:

Rachel Keepins
Michael Pitman

Stephen Griffiths

Rheolwr Gwasanaethau Democrataidd
Swyddog Cymorth Technegol – Gwasanaethau
Democrataidd
Swyddog Gwasanaethau Democrataidd - Pwyllgorau

Teitl yr Adroddiad	Cymeradwyo'r Cofnodion
Penderfyniad a Wnaed	Cymeradwyo cofnodion 8 Mehefin 2023 fel cofnod gwir a chywir.
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim
Teitl yr Adroddiad	Canllawiau Statudol ac Anstatudol Llywodraeth Cymru ar gyfer Prif Gyngorau yng Nghymru

Penderfyniad a Wnaed	<p>Bu'r Pwyllgor yn ystyried a nodi'r adrannau perthnasol o 'Canllawiau Statudol ac Anstatudol ar gyfer Prif Gynghorau yng Nghymru' Llywodraeth Cymru, a gyhoeddwyd ym mis Mehefin 2023, a rhoddodd y sylwadau a'r argymhellion a ganlyn:</p> <ul style="list-style-type: none"> • Argymhelliad: <p>Mynegodd yr aelodau bryderon am hyd cyfarfodydd a'r angen am seibiannau rheolaidd. Roedd cyfarfodydd craffu yn arbennig o hir. Cydnabu'r Pwyllgor y dylai pob cyfarfod ddarparu ar gyfer seibiannau addas, er enghraifft, egwyl o ddeg munud fel arfer yn cael ei roi ar ôl awr a hanner, ac egwyl o ugain i dri deg munud os oedd cyfarfod yn rhedeg am dair awr. Argymhellwyd y dylid atgoffa cadeirydd pob pwyllgor y dylent sicrhau bod digon o doriadau yn cael eu trefnu yn ystod cyfarfodydd fan fod hyn hyrwyddo cyfarfod mwy effeithiol ac mae'n hanfodol i iechyd a llesiant cyfranogwyr.</p> <ul style="list-style-type: none"> • Cynigiwyd y gellid ymdrin â chyhoeddiadau Cabinet yn y Cyngor trwy adroddiad gwybodaeth o ystyried faint o amser y gall y rhain ei gymryd weithiau yng nghyfarfodydd y Cyngor ac yn enwedig lle mae agenda trwm. Gofynnwyd i hyn gael ei godi i'w drafod gan Arweinwyr Grwpiau, fodd bynnag byddai unrhyw newid i'r busnes yng nghyfarfodydd arferol y Cyngor yn gofyn am newid y Cyfansoddiad. • O ran hyfforddiant, gofynnodd yr Aelodau am ragor o gyfleoedd i ddysgu mwy am sgiliau cyflwyno ac i ymdrin â'r cyfryngau. Yn ogystal, awgrymwyd y dylid archwilio pwnc cyflwyno ac amseriad yr hyfforddiant, yn enwedig mewn perthynas â'r broses sefydlu ar gyfer aelodau newydd. Nodwyd hefyd ei bod yn anodd llywio'r safle Dysgu a Datblygu i Aelodau. Gofynnodd y Pwyllgor felly, yn ogystal â'r safle sy'n cael ei adolygu, i gyfleoedd gael eu darparu i Aelodau gyfarfod â Swyddogion Gwasanaethau Democrataidd o bosibl unwaith y flwyddyn drwy'r hyfforddiant ar-lein. • Gofynnodd y Pwyllgor i'r Rheolwr Gwasanaethau Democrataidd holi'r holl Aelodau am eitemau y gallent ddymuno eu cynnwys yn y rhaglen Datblygu Aelodau yn y dyfodol. • O ran preifatrwydd aelodau, yn enwedig o ran argaeledd cyfeiriadau a rhifau ffôn i'r cyhoedd, awgrymwyd y dylid anfon e-bost at yr Aelodau, a ailadroddir yn flynyddol, i sefydlu pa wybodaeth yr oeddent am ei chyhoeddi ar wefan y Cyngor. Hefyd gofynnwyd am ddarparu rhif Cyngor ar broffiliau Aelodau ar gyfer yr Aelodau hynny nad ydynt yn dymuno hysbysebu eu rhif personol eu hunain. • Byddai mater cymorth ymchwil i Aelodau yn destun eitem agenda ar gyfer y Pwyllgor yn y dyfodol. • O ran rôl y Cadeirydd, teimlwyd y dylai fod mwy o ryngweithio rhwng Cadeiryddion y Pwyllgorau Craffu a'r Pwyllgor Llywodraethu ac Archwilio fel y cynigir yng nghanllawiau Llywodraeth Cymru. Roedd angen mynd i'r afael hefyd â'r mater o benodi Is-Gadeiryddion Pwyllgorau Craffu, mater nad
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>yw'n cael sylw yn y Cyfansoddiad. Cytunodd Rheolwr y Gwasanaethau Democrataidd i godi hyn â'r Swyddog Monitro.</p> <ul style="list-style-type: none"> • Teimlwyd bod angen cyfethol gweithwyr proffesiynol annibynnol ag arbenigedd arbennig, yn ogystal â chynrychiolwyr y Cyngor leuenctid, i eistedd ar Bwyllgorau Craffu. • Nodwyd bod Strategaeth Cyfranogiad y Cyhoedd wedi'i datblygu ac y byddai'n destun proses ymgynghori 12 wythnos. Byddai'r Rheolwr Gwasanaethau Democrataidd yn ystyried a allai fod cyfle i'r Pwyllgor ystyried hyn yn eu cyfarfod nesaf ac os na fyddai, byddai'n cael ei e-bostio fel y gallai'r Aelodau gymryd rhan yn yr ymgynghoriad pe dymument. • Tynnodd Aelod sylw at y cyfyngiadau cyfansoddiadol ar y broses galw i mewn, a chytunwyd bod y Rheolwr Gwasanaethau Democrataidd yn gwneud rhywfaint o waith ymchwil i'w adrodd yn ôl i'r pwyllgor, ar yr hyn y mae awdurdodau lleol eraill yn ei wneud mewn perthynas â'r broses.
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Fframwaith Hunanwerthuso Cynorthwyo Cynghorwyr Cymdeithas Llywodraeth Leol Cymru
Penderfyniad a Wnaed	<p>Rhoddodd y Pwyllgor ystyriaeth i'r 'Fframwaith Hunanwerthuso Cymorth i Gynghorwyr' arfaethedig a oedd ynghlwm yn Atodiad A a chytunwyd ei fod yn arf defnyddiol i Gynghorau a Chynghorwyr a chefnogodd y cynnig i'w ddefnyddio, ac roedd Pennaeth Rhwydwaith Gwasanaethau Democrataidd yn parhau i rannu arfer gorau. ag awdurdodau lleol eraill.</p> <p>Nid oedd gan y Pwyllgor unrhyw sylwadau ychwanegol i'w hadrodd yn ôl i CLILC a gofynnodd yn unig i'r Rheolwr Gwasanaethau Democrataidd rannu'r Datganiad Amrywiaeth, a gyhoeddwyd ym mis Gorffennaf 2021, â'r Aelodau ac ystyried ei adolygu.</p>
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Protocol Diogelwch Personol Aelodau Etholedig
Penderfyniad a Wnaed	<p>Y Pwyllgor:</p> <p>a) Ystyriwyd y Protocol Diogelwch Personol Aelodau Etholedig drafft arfaethedig a chynigiwyd bod angen i'r materion sy'n ymwneud ag etholwyr â phroblemau iechyd meddwl, camddefnyddio cyffuriau ac alcohol gael eu hamlygu yn y ddogfen.</p> <p>b) Cytunwyd i argymhell i'r Cyngor llawn fod awdurdod yn cael ei ddirprwyo i'r Swyddog Monitro a'r Prif Swyddog Cyllid i ystyried a phenderfynu ar unrhyw geisiadau am ariannu mesurau diogelwch priodol lle mae Aelod mewn perygl personol neu dan fygythiad sylweddol o niwed wrth gyflawni ei rôl.</p>
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Adolygiad Polisi Cyfarfodydd Aml-leoliad
Penderfyniad a Wnaed	<p>Bu'r Pwyllgor yn ystyried a thrafod y newidiadau arfaethedig i'r Polisi Cyfarfodydd Aml-leoliad sydd ynghlwm yn Atodiad A cyn ei gyflwyno i'r Cyngor llawn a gwnaeth y sylwadau a'r argymhellion a ganlyn:</p> <p>Argymhellion :</p> <ul style="list-style-type: none"> Roedd yr aelodau'n gefnogol iawn i gadw camerâu ymlaen mewn cyfarfodydd. Roedd hyn yn arbennig o wir pan ddaeth yn fater o gyfrannu at drafodaethau a chyfarfodydd pwysig yn ymwneud â phleidleisiau. Roedd hwn yn fater o dryloywder ac atebolrwydd. Argymhellodd y Pwyllgor felly, i gefnogi'r polisi, fod camerâu'n aros ymlaen ar gyfer pob cyfarfod ac eithrio mewn amgylchiadau lle mae problemau rhwydwaith o bosibl, â hysbysiad a chytundeb o hyn gyda'r Cadeirydd. Lle bo materion rhwydwaith yn gyson ar gyfer Aelod unigol, nodwyd y byddai darparu cymorth TGCh ychwanegol yn cael ei ystyried.

	<ul style="list-style-type: none"> Bu'r Pwyllgor yn trafod yn fyr natur hyblyg cyfarfodydd hybrid ac a allai rhai pwyllgorau fynd yn gwbl o bell mewn rhai achosion ac roedd yn cefnogi'n fras yr arfer a ddilynir gan Rondda Cynon Taf, lle gofynnwyd i'r Aelodau ymlaen llaw a fyddent yn mynychu cyfarfod yn bersonol neu o bell. Cytunodd Rheolwr y Gwasanaethau Democraataidd i ymchwilio i ddulliau awdurdodau lleol eraill ac adrodd yn ôl i'r Pwyllgor i'w hystyried.
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Adroddiad Blynyddol Drafft Panel Tâl Annibynnol i Gymru 2024/25
Penderfyniad a Wnaed	<p>Nododd y Pwyllgor gynnwys yr adroddiad.</p> <p>Argymhelliad:</p> <p>Roedd yr aelodau o'r farn y dylai rôl Cadeirydd y Gwasanaethau Democraataidd gael ei chydabod a'i thalu mewn rhyw ffordd. Argymhellodd y Pwyllgor felly fod hyn yn cael ei ystyried yng Nghyfarfod Blynyddol nesaf y Cyngor ac ar ben hynny darparodd yr ymateb a ganlyn mewn perthynas ag Adroddiad Blynyddol Drafft IRPW 2024-25:</p> <p>Cynigiodd y Pwyllgor fod y Panel yn ystyried y potensial i gynghorau roi taliadau pro rata i gadeiryddion nad ydynt yn cael hawl i Uwch Gyflog sy'n ddigonol i alluogi'r aelodau hynny i gyflawni eu rôl yn effeithiol tra'n derbyn y gallai trefniadau o'r fath amrywio o gyngor i gyngor.</p> <p>Cymeradwyodd y Pwyllgor y dylid cyflwyno ymateb y Pwyllgor i'r IRPW a CLILC erbyn y dyddiad cau, sef 8 Rhagfyr 2023.</p>
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Datganodd y Cynghorydd T Thomas fuddiant sy'n rhagfarnu a gadawodd y cyfarfod ar gyfer y rhan o'r drafodaeth a oedd yn ymwneud â thâl Cadeirydd y pwyllgor hwn.

Teitl yr Adroddiad	Pwyllgor Gwasanaethau Democrataidd Diweddariad Gweithgor Porth Cyngorwyr
Penderfyniad a Wnaed	<p>Y Pwyllgor:</p> <p>a) Nodwyd y diweddariad a ddarparwyd yn yr adroddiad ar waith Gweithgor Porth Cyngorwyr Gwasanaethau Democrataidd.</p> <p>b) Ystyriwyd argymhellion y Gweithgor yn 3.2 a 3.3 o'r adroddiad a'r goblygiadau ariannol ynddo.</p> <p>Nododd yr aelodau:</p> <ul style="list-style-type: none"> o ystyried y cyfyngiadau ariannol wrth symud ymlaen, roedd angen mynd i'r afael â'r hyn a allai fynd ymlaen yn realistig o ran y Porth. bod angen mynd i'r afael â mater atgyfeiriadau, yn enwedig prydlondeb ymatebion.
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Rhaglen Waith i'r Dyfodol y Pwyllgor Gwasanaethau Democrataidd
Penderfyniad a Wnaed	<p>Rhoddodd yr Aelodau ystyriaeth i'r Rhaglen Waith Gychwynnol ddrafft arfaethedig ar gyfer y Pwyllgor Gwasanaethau Democrataidd sydd ynghlwm yn Atodiad A.</p> <p>Nodwyd y byddai'r Rheolwr Gwasanaethau Democrataidd yn diwygio'r Rhaglen Waith i'r Dyfodol i gymryd i ystyriaeth y materion a drafodwyd yn ystod y cyfarfod.</p>
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

Teitl yr Adroddiad	Eitemau Brys
Penderfyniad a Wnaed	Dim
Dyddiad y Gwnaed y Penderfyniad	26 Hydref 2023
Datgelu Buddiannau Personol neu Ragfarnol	Dim

This page is intentionally left blank

Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
Report Title:	COUNCILLOR PORTAL WORKING GROUP UPDATE
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER AND HEAD OF DEMOCRATIC SERVICES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules in respect of this report.
Executive Summary:	<p>This report provides an update on the work of the Councillor Portal Working Group.</p> <p>The Group have held four meetings since its commencement and considered and discussed a series of issues and aspects associated with the use of the Councillor portal with the view to finding resolutions to improve the overall Member referral process.</p>

1. Purpose of Report

- 1.1 The purpose of this report is to present the Committee with an update on the work of the Councillor Portal Working Group, for the Committee to note, including actions from the most recent meeting.

2. Background

- 2.1 At their meeting on 23 February 2023 the Committee received a report detailing an 'Update on the Digital Platform and Member Portal'. The report acknowledged that the Portal has not been without its challenges against a backdrop of unprecedented demand. These challenges have been around response time for referrals and poor narrative responses from the "report it" function. Development continues to be made to the Councillor Portal with regards the narrative for the "report it" function alongside the alignment of capacity within services, with a focus on managing the response rate of referrals. This continuous improvement approach for the Portal is focused on a partnership approach with both officers and Members working together.

- 2.2 A Working Group has been established consisting of key stakeholders as per the request of the Group Leaders to enable a review and develop a programme of works to further develop the members portal. There is also a commitment from the Corporate Management Board (CMB) and services to continually develop and leverage the benefits that the digital platform offers. . These efficiencies will support the ethos of information availability and self-service enabling better use of the Council's scarce resources. The Working Group comprises of 4 Members of the Democratic Services Committee along with Group Leaders, with support from the Democratic Services Manager, and has met on 4 separate occasions in May, July, September and November 2023.
- 2.3 Members will recall that an update report was presented to the Democratic Services Committee at their last meeting on 26 October 2023. As a result of the Working Group, a series of issues and actions has been created which had been added to the Authority's Experience and Improvement team's own action log for the Councillor Portal. These have been monitored at each meeting of the Working Group along with several being chosen for detailed discussion and exploration.
- 2.4 When last reported to the Committee, there were 2 recommendations presented that highlighted the need to develop dashboards within the Portal in order for both Members and Officers to monitor referrals effectively and improve response rates, as well as a recommendation for dedicated staff within the Communities Directorate to assist with Member referrals.
- 2.5 Unfortunately, due to the financial constraints across the Authority, it was concluded by the Committee that there was a need to address what realistically could go forward in terms of the Portal and these recommendations may not be able to be progressed at this time. However, there was general agreement that issues with member referrals, especially the timeliness of responses, needed to be addressed.
- 2.6 Some examples of actions that have been taken forward as a result of the work of the Group include a series of training sessions for Members held to provide latest updates and some tips and hints for Members in using the portal. Engagement has also taken place with Town and Community Councils and various aspects have been raised with the software provider with a view to improving the Portal for Members to use.
- 2.7 The Working Group have also commented that vast improvements have been made to the Councillor Portal and these have been very much welcomed by Members.

3. Current situation / proposal

- 3.1 At its last meeting on 7 November 2023 the Working Group met with representatives from various service areas across the Authority to discuss a series of issues highlighted within the action log including:
- Departments/Officers sometimes responding outside of the portal via email;
 - Referrals involving more than one service area or an external organisation, ownership of referrals by Officers, re-directing referrals, Members being aware of where the referral is and which officer is dealing with it, particularly when it is within the escalation process;

- A review of all response times across the service areas (also known as service level agreements (SLAs));
- Potential additional information that could be added to the portal such as grass-cutting or street lighting repair schedules.

- 3.2 Following their discussions, the Group made a series of conclusions and agreed actions including agreement that further exploration was needed into whether referrals could be sent to more than one location in the Portal, so as to make it easier for a collective response to be provided, where one or more service area was involved.
- 3.3 It was also agreed by Senior Officers and Members that investment into the development of dashboards would be extremely beneficial. There was consensus that this was required to monitor and analyse referrals appropriately both from the Member side as well as from an Officer side; for Officers to help identify where there may be particular service area issues or similarly areas consistently not meeting response deadlines. Members highlighted that access beyond ICT to this data for the purpose of responding to Freedom of Information requests, was also required.
- 3.4 In addition to this, the Working Group agreed that a review of the response times for Member Referrals was needed following proposed changes put forward for these by service areas.

Future meetings

- 3.5 The Working Group agreed to meet again in 6 months' time to allow a suitable period for further work to take place on the Councillor Portal. Members requested that they reconvene in May 2024 to consider a full update report on the action log.
- 3.6 Attached at **Appendix A** is a list of proposed response times that have been put forward by the various service areas. In accordance with the Elected Member Referrals Policy, the current aim is to process all referrals within 10 working days of them being received. The Members of the Working Group welcome the views of the Committee on these proposals noting that these will need to be finalised and agreed with the relevant Corporate Director.
- 3.7 The Working Group have also stated that they welcome any comments or queries from other Members of the Committee regarding the Councillor Portal and would be happy to explore these as part of their work.

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 associated financial implications linked to the potential for future development of the Councillor Portal. The development of dashboards within the Portal, for example will require additional funding and will be very difficult to achieve given the current financial situation of the Authority.

9. Recommendations

9.1 It is recommended that the Committee:

- a) Note the update provided in this report on the work of the Councillor Portal Working Group;
- b) Provide any comments on the proposed response times attached at Appendix A;
- c) Provide any comments, queries or suggestions regarding the Councillor Portal which they would like the Working Group to explore further as part of their work.

Background documents

None

Category	Service	SLA (Days)
Adult Social Care	Charging	10
Adult Social Care	General Enquiry	10
Armed Forces	General Enquiry	10
Benefits	General Benefit query	10
Blue Badge	Blue Badge Enquiry	10
Building Control	Building Control Enquiry	21
Building Control	Building Regulations	21
Building Control	Dangerous Structures	10
Cemeteries	General Enquiry	28
Children Social Care	General Enquiry	10
Climate Change	General Enquiry	10
Coastal/Beaches	General Enquiry	10
Community Safety	Anti Social Behaviour	10
Community Safety	Domestic Abuse	10
Community Safety	Hate Crime	10
Community Safety	Neighbour Disputes	10
Community Safety	Offensive Graffiti/Stickers	10
Community Safety	Policing	10
Community Safety	Substance Misuse	10
Conservation and Design	Listed Buildings	10
Conservation and Design	Conservation Areas	10
Conservation and Design	Article 4 areas	10
Conservation and Design	Scheduled Monuments	10
Council Tax	Bills, Payments, direct debits, discounts, refunds and cha	10
Council Tax	Reminders & Summons	10
Council Tax	General Enquiry	10
Countryside	General Enquiry	10
Crematorium	General Enquiry	28
Drainage & Flooding	General Enquiry	28
Economy	General Enquiry	10
Education and Family Support	General Enquiry	10
Electoral	General Enquiry	10
Enterprise & Employability	Local Enterprises & Businesses/Self Employed Queries	10
Enterprise & Employability	Bridges into Work (BiW)	10
Enterprise & Employability	Communities for Work (CfW)	10
Enterprise & Employability	Communities for Work + (CfW+)	10
Enterprise & Employability	Working Skills for Adults (WSfA)	10
Enterprise & Employability	Nurture, Equip, Thrive (NET)	10
Enterprise & Employability	Connect, Engage, Listen, Transform (CELT)	10
Enterprise & Employability	General Enquiry	10
Environmental Health (SRS)	Air Quality and Monitoring	10
Environmental Health (SRS)	Animal Feed	10
Environmental Health (SRS)	Animal Health and Welfare	10
Environmental Health (SRS)	Empty Premises	10
Environmental Health (SRS)	Food and Hygiene Standards	10
Environmental Health (SRS)	Health and Safety in the Work Place	10
Environmental Health (SRS)	Housing Conditions / HMO'S / Caravans Sites	10
Environmental Health (SRS)	Infectious Diseases / Food Poisoning	10
Environmental Health (SRS)	Land Contamination	10

Environmental Health (SRS)	Noise Pollution	10
Environmental Health (SRS)	Nuisance Odour and Smoke	10
Environmental Health (SRS)	Water Quality	10
Events	General Enquiry	10
Finance	General Enquiry	10
Green Spaces	General Enquiry	28
Health & Safety	General Enquiry	10
Highways	Road Adoption Status / Highway Searches	28
Highways	Road Safety	10
Highways	General highways enquiry	28
Highways	Green Areas (Excluding Highway verges)	28
Highways	Highways Development (On Roads /Paths on new develk	28
Highways	New road signs/markings/traffic calming measures	28
Highways	Weeds / Japanese knotweed	28
Housing	Disabled Facilities / Empty Property Grants	15
Housing	Homelessness / Housing register	15
Housing	Housing Support	15
Human Resources	General Enquiry	10
Legal Services	General Enquiry	10
Licensing	Licensing Enquiry	10
Natural resources	General Enquiry	10
Parking	Parking/ Car Parks	28
Parks	General Enquiry	28
Pest Control	Pest Control Query	10
Pest Control	Pest Control in residents property including garden	10
Pest Control	Accumulations of refuse on private land and gardens	10
Planning	Local Development Plan	21
Planning	Planning Enforcement	42
Planning	Planning Enquiry	21
Property Services	Land Ownership / General enquiries	10
Procurement	General Enquiry	10
Regeneration Projects and Programn	Grant Funding	10
Regeneration Projects and Programn	Capital Projects On Site	10
Regeneration Projects and Programn	Regeneration Projects	10
Regeneration Projects and Programn	Bridgend	10
Regeneration Projects and Programn	Porthcawl	10
Regeneration Projects and Programn	Maesteg	10
Regeneration Projects and Programn	Town centre	10
Regional Engagement and Regenerat	EU Transition/Brexit	10
Regional Engagement and Regenerat	EU Funding	10
Regional Engagement and Regenerat	UKG Levelling Up Agenda and Funding Programmes	10
Regional Engagement and Regenerat	General Funding Queries	10
Regional Engagement and Regenerat	SE Wales Regional Engagement Team (RET)	10
Registrars	Birth Registration	10
Registrars	Death Registration	10
Registrars	Marriage or Civil Partnership	10
Registrars	Certificates	10
Registrars	Citizenship	10
Rights of Way	General Enquiry	28
Rural Development Funded Project	General enquiries	10

Street Cleaning	Abandoned Vehicle	10
Street Cleaning	Litter picking	10
Street Cleaning	Litter bins	10
Street Cleaning	Graffiti	10
Street Cleaning	Dead animal	10
Street Cleaning	Fly-tipping	10
Street Cleaning	Dog Fouling	10
Street Cleaning	Street cleaning enquiry	10
Street Lighting	Christmas / Traffic Light enquiry	10
Street Lighting	Street lighting enquiry	10
Street Naming and Numbering	New Developments	10
Street Works	Street Works (Utilities carrying out work on highway, i.e	28
Town centre	Town Centre Operations manager	10
Tourism	General Queries	28
Trading Standards (SRS)	Door Stop Crime / Scams	10
Trading Standards (SRS)	Faulty Goods / Unfair Trading Practices / Counterfeit goods	10
Trading Standards (SRS)	Food Standards / Allergens / Use By Dates	10
Trading Standards (SRS)	Petroleum / Petrol Stations	10
Trading Standards (SRS)	Underage Sales / Firework Sales	10
Trading Standards (SRS)	Weights and Measures	10
Transport	Active Travel	21
Transport	Public Transport	28
Transport	School Transport	28
Waste & Recycling	General waste and recycling queries	10
Waste & Recycling	Policy / contractor issues	10

This page is intentionally left blank

Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
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 June 2023 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:

- 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 8 June 2023.
- 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 Data training from Data Cymru, to assist Scrutiny Members in examining performance data, 'Primary Care – Access Standards' was provided at the request of the Deputy Leader to provide valuable information on Primary Care to all Members. There have also been Member safety related sessions on 'Cyber Ninjas' from Welsh Government, helping Members to stay safe online as well as 'Equality and Unconscious Bias' training has been provided in response to the Council's commitment in its Strategic Equality Plan.

Development Control Committee Training Sessions

- 3.4 The following Development Control Committee training sessions have also been provided since June 2023:
- 14th June 2023 - Dwr Cymru/Welsh Water and their involvement in the Planning Process
 - 27th July 2023 - Planning Aid Wales Network Event – Enforcement
 - 6th September 2023 - LDP Update and 20 Minute Neighbourhood
 - 11th January 2024 – Appeals – Statistics and Key Decisions from 2022/2023

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:
- 21 June 2023 – South Wales Police
 - 18 October 2023 – Awen Cultural Trust
 - 17 January 2024 – South Wales Fire & Rescue Service

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' and 'Anti-Racism' are just some examples of sessions specifically requested by Members with and Climate Change related training being championed by Officers to assist Members in their role in taking this agenda forward.
- 3.7 At a recent Governance and Audit (G&A) Committee meeting held on 9 November 2023, during consideration of a monitoring report on Corporate Complaints, Members highlighted that they sometimes experienced issues on this subject when engaging their local constituents. It was therefore proposed that Councillors could possibly benefit from additional guidance or training on handling potentially challenging situations involving constituents in respect of the complaints process. This was subsequently added to the G&A Committee's action record that was considered by the Committee in its meeting on 25 January 2024 and is therefore being put to this Committee for further exploration with the view to including the subject in the future Member Development Programme.

E-Learning

- 3.8 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.
- 3.9 The following mandatory courses below have been previously 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
- 3.10 So far 28 Members have accessed the Learning and Development site and commenced their e-learning modules but only 10 Members have completed the initial seven mandatory ones as listed above.

- 3.11 Since last reported, two more mandatory e-learning modules have been added, these are:
- Introduction to Equality and Diversity; and
 - Welsh Language Awareness.

- 3.12 It is worth noting that following an internal Elected Members Audit undertaken in 2022/23, one of the recommendations from the report which was subsequently reported to the Governance and Audit Committee stated:

‘All elected Members are encouraged and reminded to complete their Code of conduct and mandatory e-learning modules training.’

- 3.13 Members are therefore encouraged to re-visit the e-learning website and undertake these additional modules, as well as those listed at paragraph 3.9, if not yet completed.

Learning and Development Website

- 3.14 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 is unfortunately on hold and whilst it is hoped that this can be developed in the near future, this will depend on resources available.

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

This page is intentionally left blank

Date and Time	Delivery	Facilitator	Development Session
06/06/2023 10:00-12:00	Microsoft Teams	Governance Training and Consultancy Ltd	Effective Engagement in Scrutiny All members
13/07/2023 14:00-15:30	Microsoft Teams	Group Manager - Chief Accountant (FIN) Chief Officer - Finance, Housing & Change	Member Development - Statement of accounts briefing - Governance & Audit Committee GAC members only
17/07/2023	Microsoft Teams	Chief Officer - Finance, Housing & Change Chief Executive	Member Development – All member budget briefing session
21/07/2023	Microsoft Teams	Chief Officer - Finance, Housing & Change Chief Executive	Member Development – All member budget briefing session All members
28/07/2023	Union Offices – Bridgend in person	MHM Wales	Mental Health Matters
05/09/2023 10:00-13:00	In Person – Valleys Innovation Centre – Abercynon	Future Generations Wales Commissioner’s office	Wellbeing and Future Generations Act & PSB
07/09/2023 15:00-17:00	In Person	Corporate Director - Communities Head Of Operations - Community Services (COM)	Member Surgeries – Communities

08/09/2023 13:00-14:30	Teams	Data Cymru	Data 101 20members
13/09/2023 14:00-16:00	In Person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	DPA All members
15/09/2023 10:00-12:00	In Person	Group Manager - Legal and Democratic Services Information and Data Protection Officer	DPA All members
15/09/2023 14:00-15:30	Teams	Chief Officer - Finance, Housing & Change Head of Partnerships and Housing	Housing Services
21/09/2023 11:30-12:30	Teams	Central South Consortium	Relationships and Sexuality Education (RSE) All members
22/09/2023 12:00-13:00	Teams	Cwm Taf Morgannwg University Health Board	Access Standards for Primary Care
02/10/2023 13:00-14:30	Teams	Data Cymru	Understanding Performance Data
05/10/2023 10:00-11:30	Teams	Senior Fraud Investigator	Fraud Awareness

20/10/2023 10:00-11:00	Teams	Cyber Resilience Manager Welsh Government	Cyber Ninjas Training All Members
24/10/2023	In Person	South Wales Police	Same Resident Event
06/11/ 2023	Hybrid	Employability and Enterprise Manager	Employability Bridgend
13/11/2023 10:00-12:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams
29/11/2023 16:00-18:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams
07/12/2023 10:00-12:30	Teams	HR Learning & Development	Equality & Unconscious Bias Training All Members – workshop on Teams

This page is intentionally left blank

Firstname	Lastname	Ward	Statement of Account -GAC c'tee	Budget Briefing	Mental Health Matters - Union Office	Wellbeing & Future Generations Act -	LDP & 20 Min Towns	Member Surgeries - Communities	Data 101 - Data Cymru	DPA	DPA
			13/07/23	17/07/23	28/07/23	05/09/23	06/09/23	07/09/23	08/09/23	13/09/23	15/09/23
Sean	Aspey	Porthcawl West Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
John Paul	Blundell	Cefn-Glas	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Helen Theresa	Bennett	Pen Y fai	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Anthony Robert	Berrow	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	DNA	DNA	✓	DNA	DNA
Steven James	Bletsoe	Bridgend Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Flora Dorothy	Bletsoe	Oldcastle	No Data	No Data	DNA	✓	DNA	DNA	DNA	DNA	DNA
Eugene Lewis Phillip	Caparros	Brackla East & Coychurch Lower	No Data	No Data	✓	N/A	✓	✓	DNA	✓	N/A
Norah	Clarke	Nottage	No Data	No Data	DNA	N/A	✓	DNA	✓	✓	N/A
Richard John	Collins	Maesteg West	No Data	No Data	✓	N/A	✓	DNA	DNA	DNA	DNA
Huw	David	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Christopher Louis Charles	Davies	Caerau	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Colin	Davies	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Paul	Davies	Caerau	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Stephen	Easterbrook		No Data	No Data	✓	N/A	✓	✓	DNA	N/A	✓
Melanie Jayne	Evans	Pencoed and Penprysg	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Neelo	Farr	Porthcawl East Central	No Data	No Data	DNA	N/A	✓	DNA	✓	N/A	✓
Paula	Ford	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jane Allison	Gebbie	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
William Rhys	Goode	Nant-y-moel	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Richard Morgan	Granville	Cornelly	No Data	No Data	DNA	✓	✓	✓	DNA	DNA	DNA
Simon John	Griffiths	Brackla East & Coychurch Lower	No Data	No Data	DNA	✓	DNA	DNA	DNA	DNA	DNA
Heather	Griffiths	Garw Valley	No Data	No Data	✓	N/A	DNA	✓	DNA	N/A	✓
David Terry	Harrison	Cefn-Glas	No Data	No Data	✓	N/A	✓	DNA	DNA	N/A	✓
Della Mary	Hughes	Ogmore Vale	No Data	No Data	✓	N/A	✓	DNA	✓	DNA	DNA
Martin Lloyd	Hughes	Maesteg East	No Data	No Data	✓	✓	✓	DNA	DNA	N/A	✓
Robert Malcom	James	Llangynwyd	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Phillip William	Jenkins	Maesteg East	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Mark Richard	John	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Martyn	Jones	Garw Valley	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Michael John	Kearn	Pyle, Cenfing Hill & Cefn Cribwr	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
William James	Kendall	Brackla East Central	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Maxine	Lewis	Garw Valley	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
Johanna Ellen Elizabeth	Llewellyn-Hopkins	Brackla West	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jonathan Edward	Pratt	Newton	No Data	No Data	DNA	N/A	✓	DNA	✓	N/A	✓
Ellie	Richards	Aberkenfig	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Robert Jon	Smith	Rest Bay	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
John Charles	Spanswick	Brackla West Central	No Data	No Data	DNA	N/A	DNA	✓	DNA	N/A	✓
Ian Matthew	Spiller	Bryntirion, Laleston & Merthyr Mawr	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Ross	Thomas	Maesteg West	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Timothy James	Thomas	St Brides Minor and Ynsawdre	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Jefferson Houseman	Tildesley	Cornelly	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Graham	Walter	Porthcawl East Central	No Data	No Data	DNA	N/A	✓	DNA	DNA	DNA	DNA
Alan	Wathan	Coity Higher	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA
Amanda Jayne	Williams	Coity Higher	No Data	No Data	DNA	✓	✓	DNA	DNA	N/A	✓
Martin John	Williams	Coity Higher	No Data	No Data	DNA	N/A	DNA	DNA	✓	DNA	DNA
Ian	Williams	Oldcastle	No Data	No Data	DNA	N/A	DNA	DNA	DNA	N/A	✓
John Alexander Thomas	Williams	Pencoed and Penprysg	No Data	No Data	DNA	✓	✓	DNA	✓	DNA	DNA
Hywel	Williams	Blackmill	No Data	No Data	DNA	N/A	DNA	✓	DNA	DNA	DNA
Richard	Williams	Pencoed and Penprysg	No Data	No Data	DNA	N/A	✓	DNA	DNA	N/A	✓
Elaine Denise	Winstanley	Cornelly	No Data	No Data	DNA	N/A	✓	DNA	✓	DNA	DNA
Timothy	Wood	Bridgend Central	No Data	No Data	DNA	N/A	DNA	DNA	DNA	DNA	DNA

Housing Services	RSE - CJC	Access Standards for Primary Care - CTM	Understanding Performance Data - Data Cymru	Fraud Awareness	Cyber Ninjas - Gov.Wales	Same Resident - SWP	Employability Bridgend	Equality & Unconscious Bias - L&D	Equality & Unconscious Bias - L&D	Equality & Unconscious Bias - L&D
15/09/23	21/09/23	22/09/23	02/10/23	05/10/23	20/10/23	24/10/23	06/11/23	13/11/23	29/11/23	07/12/23
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	✓	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	✓	DNA	No Data	✓	N/A	✓	N/A
✓	✓	✓	✓	DNA	✓	No Data	DNA	N/A	✓	N/A
DNA	DNA	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	✓	No Data	✓	N/A	N/A	✓
✓	✓	DNA	DNA	DNA	DNA	No Data	DNA	✓	N/A	N/A
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA		✓	
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	N/A	✓	N/A
DNA	DNA	DNA	DNA	✓	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	✓	✓	DNA	✓	✓	No Data	✓	✓	N/A	N/A
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	✓	DNA	DNA	DNA	No Data	DNA	N/A	✓	N/A
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA	N/A	✓	N/A
✓	DNA	DNA	✓	✓	✓	No Data	✓			✓
✓	DNA	DNA	DNA	✓	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	✓	✓	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	✓	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
✓	✓	✓	DNA	✓	DNA	No Data	DNA	✓	N/A	N/A
✓	✓	✓	DNA	DNA	✓	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	N/A	N/A	✓
✓	✓	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	✓	N/A	✓	N/A
DNA	DNA	✓	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	✓	N/A	N/A
✓	✓	✓	DNA	DNA	✓	No Data	✓	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	✓	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	DNA	DNA	DNA	DNA	DNA	No Data	✓	To Be registered	To Be registered	To Be registered
✓	✓	✓	✓	✓	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
✓	✓	✓	✓	✓	✓	No Data	✓	N/A	N/A	✓
✓	DNA	DNA	DNA	DNA	DNA	No Data	DNA			✓
DNA	✓	DNA	✓	✓	✓	No Data	✓	N/A	N/A	✓
DNA	✓	DNA	DNA	DNA	✓	No Data	DNA	To Be registered	To Be registered	To Be registered
DNA	✓	✓	DNA	✓	✓	No Data	✓	✓	N/A	N/A
DNA	✓	✓	DNA	✓	DNA	No Data	DNA	N/A	N/A	✓
DNA	DNA	DNA	DNA	DNA	DNA	No Data	DNA	To Be registered	To Be registered	To Be registered

DNA = Did Not Attend
N/A = Not Applicable

Date/Time	Delivery	Facilitator	Development Session
05/02/2024 14.30 - 16.00	In Person, Civic Offices	Swansea University Partnership & Community Safety Manager	<p>StreetSnap</p> <p>The StreetSnap APP Project is a pilot taking place in the County Borough of Bridgend, funded by Welsh Government through a SMART Partnership between Swansea University and BCBC. The App is a new initiative, developed to transform the capture, recording and intelligence gathered about hate graffiti across the Bridgend County Borough.</p> <p>The training is also focussed on the importance of paying attention to hateful graffiti in the community as a hate crime and the way in which such images can impact community cohesion and radicalisation/extremism.</p>
14/02/2024 14:00-16:00	Remote via Teams	Climate Change Response Manager Invasive Species Officer	<p>Invasive Non Native Species</p> <ul style="list-style-type: none"> • What are Invasive non-native species (INNS) and why the management of these species is important. • A brief overview of legislation and case law relating to INNS. • Identification of invasive non-native plants under schedule 9 of Wildlife and Countryside Act.

			<ul style="list-style-type: none"> • Identification of invasive non-native plants not listed under schedule 9. • Biosecurity advice. • General guidance in relation to invasive non-native plants.
21/02/2024 09:00-17:00	In Person	WLGA	Media Training – Cabinet Leader & Cabinet only
07/03/2024 10:00-12:00	Remote via Teams	WLGA	Anti Racism – (20 Members only) The session will provide the opportunity to learn about racism and the various ways in which it can manifest in the workplace and in society. The impact of racism will be explored alongside community engagement in the context of informing policy and inclusion. The session will help to increase the knowledge and confidence to promote race equality and support anti-racism practice through professionalism, allyship and through the principles of being an anti-racism leader.
Feb/March	Remote via Teams	Learning & OD Advisor Climate Change Response Manager	Carbon Literacy for Members Part 1 & 2 (12 Members)

Appendix C

Feb / Mar 2024	TBC	TBC	Climate Change and Flooding
March onwards 2024	TBC	Barod Cymru	Drug/alcohol guidance for Elected Members
March/April 2024	TBC	Corporate Director – Education and Family Support	ESTYN Framework
March/April 2024	TBC	Learning & OD Advisor	Equality and Diversity Training
TBC	TBC	South Wales Police	Personal Safety
TBC	Remote via Teams	WLGA	Diversity in Democracy – Women’s Rights and Gender Equality Training

This page is intentionally left blank

Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	8 FEBRUARY 2024
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 Council’s 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 2024-25. Members are requested to note that dates will be confirmed following Council approval of the Programme of Ordinary Meetings of the Council and Council Committees for 2024-25 at the Annual Meeting in May 2024.

3.2 Reports such as the Independent Remuneration Panel for Wales Draft Annual Report and the Democratic Services Committee 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

This page is intentionally left blank

DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Date of meeting	Item	Invitees/Further Detail
Date TBC	Democratic Services Committee Annual Report	The Local Government (Wales) Measure 2011 prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.
	Independent Remuneration Panel for Wales Draft Annual Report 2025/26	
	Member Portal Working Group Update	
	Member Research Protocol	Final version of WLGA protocol and the Council's draft protocol
	Member Development Programme Update	

This page is intentionally left blank