

**Bridgend County Borough Council
Local Government and Elections (Wales) Bill 2020 Action Plan**

Provisions	Actions	Responsible Officer	Progress Update	Coming into force
Part 1 Elections				
Extension of right to vote in local government elections (16-17 year olds and qualifying foreign citizens) (section 2 of the Bill)	<ul style="list-style-type: none"> Addressed via canvass: raising awareness campaigns and change to Electoral Services software. Electoral Services to support this piece of work 	Group Manager – Business Support	Ongoing	Entitlement to be registered as a Local Government Elector – 2 months after Royal Assent. Other provisions come into force 2 months after Royal Assent but do not take effect until 5 May 2022 and thereafter in respect of Local Government Elections and Local Referendum.
Duty to promote awareness of registration and provide assistance (section 4)	<ul style="list-style-type: none"> Ensuring that awareness raising work programmes align with Electoral Commission’s campaign. 	Group Manager – Business Support	Ongoing	2 months after Royal Assent
Two voting systems. Simple majority system and Single Transferable Voting system. (Sections 5–12)	<ul style="list-style-type: none"> Simple majority system to apply unless and until the Council changes the voting system for the first time. Address procedure to be followed regarding a proposal to change the Council’s voting system, in part reflecting that a resolution would be required before 15 November of the year that is 3 years before the year in which the next ordinary election of the Council is due to be held. Clarification required on the restrictions at Section 12 on number of Councillors if Single Transferable Voting system applies to the election of Councillors for a Principal Council, the number of Councillors for each Electoral Ward is to be no less than 3 but no more than 6. 	Group Manager – Business Support	Review following 2022 Local Government Elections	6 May 2022
Change of electoral cycle for Principal and	<ul style="list-style-type: none"> Amendments to Council website Amend any references in Constitution 	Group Manager –		2 months after Royal Assent

Community Councils, Elected Mayors from four years to five years, extension of power to change ordinary day of local elections (Sections 14–17)	<ul style="list-style-type: none"> Advise Members accordingly 	Business Support / Monitoring Officer		
Registration of local government electors without application (Section 18)	<ul style="list-style-type: none"> Systems being established to ensure appropriate notification and record keeping are in place. 	Group Manager – Business Support	Ongoing	Dates to be appointed by Welsh Ministers
Qualification / Disqualification for election and being a member of a local authority (Sections 19-21)	<ul style="list-style-type: none"> Include in Elections Candidate Pack. To be addressed through Electoral Commission Guidance and briefing sessions for potential candidates 	Group Manager – Business Support		Dates to be appointed by Welsh Ministers
Translations etc of documents at local government elections (Section 22)	<ul style="list-style-type: none"> Arrangements being made for beyond the May 2022 elections. 	Group Manager – Business Support	Ongoing	2 months after Royal Assent subject to Section 3 which in part refers to this Section taking effect in Local Government Elections or Local Referendum on or after 5 May 2022

Part 2 Chapter 1 General power of competence for local authorities				
Defines the power, defines qualifying local authority as a Principal Council and an 'eligible community council, including limits on charging in exercise of general power, limits on doing things for commercial purposes in exercise of general power, powers to make supplementary provisions	<ul style="list-style-type: none"> • Embed in business as usual. 	Corporate Management Board		Date to be appointed by Welsh Ministers
Chapter 2 Eligible Community Councils to qualify for the general power of competence	For noting, matter for Town and Community Councils <ul style="list-style-type: none"> • Monitoring Officer to raise awareness with Clerks. 	Town and Community Councils / Monitoring Officer		Date to be appointed by Welsh Ministers
Part 3 Promoting Access to Local Government,				
Duty to encourage local people to participate in decision making by principal councils (Section 39)	<ul style="list-style-type: none"> • Develop guidance • Review current process e.g. public speaking and public questions at all Committees. 	Head of Democratic Services / Monitoring Officer		Date to be appointed by Welsh Ministers.

Strategy on encouraging participation (as above) Public Participation Strategy - consultation and review (Sections 40–41)	<ul style="list-style-type: none"> Develop a Strategy for compliance with duty - promoting awareness, how to become a Member and what membership entails; ways of promoting and facilitating processes by which local people may made representation about a decision before and after it is made, bringing the public's views to the attention of Scrutiny Committee and promoting awareness of the benefits of social media as a means to communicate. Strategy to be reviewed as soon as practicable following each ordinary election. 	Head of Democratic Services / Senior Democratic Services Officer – Scrutiny / Group Manager Transformation and Customer Services.	As soon as reasonably practicable after Section 40 comes into force	Date to be appointed by the Welsh Ministers
Duty to make petition scheme (Section 42)	<ul style="list-style-type: none"> Introduce a Petition Scheme Update Constitution. 	Monitoring Officer / Head of Democratic Services		Date to be appointed by the Welsh Ministers
Duty on principal councils to publish official addresses for Members (Section 43)	<ul style="list-style-type: none"> Information currently available on the Council's website. Members not wishing to make their home address public (provided they satisfy the requirements of the Members' Code of Conduct) utilise the Civic Office address. 		Compliant	
Duty to publish Constitution and Constitution Guide (Section 45)	<ul style="list-style-type: none"> Guide to be developed and published online. Consider whether to provide hard copies free of charge or at a charge representing no more than the cost of providing the copy. (Constitution / website to be amended if charge to be introduced). 	Monitoring Officer and Head of Democratic Services	Constitution currently on the council's website	Date to be appointed by the Welsh Ministers
Electronic broadcasts of certain local authority meetings (Section 46)	<p>Introduce and publish arrangements to ensure:</p> <ul style="list-style-type: none"> The broadcasting of meetings open to the public as they take place (subject to exceptions) and make available for a specified time following the meeting. Develop an action plan Webcasting contract to be reviewed accordingly. 	Head of Democratic Services / Monitoring Officer		Date to be appointed by the Welsh Ministers

Attendance at local authority meetings (remote attendance) (Section 47)	<ul style="list-style-type: none"> • Make and publish arrangements ensuring relevant meetings are able to be held remotely and meet the necessary conditions of Section 47. • Relevant local authorities to publish arrangements jointly in relation to meetings of a Joint Committee. • Review the Constitution – potential amendments required to reflect the conditions for a Member to attend remotely. • Due to the Covid 19 Pandemic, measures were introduced and are currently in place to allow all committee meetings to be held remotely via Microsoft Teams. 	Head of Democratic Services		Date to be appointed by the Welsh Ministers
Participation at meetings of Community Councils (Section 48)	<p>For noting, matter for Town and Community Councils.</p> <ul style="list-style-type: none"> • Monitoring Officer to raise awareness with Clerks 	TCC Clerks / Monitoring Officer		Date to be appointed by the Welsh Ministers
Notices etc of local authority meetings (Section 49)	<ul style="list-style-type: none"> • Existing practices to be reviewed accordingly. • Notices of meetings currently published on the Council's Notice Board. Agendas, minutes, reports are also published electronically on the website. Limited hard copies of Agendas / Reports are also made available at meetings that are open to the public. 	Head of Democratic Services / Monitoring Officer		Date to be appointed by the Welsh Ministers
Regulations about conduct of local authority meetings, documents relating to meetings and publication of information (Section 50)	<ul style="list-style-type: none"> • Regulations to be reviewed. 	Head of Democratic Services / Monitoring Officer		Day after Royal Assent
Regulations about community meetings (Section 51).	For noting, Regulations to be reviewed.	TCC Clerks / Monitoring Officer		Day after Royal Assent

Annual Reports by Community Councils (Section 52)	<p>For noting, matter for Town and Community Councils.</p> <ul style="list-style-type: none"> Monitoring Officer to raise awareness with Clerks. 	Town and Community Councils / Monitoring Officer		Date to be appointed by the Welsh Ministers
Part 4 Local Authority Executives, Members, Officers and Committees				
Appointment of Chief Executive rather than a Head of Paid service Matters to be kept under review by Chief Executive Reconsideration of remuneration if direction given by Welsh Ministers (Sections 54 –56)	<ul style="list-style-type: none"> Pay Policy potential implications subject to direction from Welsh Ministers Amend Constitution accordingly 	Monitoring Officer / Group Manager HR and Organisational Development		Date to be appointed by the Welsh Ministers (Sections 54 and 56) 2 months after Royal Assent (Section 55, which amends reference from salary to remuneration)
Appointments of assistants to Executive (Section 57)	<ul style="list-style-type: none"> Constitution to be amended to permit the appointment of assistants to the Executive. Appointments to be determined by the Leader 	Leader/ Monitoring Officer / Group Manager HR and Organisational Development / Head of Democratic Services		Date to be appointed by the Welsh Ministers
Job Sharing - Leader and Cabinet Members (Sections 58-59)	<ul style="list-style-type: none"> Review internal processes Implications as a consequence of senior salary cap Appointments to be determined by the Leader Constitution to be amended to incorporate provision to enable 2 or more councillors to share office of an Executive, including the office of Executive Leader; changing the maximum number of Members of an Executive when sharing office; and addressing voting and quorum where Members of an Executive share office. 	Leader /Cabinet Members / Monitoring Officer / Head of Democratic Services / Group Manager HR and Organisational Development		Date to be appointed by the Welsh Ministers

Job-sharing: non-executive offices in Principal Councils. Welsh Ministers make regulations. (Section 60)	<ul style="list-style-type: none"> Regulations to be monitored when implemented. 	Head of Democratic Services / Monitoring Officer / Group Manager HR and Organisational Development.		2 months after Royal Assent
Family absence provisions for Members of local authorities (Section 61)	<ul style="list-style-type: none"> Take a report to Democratic Services Committee Develop procedure / guidance for Members and thereafter inform all Members and potential candidates for future elections. 	Head of Democratic Services / Monitoring Officer		Day after Royal Assent
Duties of Leaders of political groups in relation to standards of conduct Standards Committee – to monitor compliance with the above and provide training (Sections 62)	<ul style="list-style-type: none"> Monitoring Officer to brief Group Leaders accordingly Standards Committee – Terms of Reference to be amended 	Group Leaders / Monitoring Officer / Standards Committee		Date to be appointed by the Welsh Ministers
Standards Committee Annual Report (Section 63)	<ul style="list-style-type: none"> Constitution to be potentially amended in respect of role of Standards Committee. Terms of Reference of the Committee to be amended accordingly within the Constitution. 	Monitoring Officer / Standards Committee	As soon as reasonably practicable after the end of each financial year	Date to be appointed by the Welsh Ministers
Certain investigations by PSOW (Section 64)	<ul style="list-style-type: none"> Monitoring Officer to brief the Standards Committee 	Monitoring Officer		Date to be appointed by the Welsh Ministers
Making information available to Overview and Scrutiny Committees (Section 65)	<ul style="list-style-type: none"> Review current arrangements - power to require information to be made available about decisions. 	Head of Democratic Services / Senior Democratic Services Officer - Scrutiny		Date appointment by Welsh Ministers

Power to require authorities to appoint Joint Overview and Scrutiny Committees (Section 66)	Review existing arrangements with neighbouring Principal Councils and present a joint report to respective Councils.	Head of Democratic Services / Senior Democratic Services Officer - Scrutiny		Date appointed by Welsh Ministers
Community Council Training Plans (Section 67)	<p>For noting, matter for Town and Community Councils.</p> <ul style="list-style-type: none"> Monitoring Officer to raise awareness with Clerks. 	TCC Clerks / Monitoring Officer		Date to be appointed by Welsh Ministers

Part 5 Collaborative Working by Principal Councils				
Guidance about collaborative working (Section 69)	<ul style="list-style-type: none"> Consider guidance to be issued by Welsh Ministers 	Chief Executive / Corporate Management Board.		Day after Royal Assent
Establishing Corporate Joint Committees where request has been made to Welsh Ministers. Consultation to be undertaken prior to application (Section 70 and 71) Welsh Ministers may by regulations establish CJs (Section 72) Conditions to be met (Section 73) Establishing CJC when no request has been made to Welsh Ministers and conditions to be met (Section 74 and 75) Further provisions relating to CJs and Joint Committee Regulations (Section 76-88).	<ul style="list-style-type: none"> CJs are subject to Regulations with a consultation closing date set by Welsh Government of 4 January 2021. CJC's to be reported separately to Cabinet (19th January 2021). 	Chief Executive / Monitoring Officer		Day after Royal Assent
Part 6 Performance and Governance of Principal Councils and Duty of Principal Council to keep its performance under review				
Duty to keep performance under review (Section 89) Duty to consult local people (Section 90)		Chief Executive / Interim Section 151 Officer		Date to be appointed by Welsh Ministers

Undertake an Annual self – assessment. Publish a draft report of the assessment report it to the Governance and Audit Committee and publish the final report. (Section 91)		Chief Executive / Interim Section 151 Officer		Date to be appointed by Welsh Ministers
Council to make arrangements to appoint a panel to assess the extent to which performance requirements are being met. (Section 92)				Date to be appointed by Welsh Ministers
Local Authority to respond to the panel’s performance assessment (Section 93)		Chief Executive / Interim Section 151 Officer		Date to be appointed by Welsh Ministers
Welsh Ministers may introduce regulations regarding panel performance assessments (Section 94)	<ul style="list-style-type: none"> Regulations to be kept under review. 	Chief Executive / Interim Section 151 Officer		2 months after Royal Assent
Power of Auditor General to carry out a special inspection and publish a report. Duty of Principal Council to respond to Auditor General’s recommendations and Welsh Ministers to respond to recommendations (Section 95, 96, 97)	For noting			2 months after Royal Assent

Auditor General's powers of entry and inspection etc (Section 98-101).	For noting			Date to be appointed by Welsh Ministers
Support and assistance by the Welsh Ministers to principal councils to meet performance requirements. (Section 102 - 112)	For noting			Date to be appointed by Welsh Ministers

Disapplication of the 2009 measure in relation to Principal Councils and repeal of provisions about coordination of audit. (Section 113)	For noting.			Date to be appointed by Welsh Ministers
Amendment of the Well-being of Future Generations (Wales) Act 2015. (Section 114)	<ul style="list-style-type: none"> • Consideration to be given to amalgamating the self-assessment performance report with the 2015 Act report. 	Chief Executive / Interim Section 151 Officer	Ongoing through the Annual Report	Date to be appointed by Welsh Ministers
Governance and Audit Committee, membership, proceedings (Sections 115–118)	<ul style="list-style-type: none"> • Broaden terms of reference of the Committee within the Constitution. • Audit Committee's to be renamed Governance and Audit Committee. 	Monitoring Officer / Interim Section 151 Officer / Head of Regional Audit	Committee already named Governance and Audit Committee – compliant.	Date to be appointed by Welsh Ministers
Coordination between Regulators (Sections 119-120)	For noting			Date to be appointed by Welsh Ministers
Part 7- Mergers and Restructuring of Principal Areas				
Voluntary mergers, local discretion and conditions associated with Welsh Minister making restructuring regulations and remuneration arrangements for new Principal Councils (Sections 121-150)	For noting	Chief Executive		Mainly day after Royal Assent with a number of provisions on dates appointed by Welsh Ministers

Part 8 - Local Government Finance				
<ul style="list-style-type: none"> • Powers to require information relating to hereditaments, information relevant to determining liability for non-domestic rate, powers to inspect property, amendment to multipliers, amendments to the Local Government Finance Act 1988, granting Welsh Ministers powers to make regulations on joint and several liability to pay Council tax. • Removal of Power to provide for Imprisonment of Council Tax Debtors (Sections 151 - 158) 	<ul style="list-style-type: none"> • Review Scheme of Delegation of Functions / Constitution. 	Monitoring Officer / Interim Section 151 Officer		2 months after Royal Assent (Sections 152, 154-156 and 158) 1 April 2021 (Sections 151, 153 and 157)
Part 9 - miscellaneous				
Information Sharing between Regulators (Section 159)	For noting	Data Protection and Information Officer / Interim Section 151 Officer.		Mainly on the day after Royal Assent
Head of Democratic Services (Section 161)	<ul style="list-style-type: none"> • Pay Policy to be updated - Chief Officer to include Head of Democratic Services. 	Group Manager HR and Organisational Development		Date to be appointed by Welsh Ministers
Abolition of polls consequent on a community meeting (Section 162)	For noting, matter for Town and Community Councils.	TCC / Monitoring Officer		Date to be appointed by Welsh Ministers

Merging and de-merging Public Services Boards under the Well-being and Future Generations (Wales) Act 2015. (Section 165)	For noting	Chief Executive / Interim Section 151 Officer		2 months after Royal Assent
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