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Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
www.ceredigion.gov.uk

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At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.

20 January 2022

Dear Sir / Madam

I write to inform you that a MEETING of COUNCIL will be held remotely via video conferencing on Thursday, 27 January 2022 at 10.00 am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **Personal matters**
4. **A verbal update by the Leader of the Council in relation to COVID-19**
5. **To confirm the Minutes of the Meetings of the Council held on 9 December 2021 (Pages 3 - 10)**
6. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon the requirement to adopt a Council Tax Reduction Scheme by 31 January 2022 (Pages 11 - 14)**
7. **To consider the report of the Corporate Lead Officer for Democratic Services upon Members of the Committee of the Council for the remainder of the 2021-2022 Municipal Year (Pages 15 - 16)**
8. **To consider the report of the Corporate Lead Officer for Democratic Services upon the Number of Councillors on each Committee from May 2022 (Pages 17 - 22)**
9. **To consider the report of the Corporate Lead Officer for Democratic Services upon Elected Member Role Descriptors (Pages 23 - 30)**
10. **To consider the report of the Statutory Director of Social Services with Feedback from the Healthier Communities Overview and Scrutiny Committee (Pages 31 - 76)**

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Edwards', written in a cursive style.

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Council

**Minutes of the Meeting of CEREDIGION COUNTY COUNCIL
held remotely via video-conference on
Thursday, 9th December, 2021**

PRESENT: Councillor Paul Hinge (Chairman), Councillors John Adams-Lewis, Ellen ap Gwynn, Bryan Davies, Ceredig Davies, Clive Davies, Gethin Davies, Ifan Davies, Marc Davies, Meirion Davies, Odwyn Davies, Rhodri Davies, Steve Davies, Dafydd Edwards, Endaf Edwards, Lloyd Edwards, Elaine Evans, Elizabeth Evans, Keith Evans, Rhodri Evans, Hag Harris, Catherine Hughes, Gwyn James, Alun Lloyd Jones, Matthew Woolfall Jones, Maldwyn Lewis, Gareth Lloyd, Lyndon Lloyd MBE, Dai Mason, Catrin Miles, Dan Potter, Ray Quant MBE, Rowland Rees-Evans, John Roberts, Mark Strong, Lynford Thomas, Wyn Thomas, Alun Williams and Ivor Williams.

(10.00am - 12.25pm)

Procedure

The Chairman of the Council, welcomed all to the meeting and confirmed that the meeting was being webcasted.

1 Apologies

Councillors Euros Davies, Gareth Davies and Peter Davies MBE apologised for their inability to attend the meeting.

2 Disclosure of personal / prejudicial interests

There were no declarations of personal or prejudicial interest.

3 Personal matters

- a) Councillor Paul Hinge extend condolences to Councillor Gareth Davies, Mrs Julie Davies and their daughter Angharad following the sudden death of Daniel Davies.
The Council observed a minutes' silence.
- b) Councillor Paul Hinge congratulated Rev Andy John, from Aberystwyth on being elected Archbishop of Wales;
- c) Cllr Ellen ap Gwynn, Leader of the Council congratulated local farmers who had success at the recent Royal Welsh Agricultural Society's at the Winter Fair, including Ty Nant Farm in the Welsh Black native breed cattle and in the poultry section;
- d) Councillor Catherine Hughes congratulated Theatr Felinfach and their staff on bringing the '*Nól a Mlan*' pantomime back this year.

4 A verbal update by the Leader of the Council in relation to COVID-19

Councillor Ellen ap Gwynn gave a verbal update in relation to COVID-19 in Ceredigion. She noted that that the infection figures for Ceredigion is rising and that there has been a total of 6,746 cases since the start of the pandemic. The current rate is 283.4 per hundred thousand with a positivity rate of 12.3%.

At a local level, the infection rate is at 281.6 per hundred thousand in Cardigan and Aberporth; 351.8 cases per hundred thousand in Beulah, Troed-yr-aur and Llandysul; 197.8 cases per hundred thousand in New Quay

and Penbryn; 424.6 cases per hundred thousand in Lampeter and Llanfihangel Ystrad; 239.5 cases per hundred thousand in Aberaeron and Llanrhystud; 415.7 cases per hundred thousand in Rheidol, Ystwyth and Caron; 239.1 cases per hundred thousand in Aberystwyth South; 67.9 cases per hundred thousand in Aberystwyth North; and 121 cases per hundred thousand in Borth and Bontgoch. All were reminded that we still need to be careful.

Pupils at Ysgol Dyffryn Cledlyn are being taught remotely this week due to a high number of cases, and it is hoped that pupils will be able to return to face to face teaching next week. Ysgol Bro Pedr and Ysgol Bro Teifi are also experiencing a high number of cases which is being monitored. The intention is that the School Term will finish on 22 December as originally planned.

Six members of staff have tested positive for COVID-19 at the Penrhos Depot and due to the impact on staff numbers, refuse will not be collected in the Lampeter and Cardigan areas tomorrow. This information has been issued to local Members and is also published on the Council's website. All staff will be going for PCR tests.

Two of the Council's care homes are categorised red due to COVID-19 cases among staff and cannot currently accept additional residents, and three are categorised amber, due to one member of staff testing positive.

Storm 'Arwen' and 'Barra' have caused significant damage to the Promenade in Aberystwyth with considerable repair work required. The clean-up operation has started to facilitate traffic flow along the prom. Water overflowed the quay-side in Aberaeron and Borth, however as far as we are aware there has not been significant damage to properties. The Leader thanked staff, local farmers and the community who assisted in clearing trees that had fallen during Storm 'Arwen'. Councillors Ceredig Davies and Elizabeth Evans re-iterated their thanks, noting the appreciation of residents to those that were out providing support on both nights.

Members asked if there were any reports of the Omicron variant reaching Ceredigion, and it was noted that there are currently 6 cases in Wales with no reported cases in Ceredigion to date.

5 To confirm the Minutes of the Meetings of the Council held on 25th November 2021

It was **RESOLVED** to confirm as a true record the Minutes of the Council meeting held on 25th November 2021.

6 Notice of Motion

Proposer: Cllr. Matthew Woolfall Jones
Seconder: Y Cyng. / Cllr. Bryan Davies

Council notes that:

The residents of Ceredigion are deeply concerned in light of The Welsh Ambulance Service NHS Trust's intention to change the ambulance and emergency vehicles' provision within the county.

The Welsh Ambulance Service's intention, which has already been presented to its employees, is to reduce the number of ambulances in Cardigan and Aberystwyth stations from 4 to 2 during the day, and to limit the use of a Rapid Response Vehicle. The one ambulance in New Quay Ambulance Station and the one in Lampeter Ambulance Station will remain. Ambulances in Ceredigion often have to transfer patients out of county to specialist hospitals in Shrewsbury and Cardiff. The Trust provides a vital service responding to accidents and emergencies throughout the county and is available 24 hours a day 7 days a week.

Ceredigion County Council calls for the following:

- That the Welsh Ambulance Service NHS Trust continues to maintain the current number of ambulances and Rapid Response Vehicles (RRV) and that this number is increased in order to ensure adequate provision for the residents of Ceredigion.*
- That a letter is written to Eluned Morgan, MS, Minister for Health and Social Services in the Welsh Government, requesting her to intervene to ensure that The Welsh Ambulance Service NHS Trust does not implement these changes.*

Councillor Matthew Woolfall Jones thanked Councillor Gareth Davies for the preparatory work done in bringing this Notice of Motion. He also thanked Ambulance Staff for highlighting their concern, their dedication and work which is of an extremely high standard. It was noted that as part of a restructure, the Ambulance Service were planning to reduce the number of ambulances available in Aberystwyth and Cardigan during the day, and to limit the use of the rapid response unit outside of normal working hours. It was noted that the decision is on hold at the current moment, however it was recommended that the Council write to the Minister for Health and Social Services in the Welsh Government, and to put pressure on the Ambulance Service to ensure that there is no reduction to the service. Councillor Bryan Davies noted that he was happy to second this motion in the absence of Councillor Gareth Davies.

Members noted their concerns in relation to the current waiting times for an ambulance, and the effect that any reduction would have on this. Members also noted that due to the geography of the area ambulances have to travel long distances, and also transfer patients to hospitals outside the county such as the regional Cardiac Unit at Morriston, the Orthopaedics unit at Llanelli and the Oncology unit at Swansea. There is also a significant increase in the population of the County during the Summer which needs to be taken into account. It was noted that the ambulance station at New Quay no longer exists and that this service feeds out of the Aberaeron Ambulance Station, and that Fire Stations are also equipped with an emergency response unit and defibrillators.

Following a vote, it was RESOLVED unanimously to agree the motion as presented.

7 Report of the Corporate Lead Office for Legal and Governance (and Monitoring Officer) upon the appointment of 3 independent/lay persons/members to the Governance and Audit Committee

Councillor Ray Quant, Deputy Leader and Cabinet Member for Legal and Governance, People and Organisation and Democratic Services, presented the report noting that a recruitment process for had been undertaken to appoint three independent lay members, following a decision to increase the size of the Governance and Audit Committee to 9 Members including 6 County Councillors and 3 independent members. It was noted that they would be appointed for 1 term initially from 5 May 2022 with the potential to extend for a second term ending 4 May 2032.

It was noted that subject to approval by the Council, the new Members would be attending the next Governance and Audit Committee, and that all Members are welcome to attend to meet the appointees.

Councillor Rowland Rees-Evans thanked the Panel involved in the recruitment process, and thanked Mr John Williams for Chairing the interviews.

Following a vote, it was unanimously RESOLVED to approve the appointments of the following individuals as independent / lay persons of the Governance and Audit Committee:

- Liam Hull;
- Caroline Whitby; and
- Alan Davies

with effect from 5 May 2022 for one administrative term (up to a maximum of two consecutive administrative terms).

8 Report of the Chief Executive and Returning Officer on Fees for the County Council and Town / Community Council Elections to be held 5th May 2022

Eifion Evans, Chief Executive and Returning Officer presented the report outlining the fees payable and associated costs relating to the County Council and Town and Community Council Elections for May 2022, noting that the fees are calculated on a formula basis to cover the costs of running the election.

Members asked about the administrative arrangements and lessons learnt following the elections held in May of this year as a result of the COVID-19 pandemic. It was noted that the revised arrangements had worked extremely well and would be emulated next year, to include additional equipment such as screens to maintain social distancing, and additional staff at the doors to explain the protocols and ensure that members of the public entered the polling stations in an orderly manner. Counting would take place on the Friday at Ysgol Bro Teifi, and candidates advised to attend only during counting takes place on individual Wards to avoid having everyone present at the same time.

Following a vote, it was RESOLVED:

- (i) That the fees payable to the Returning Officer and those undertaking the role of Deputy Returning Officers for the County Council and Town / Community Councils be as follows:
 - £174.00 per contested election;
 - £67.00 per uncontested election;
- (ii) To authorise the Chief Executive as the Council's Returning Officer to:
 - a) Make arrangements for the employment of persons to assist with the Local Elections to be held 5th May 2022;
 - b) Determine the level of fees and payments to those employed on Election duties, subject to the total amount payable being within the available resources earmarked to cover the cost of these elections;

There will be full cost recovery for any costs incurred for Town / Community Council elections.

9 Report of the Corporate Lead Officer for Economy and Regeneration upon the Ceredigion Local Development Plan Annual Monitoring Reports 2019-2020 and 2020-2021

Councillor Rhodri Evans, Cabinet Member for Economy and Regeneration presented the report noting that it is a statutory requirement to monitor the implementation of adopted Local Development Plans by means of the Annual Monitoring Report. It was noted that these reports do not identify any significantly different results from the previous years, and that areas of concern continue to be the delivery of the Settlement Strategy, housing and land supply, delivery of allocated housing sites and housing development in the right locations, and that whilst some aspects of the Plan are not performing other areas exceed its targets.

Members noted their frustration that there had been a lack of information provided by National Resources Wales and the Welsh Government regarding the Habitats Regulations Act and asked for assurances that Ceredigion County Council were not taking a more stringent view in the interpretation of legislation relating to phosphates compared to neighbouring authorities.

Councillor Rhodri Evans noted that he had received similar queries however no examples have been provided in support of such claims. He noted that all authorities are dealing with applications in the same manner, and in accordance with the legal requirements.

Officers noted that authorities are required to follow the procedure as set out in the Habitats Regulations Act which requires us to undertake a test of likely significant effect. If the test demonstrates likely significant effect, we have to undertake an appropriate assessment and the balance of evidence is extremely high when there is potential for phosphates to enter the riverine Special Area of Conservation.

Ceredigion Officers are members of a planning sub-group which is part of the National Oversight Group, in addition to a number of other local collaborative groups, and working with Pembrokeshire and Carmarthenshire who share the Teifi boundaries. It was noted that all authorities are in agreement as to

how applications are determined, working collectively both as a region and nationally. New guidance from National Resources Wales is expected in the new year which should provide clarity and information relating to certain types of development which are currently constrained to be approved such as house extensions.

Members asked about mitigation in relation to sewerage systems and phosphates stripping at treatment plans, and it was noted that this falls under the remit of Dŵr Cymru. However the Council has sought funding from the Heritage Lottery Fund for a project looking at council owned and public sector land in order to develop potential mitigations, and the Council will also be undertaking soil analysis in order to refine the areas affected. Members noted that the half-life of drugs leaching into the water system was also a cause for concern.

It was noted that a letter has been sent to the First Minister of Wales and copied to the relevant Ministers outlining the impact on housing, social housing, welfare and the economy, however no response has been received to date.

The content of the report was noted by Council.

10 Report of the Corporate Lead Officer for Policy, Performance and Public Protection upon the Annual Report of Compliments, Complaints and Freedom of Information Activity - 2020/2021

Councillor Ellen ap Gwynn, Leader of the Council and Cabinet Member for Policy, Performance and Partnerships presented the report to the Council noting that this is the second consecutive report where there have been no investigations commenced or formal reports issued in relation to complaints made against the Council to the Public Service Ombudsman for Wales.

It was noted that the number of compliments from service-users had almost doubled compared to the previous year, however it is believed that the actual number is likely to be far higher and that more work is required to ensure that they are recorded. Fewer Freedom of Information and Environmental Information Regulations requests were received compared to the previous year, and there were fewer Internal Reviews resulting from a refusal to provide information by the application of exemptions. However, the Council's performance in relation to response times dropped significantly which is attributable to a number of factors. The Ombudsman's Annual Letter had been presented to Cabinet, and it was noted that there were no additions contained within it. It was also noted that the number of complaints about the Welsh Language had also fallen significantly from 11 in 2016/17 to 1 during 2020/21. The Leader noted that the report demonstrates the Council's commitment to openness and transparency.

Members asked about the process for recording compliments that they had received, and were advised to report compliments via the Clic system.

The content of the report and the Ombudsman's Annual Letter was noted by Council.

11 Report of the Corporate Lead Officer for Democratic Services upon the Overview and Scrutiny Annual Report 2020/2021

Councillor Elizabeth Evans, Chair of the Overview and Scrutiny Co-ordinating Committee for 2020-21 had to leave the meeting, and the report was subsequently presented by Councillor Rowland Rees-Evans, the Vice Committee's Vice Chair during the year.

Councillor Rowland Rees-Evans noted that the report related to the activity of all Overview and Scrutiny Committees, and that it demonstrated a significant amount of work carried out during the year, and thanked support staff and Officers for preparing and presenting the information to Members during an extremely challenging time.

Members questioned a reference on page 7 to the Leader and Deputy Leader of the Council agreeing to a temporary delegation of authority to the Chief Executive and Leadership Group to make decisions relating to Covid-19, and asked whether Gold Command was established as a result of the temporary delegation or if it was established in accordance with regulations relating to Civil Contingency. It was also noted that the report on Gold Command activity published on the Council's website was dated 31 August 2021, and asked if this could be produced on a monthly basis.

The Leader confirmed that although arrangements for temporary delegation had been put in place in accordance with good governance to ensure that the Council's work could continue in the event of illness and it was reiterated that the delegation had not been used at any time during the pandemic. Decisions relating to policy and strategy has been made by Members in accordance with the correct democratic processes.

Eifion Evans, Chief Executive provided a detailed explanation to clarify the situation. Firstly, the delegated powers were arranged as a precautionary measure to cover the potential risk at any stage during the pandemic all Members of Cabinet were incapacitated at the same time due to a COVID-19 outbreak. The precautionary measure was in place to act as a 'safety net' beneath the Council's democratic processes. This delegation was never used, the Council and Cabinet have been fully operational throughout the pandemic.

Secondly, Gold Command was established in accordance with the Civil Contingencies Act (2014) to ensure urgent and immediate responses to day to day operational matters relating to COVID-19. The Senior Officers have met with Cabinet Members on a weekly basis to provide updates with detailed notes recorded by the Deputy Leader and shared with Members. In addition, all Members are provided with an update on a monthly basis as per the request of Councillor. Ceredig Davies. Operational decisions made in Gold Command are recorded and published on the Council website quarterly. Councillor Davies requested they appear monthly in the future.

The Chief Executive stated that Officers remain under considerable pressure, and noted that there is a great deal of uncertainty relating to the

Omicron variant, however we will strive to produce Gold Command's decisions on a monthly basis.

The content of the report was noted by Council.

Confirmed at the Meeting of the Council held on 27 January 2022

CHAIRMAN:_____

CEREDIGION COUNTY COUNCIL

Report to: Council

Date of meeting: 27 January 2022

Title: Report upon the requirement to adopt a Council Tax Reduction Scheme by 31 January 2022.

Purpose of the report: To explain the Welsh Government's Council Tax Reduction Scheme and to consider the adoption of a 'Local Scheme' for the Council to administer from April 2022.

For: Decision

Cabinet Portfolio and Cabinet Member: Cllr. Gareth Lloyd
Finance and Procurement Services and Public Protection Services

Introduction

On 21 January 2021 the Council adopted the Council Tax Reduction Scheme for 2021/22 in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013. Regulation 17 states that for every financial year, local authorities must consider whether to revise or replace their existing scheme and that where the scheme is revised the local authority '*consult any persons it considers are likely to have an interest in the operation of its scheme*'. Regulation 18 states that any revisions or replacement schemes must be made in accordance with the Prescribed Requirements Regulations (adopted via full council) no later than 31 January in readiness for the forthcoming financial year commencing on 1 April. If the Council fails to adopt a local scheme by 31 January 2022 it will be required to operate the scheme through the Default Schemes Regulations 2013.

Regulation 5 of the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2015 removes the requirement to publish a draft local scheme and consult interested persons where a local authority revises a scheme in consequence of amendments made to the Prescribed Requirements Regulations. As there is no proposal to change the existing local scheme for 2022/23, other than to apply the Welsh Government's 2022 Amendment Regulations to the 2013 Regulations, there is no requirement for the Council to consult on the proposed 2022/23 scheme.

The link to the 2022 Amendment Regulations is:

<https://www.legislation.gov.uk/cy/wsi/2022/51/contents/made>

Reduction Scheme 2022/23

Since the abolition of Council Tax Benefit in April 2013 the responsibility for arranging Council Tax support to those on low incomes transferred from the Department for Work and Pensions (DWP) to local authorities in England and to the respective Governments in Scotland and Wales. The Welsh Government (WG) Regulations provide for 100% of the cost of Council Tax liability to be covered through their Prescribed Requirements and Default Scheme Regulations.

The majority of the cost of Council Tax Reduction (CTR) payments is met by the WG but there is a requirement for councils to meet the cost of payments that exceed the WG contribution. Ordinarily, Ceredigion County Council's contribution from the WG (which is part of the Revenue Support Grant) towards the scheme is £4.733m, for 21/22 the Council funded an additional £1.399m from base budget with a further £0.5m included in the budget which would be funded from a earmarked reserve unless additional specific grant funding was received from the Welsh Government. Therefore the total budget for 2021/22 is £6.632m. The spend against the budget to the end of November 2021 is £6.241m. The spend has reduced during the previous few months but it is difficult to forecast the final year end position – however it is likely that the final spend will be within budget.

The difference between the Prescribed Scheme and the Default Scheme is that councils have the opportunity to consider and apply three areas of discretion through the Prescribed Scheme Regulations. The discretionary elements of the Prescribed Scheme Regulations are:

1 To increase the disregard for war disablement pensions, war widows' pensions and war widowers' pensions for both pensioners and working age applicants.

Presently, regulations provide that the first £10 of a weekly War Disablement Pension, War Widows' Pension and War Widowers' Pension are disregarded. However, councils have discretion to disregard up to 100% of the actual amount above the first £10. Since 1 April 1996, when Council Tax Benefit existed, the Council, in keeping with the majority of Welsh Councils, resolved to disregard 100% of the war pensions above the statutory £10. Last year, the Council resolved to disregard all of the pensions above the first £10 for calculation purposes. It is estimated that for 2021/22 the disregard of war pensions will cost the Council approximately £17k.

2 To increase the standard extended payment period of four weeks given to people after they return to work, when they have been in receipt of a relevant qualifying benefit for at least 26 weeks.

There is no limit on the maximum period that councils may consider extending the payment period but to extend beyond the standard four weeks would have financial implications for the Council. Last year the Council resolved to not extend the payment period beyond the statutory 4 weeks.

3 To increase the time for backdating claims beyond the standard three months. There is no limit on the maximum period they may be extended to.

The 2013 Regulations allow backdating of claims for a maximum period of three months. Councils have the discretion to increase the backdating period to a period greater than three months without limit. Extending the backdating period would have financial implications for the Council. Last year the Council resolved to not extend the backdating period beyond the statutory three months.

The Amendment Regulations introduce mandatory changes to schemes and do not affect the three discretionary elements of the Prescribed Scheme which the Council can decide upon.

Wellbeing of Future Generations:	Has an Integrated Impact Assessment been completed? If, not, please state why	This report does not refer to a Policy or Service change.
	Summary:	
	Long term:	N/A
	Integration:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A

- Recommendation(s):** Council is recommended to:
1. note the making of the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022;
 2. adopt the provisions of the Prescribed Requirement Regulations (2013) as the Council's Council Tax Reduction Scheme for 2022/23, subject to the local discretions that the Council is able to exercise as set out below:
 - (i) continue to apply a 100% disregard beyond the statutory £10 disregard for War Disablement Pensions, War Widows' Pensions and War Widowers' Pensions, for both pensioners and working age claimants;
 - (ii) that no increase in the extended payment periods for pensioners and working age claimants be applied from the standard four weeks currently contained within the Prescribed Scheme;
 - (iii) that no increase in the backdate period for pensioners and working age claimants be applied from the standard 3 months contained within the Prescribed Scheme.

Reasons for decision: To comply with the Welsh Government requirement to adopt a local Council Tax Reduction Scheme (Prescribed) before 31 January 2022 to operate for the 2022/23 financial year.

Overview and Scrutiny: Not applicable as this is a statutory prescribed scheme that requires full Council approval.

Policy Framework:

Corporate Priorities: Enabling Individual and Family Resilience.

Financial implications: Part of the budget setting process.

Statutory Powers: Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 and Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2022.

Background Papers: None.

Appendices: None.

Corporate Officer: **Lead** Stephen Johnson.

Reporting Officer: Ann Ireland, Corporate Manager – Revenues and Financial Assessments

Date: 20th December 2021

CEREDIGION COUNTY COUNCIL

Report to: Council

Date of meeting: 27th January 2022

Title: Members of the Committees of the Council for the remainder of the 2021-2022 Municipal Year

Purpose of the report: To confirm the appointment of Members of the Council to the Committees for the remainder of the 2021-2022 Municipal Year

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant MBE
Cabinet Member for Legal and Governance, People and Organisation and Democratic Services

Following the resignation of Councillor Lloyd Edwards from the Liberal Democrats Political Group in the Council, he is now representing the Penparcau Ward as an Un-Grouped Independent Councillor.

Councillor Lloyd Edwards will remain on the 3 Committees that he was previously a member, but now as an Un-Grouped Independent Councillor. By default, the Liberal Democrats will lose a seat on each of these Committees:

- Licensing Committee
- Democratic Services Committee
- Learning Communities Overview and Scrutiny Committee.

Appendix A includes the full Committee Membership.

The changes have been agreed by the Leader of the Liberal Democrats Political Group, Councillor Ceredig Davies.

Council is asked to approve the changes to the Members of the Committees of the Council for the remainder of the 2021-2022 Municipal Year, as amended.

	Has an Integrated Impact Assessment been completed? If, not, please state why	No – not a service change
Wellbeing of Future Generations:	Summary:	
	Long term:	N/A
	Integration:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A

Recommendation(s): For Council to approve the appointment of Members of the Council to the Committees for the remainder of the 2021-2022 Municipal Year, as amended.

Reasons for decision: To ensure political balance on the Council's Committees.

Overview and Scrutiny: N/A

Policy Framework: Council's Constitution

Corporate Priorities: N/A

Finance and Procurement implications: N/A

Legal Implications: N/A

Staffing implications: N/A

Property / asset implications: N/A

Risk(s): N/A

Statutory Powers: Local Government (Wales) Measure 2011
Local Government Act 2000
Local Government and Housing Act 1989

Background Papers: N/A

Appendices: Appendix A – Amended Committee Membership

Corporate Lead Officer: Lowri Edwards
Corporate Lead Officer: Democratic Services

Reporting Officer: Lowri Edwards

Date: 16th December 2021

CYNGOR SIR CEREDIGION COUNTY COUNCIL
2021/2022

GRWPIAU'R GWEITHREDIAETH / EXECUTIVE GROUPS:

Plaid Cymru / The Party of Wales (20 Aelod / Members)

Aelodau Annibynnol / Independents (11 Aelod / Members)

Y Llais Annibynnol / The Independent Voice (3 Aelod / Members)

GRWP ANWEITHREDOL / NON EXECUTIVE GROUP:

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (7 Aelod / Members)

Aelod Annibynnol heb ei grwpio / Independent Un-Grouped (1 Aelod / Member)

AELODAETH Y CABINET A PHWYLLGORAU'R CYNGOR /
MEMBERSHIP OF THE CABINET AND COMMITTEES OF THE
COUNCIL

Y CABINET / THE CABINET

Y Cynghorwyr / Councillors

Portffolio / Portfolio

Cyngh./Cllr. Ellen ap Gwynn

Polisi, Perfformiad a Phartneriaethau
Policy, Performance and Partnerships

Cyngh./Cllr. Ray Quant MBE

**Gwasanaethau Cyfreithiol a Llywodraethu,
Pobl a Threfniadaeth a Gwasanaethau
Democrataidd**
Legal and Governance, People and Organisation
and Democratic Services

Cyngh./Cllr. Dafydd Edwards

**Priffyrdd a Gwasanaethau Amgylcheddol, Tai a
Cyswllt Cwsmeriaid**
Highways and Environmental Services, Housing
and Customer Contact

Cyngh./Cllr. Rhodri Evans

Yr Economi ac Adfywio
Economy and Regeneration

Cyngh./Cllr. Catherine Hughes

**Porth Gofal, Cymorth Cynnar, Canolfannau
Lles a Diwylliant**
Porth Gofal, Early Intervention, Wellbeing Hubs
and Culture

Cyngh./Cllr. Gareth Lloyd

**Gwasanaethau Cyllid a Chaffael a
Gwasanaethau Diogelu'r Cyhoedd**
Finance and Procurement Services and Public
Protection Services

Cyngh./Cllr. Catrin Miles

**Ysgolion, Dysgu Gydol Oes a Sgiliau, Cymorth
ac Ymyrraeth**
Schools, Lifelong Learning and Skills, Support and
Intervention

Cyngh./Cllr Alun Williams

Porth Cynnal

PWYLLGORAU / COMMITTEES

PWYLLGOR RHEOLI DATBLYGU / DEVELOPMENT CONTROL COMMITTEE (21)

Cadeirydd / Chairman: Cyngh./Cllr. Lynford Thomas
Is Gadeirydd / Vice Chairman: Cyngh./Cllr. Bryan Davies

Plaid Cymru / The Party of Wales (10)

John Adams-Lewis, Bryan Davies, Gethin Davies, Odwyn Davies, Rhodri Davies, Catherine Hughes, Maldwyn Lewis, Lyndon Lloyd MBE, Lynford Thomas, Wyn Thomas.

Aelodau Annibynnol / Independents (5)

Ifan Davies, Peter Davies, MBE, Rhodri Evans, Gwyn James, Gareth Lloyd.

Y Llais Annibynnol / The Independent Voice (2)

Dafydd Edwards, Dai Mason.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (4)

Ceredig Davies, Meirion Davies, Paul Hinge, Rowland Rees-Evans.

PWYLLGOR TRWYDDEDU / LICENSING COMMITTEE (15)

Cadeirydd / Chairman: Cyngh./Cllr. Alun Lloyd Jones
Is Gadeirydd / Vice Chairman: Cyngh./Cllr. Steve Davies

Plaid Cymru / The Party of Wales (7)

Clive Davies, Gareth Davies, Steve Davies, Endaf Edwards, Alun Lloyd Jones, Mark Strong, Matthew Woolfall Jones.

Aelodau Annibynnol / Independents (4)

Euros Davies, Marc Davies, Dan Potter, Ivor Williams

Y Llais Annibynnol / The Independent Voice (1)

Hag Harris.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (2)

Elaine Evans, John Roberts.

Aelod Annibynnol heb ei grwpio / Independent Un-Grouped (1)

Lloyd Edwards

PWYLLGOR LLYWODRAETHU AC ARCHWILIO / GOVERNANCE AND AUDIT COMMITTEE (6)

Cadeirydd / Chairman: Cyngh./Cllr. Elizabeth Evans
Is Gadeirydd / Vice Chairman: Cyngh./Cllr. Rowland Rees-Evans

Plaid Cymru / The Party of Wales (2)
Gareth Davies, Matthew Woolfall Jones

Aelodau Annibynnol / Independents (2)
Peter Davies MBE, Keith Evans.

Y Llais Annibynnol / The Independent Voice (0)

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (2)
Elizabeth Evans, Rowland Rees-Evans.

Aelod Lleyg / Lay Member
Yr Athro / Prof. Ian Roffe

PWYLLGOR GWASANAETHAU DEMOCRATAIDD / DEMOCRATIC SERVICES COMMITTEE (6)

Cadeirydd / Chairman: Cyngh. / Cllr. Ceredig Davies
Is Gadeirydd / Vice Chairman: Cyngh. / Cllr. Dai Mason

Plaid Cymru / The Party of Wales (2)
Clive Davies, Wyn Thomas.

Aelodau Annibynnol / Independents (1)
Gwyn James.

Y Llais Annibynnol / The Independent Voice (1)
Dai Mason.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (1)
Ceredig Davies.

Aelod Annibynnol heb ei grwpio / Independent Un-Grouped (1)
Lloyd Edwards

PWYLLGOR IAITH / LANGUAGE COMMITTEE (7)

Cadeirydd/ Chairman: **Cyngh./Cllr.** Ellen ap Gwynn
Is Gadeirydd / Vice Chairman: **Cyngh./Cllr.** Alun Lloyd Jones

Plaid Cymru / The Party of Wales (3)

Ellen ap Gwynn, Maldwyn Lewis, Alun Lloyd Jones

Aelodau Annibynnol / Independents (2)

Keith Evans, Gareth Lloyd.

Y Llais Annibynnol / The Independent Voice (1)

Dai Mason.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (1)

John Roberts.

PWYLLGOR RHESTR FER / SHORTLISTING COMMITTEE (8)
(AD HOC)

PWYLLGOR MOESEG & SAFONAU / ETHICS & STANDARDS COMMITTEE (9)

Cadeirydd / Chairman: Mr Hywel Wyn Jones
Is-Gadeirydd/ Vice Chairman: Ms Caroline White

Aelodau Annibynnol / Independent Members (5):

Ms Carol Edwards, Mr Hywel Wyn Jones, Mr John Weston, Ms Caroline White, Mr Rif Winfield.

Aelodau Etholedig / Elected Members (2):

Y Cynghorwyr / Councillors Odwyn Davies, Dai Mason

Aelodau Etholedig (Cynrychiolwyr y Cynghorau Cymuned) / Elected Members
(Community Council Representatives) (2):

Y Cynghorwyr / Councillors Julian Evans, Gill Hopley

PWYLLGORAU TROSOLWG A CHRAFFU / OVERVIEW and SCRUTINY COMMITTEES

PWYLLGOR CYMUNEDAU FFYNIANNUS / THRIVING COMMUNITIES COMMITTEE (17)

Cadeirydd / Chairman: **Cyngh./Cllr. Marc Davies**
Is Gadeirydd / Vice Chairman: **Cyngh./Cllr. Euros Davies**

Plaid Cymru / The Party of Wales (8)

John Adams-Lewis, Clive Davies, Gareth Davies, Gethin Davies, Rhodri Davies, Steve Davies, Maldwyn Lewis, Lyndon Lloyd MBE.

Aelodau Annibynnol / Independents (5)

Euros Davies, Ifan Davies, Marc Davies, Keith Evans, Gwyn James.

Y Llais Annibynnol / The Independent Voice (1)

Dai Mason.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3).

Meirion Davies, Elizabeth Evans, John Roberts.

PWYLLGOR CYMUNEDAU IACHACH / HEALTHIER COMMUNITIES COMMITTEE (17)

Cadeirydd/ Chairman: **Cyngh/Cllr. Bryan Davies**
Is-Gadeirydd/ Vice-Chairman: **Cyngh/Cllr. Lyndon Lloyd MBE**

Plaid Cymru / The Party of Wales 8)

Bryan Davies, Gethin Davies, Odwyn Davies, Alun Lloyd Jones, Maldwyn Lewis , Lyndon Lloyd MBE, Mark Strong, Lynford Thomas

Aelodau Annibynnol / Independents (5)

Marc Davies, Peter Davies MBE, Keith Evans, Dan Potter, Ivor Williams.

Y Llais Annibynnol / The Independent Voice (1)

Hag Harris

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)

Elaine Evans, Paul Hinge, John Roberts

**PWYLLGOR CYMUNEDAU SY’N DYSGU / LEARNING COMMUNITIES
COMMITTEE (17)**

Cadeirydd/ Chairman: **Cyngh./**Cllr. Wyn Thomas
Is Gadeirydd/Vice Chairman: **Cyngh./**Cllr. Mark Strong

Plaid Cymru / The Party of Wales (8)

Bryan Davies, Odwyn Davies, Rhodri Davies, Endaf Edwards, Alun Lloyd Jones, Mark Strong, Lynford Thomas, Wyn Thomas.

Aelodau Annibynnol / Independents (5)

Euros Davies, Marc Davies, Keith Evans, Gwyn James, Ivor Williams.

Y Llais Annibynnol / The Independent Voice (1)

Hag Harris.

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (2)

Meirion Davies, Paul Hinge.

Aelod Annibynnol heb ei grwpio / Independent Un-Grouped (1)

Lloyd Edwards

**PWYLLGOR ADNODDAU CORFFORAETHOL / CORPORATE RESOURCES
COMMITTEE (17)**

Cadeirydd / Chairman: **Cyngh./**Cllr. Ivor Williams
Is-Gadeirydd / Vice Chairman: **Cyngh./**Cllr. Dan Potter

Plaid Cymru / The Party of Wales (8)

John Adams-Lewis, Bryan Davies, Gareth Davies, Endaf Edwards, Lyndon Lloyd MBE, Lynford Thomas, Wyn Thomas, Matthew Woolfall Jones

Aelodau Annibynnol / Independents (5)

Ifan Davies, Peter Davies MBE, Keith Evans, Dan Potter, Ivor Williams

Y Llais Annibynnol / The Independent Voice (1)

Dai Mason

Democratiaid Rhyddfrydol / Welsh Liberal Democrats (3)

Ceredig Davies, Elizabeth Evans, Rowland Rees-Evans

**PWYLLGOR CYDLYNU TROSOLWG A CHRAFFU / OVERVIEW AND SCRUTINY
COORDINATING COMMITTEE (10)**

Cadeirydd /Chairman: **Cyngh/Cllr. Rowland Rees-Evans**
Is Gadeirydd / Vice Chair: **Cyngh/ Cllr. Elaine Evans**

Ynghyd â / together with:
Bryan Davies, Euros Davies, Marc Davies, Lyndon Lloyd MBE, Dan Potter, Mark Strong, Wyn Thomas and Ivor Williams.

(Cadeiryddion ac Is-Gadeiryddion y Pwyllgorau Trosolwg a Chraffu
Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees)

Arsylwr / Observer: **Cyngh/Cllr. Elizabeth Evans**

(Yn ei rôl fel Cadeirydd y Pwyllgor Llywodraethu ac Archwilio / In her role as
Chair of the Governance and Audit Committee)

Mae'r Cynghorwyr uchod hefyd yn aelodau o'r Pwyllgor Ymddiriedolwyr
Elusennau / The Councillors above are also members of the Charity Trustee
Committee.

CEREDIGION COUNTY COUNCIL

Report to:	Council
Date of meeting:	27 January 2022
Title:	Number of Councillors on each Committee from May 2022
Purpose of the report:	To consider the number of Councillors on each Committee from May 2022
For:	Decision
Cabinet Portfolio and Cabinet Member:	Councillor Ray Quant MBE Deputy Leader of the Council and Cabinet Member for Legal and Governance, People and Organisation and Democratic Services

Introduction

The County of Ceredigion (Electoral Arrangements) Order 2021 (as reported to Council on 21st October 2021) reduces the number of Councillors from 42 to 38 from May 2022.

A reduction in the number of Councillors of almost 10% required a review of the number of Members who sit on each Committee, giving consideration to the demands on each Councillor and ensuring as much as possible, a fair distribution of workload.

The review

A Cross-Party Task and Finish Group was established to consider the implications of the reduction in the number of Councillors on the number of Members on each Committee. The membership of the Task and Finish Group was as follows:

Plaid Cymru	Councillor Bryan Davies Councillor Clive Davies Councillor Gareth Davies
Independents	Councillor Ifan Davies Councillor Keith Evans
Liberal Democrats	Councillor Ceredig Davies (Chair)
Independent Voice	Councillor Hag Harris

The focus of the work of the Task and Finish Group was in relation to the Council's Committees and did not consider other work carried out by Members such as representation on external bodies, school governing bodies, partnerships, regional boards etc.

Consideration was given to the legal requirements for each Committee in the discussions towards forming the recommendations. Each representative also consulted the views of their respective Groups and provided feedback. The

recommendations reflect the discussions of the Task and Finish Group and feedback from the respective political Groups.

The Task and Finish Group did not consider the number of Councillors that is permitted on the Cabinet, as is outlined in the Council's Constitution in Part 2, Article 7 which states:

"The Cabinet will consist of the Leader together with at least 6, but not more than 9, Councillors appointed to a Cabinet by the Leader".

Development Control Task and Finish Group

In consideration of the Audit Wales report on Planning Services, the Development Control Task and Finish Group gave specific consideration to the future size of the Committee from May 2022.

In addition, Regulation 4 of the Size and Composition of Local Planning Committees (Wales) Regulation 2017 requires planning committees to contain no fewer than 11 members, no more than 21 members and no more than 50% of the authority members.

Information was also shared regarding the size of other Planning / Development Control Committees in Wales. That data shows that the percentage of Council members who sit on the Committee varies from 14.67% to 50%, with the average at 27.74%.

Senior Salaries

Although the total number of Councillors will reduce by 10%, we have been advised by the Independent Remuneration Panel for Wales that the total number of Senior Salaries (Cabinet Members, Leader of the Opposition and Chairs of Committees) will remain at 17. On this basis, the review considered a reduction in the number of Members on each Committee as opposed to reducing the total number of committees.

The role of Chairman and Vice Chairman is not included in the total for senior salaries.

Recommendations

The Cross Party Task and Finish Group regarding the Size of Committees and the Development Control Task and Finish Group recommend the following for the size of committees from May 2022. Changes are recommended to the following Committees:

- Overview and Scrutiny Committees (x4) (Does not include the Co-ordinating Committee);
- Licensing Committee (statutory and non-statutory);
- Development Control Committee.

Committee	Current membership	Proposed future membership	Legislative requirements / regulatory issues
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Overview and Scrutiny Committees (thematic x4)	17	13	Information relating to appointing Chairs of Overview and Committees, political balance and co-opted members is contained in Section 76 of the Local Government (Wales) Measure 2011. This does not however stipulate a minimum or maximum number of Members pre Committee.
Overview and Scrutiny Co-ordinating Committee	10	10	As above. Membership is made up of the Chairs and Vice Chairs of the other Overview and Scrutiny Committees plus a Chair and Vice Chair.
Licensing Committee (statutory and non-statutory)	15	11	Licensing Act 2003 requires that each licensing authority must establish a licensing committee of at least 10 but no more than 15 members.
Development Control Committee	19	15	Regulation 4 of the Size and Composition of Local Planning Committees (Wales) Regulation 2017 requires planning committees to contain no fewer than 11 members, no more than 21 members and no more than 50% of the authority members.
Governance and Audit	6 (plus 3 lay members)	6 (plus 3 lay members)	Decision made by Council 17 th June 2021 as per requirements of the Local Government and Elections (Wales) Act 2021.
Democratic Services Committee	6	6	No specific requirements regarding size of committee although the Leader cannot be a member and it must follow Section 15 of the Local Government and Housing Act 1989 – duty to allocate seats to political groups applies.
Charity Trustee Committee	10	10	(Same membership as the Overview and Scrutiny Co-ordinating Committee)

Language Committee	7	7	No legal requirement regarding size of committee.
Ethics and Standards Committee	9 (2 of which are County Councillors)	9 (2 of which are County Councillors)	The Standards Committees (Wales) Regulations 2001 states that the committee should have not less than 5 nor more than 9 members. (1) Where the total number of members of a standards committee is an even number at least half that number shall be independent members. (2) Where the total number of members of a standards committee is an odd number a majority of that number shall be independent members.
Shortlisting Committee (ad hoc)	7	7	No specific requirements regarding size of committee.

Has an Integrated Impact Assessment been completed? If, not, please state why *This report does not represent a change in policy or strategy.*

Summary:

Long term: Planning for the long term in compliance with statutory requirements in ensuring an equitable and maintainable workload for Councillors.

Wellbeing of Future Generations: **Collaboration:** Reducing the committee workload will allow greater time and flexibility for Members in supporting residents.

Involvement: Task and Finish established and feeding in views of all Members.

Prevention: To ensure that Members are able to manage their workload.

Integration: Amendments take into account legislation changes and guidance.

Recommendation(s): **That the Council resolves, in accordance with the recommendation of the Task and Finish Groups to approve the following, effective from 5th May 2022:**

- a) To reduce the membership of the Licensing Committee (both the Statutory and non-Statutory Committee) from 15 to 11;
- b) To reduce the membership of the Development Control Committee from 19 to 15; and
- c) To reduce the membership of the four thematic Overview and Scrutiny Committees from 17 to 13;
- d) To amend the Council's Constitution accordingly.

Reasons for decision: To ensure that the membership of the Committees reflect the reduction in the number of Councillors and ensure that the Committees remain effective whilst ensuring that the workload is manageable and is distributed as equally as possible.

Overview and Scrutiny: N/A

Policy Framework: Council's Constitution

Corporate Priorities: Supports all of the Council's Corporate Priorities:

- Boosting the Economy
- Investing in People's Futures
- Enabling Individual and Family Resilience
- Promoting Environmental and Community Resilience

Finance and Procurement implications: The proposals are within existing budget.

Legal Implications: None

Staffing implications: None

Property / asset implications: None

Risk(s): None

Statutory Powers:

- The County of Ceredigion (Electoral Arrangements) Order 2021;
- Local Government and Elections (Wales) Act 2021;
- Regulation 4 of the Size and Composition of Local Planning Committees (Wales) Regulation 2017;
- Local Government (Wales) Measure 2011;
- Standards Committees (Wales) Regulations 2001;
- Licensing Act 2003;
- Local Government Act 2000;
- Local Government and Housing Act 1989.

- Background Papers:**
- Report to Council regarding The County of Ceredigion (Electoral Arrangements) Order 2021, 21st October 2021;
 - Report to Democratic Services Committee regarding establishing a Task and Finish Group to review the size of Committees, 21st May 2021.

Appendices: None

Corporate Officer: **Lead** Lowri Edwards
Corporate Lead Officer – Democratic Services

Reporting Officer: Lowri Edwards

Date: 1st December 2021

CEREDIGION COUNTY COUNCIL

Report to: Council

Date of meeting: 27th January 2022

Title: Elected Member Role Descriptors

Purpose of the report: For Council to consider and agree upon a revised suite of model Elected Member Role Descriptors produced by the Welsh Local Government Association (WLGA)

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant MBE, Cabinet Member for Legal and Governance, People and Organisation and Democratic Services

Background

The Welsh Local Government Association (WLGA) have produced a revised set of Member Role Descriptions in association with Member and Local Authority Officers. The generic role descriptors which set out the responsibilities and functions of the role of the elected member are available as a suggestion rather than prescription. Elected Members have a wide range of roles and responsibilities which they are expected to undertake, and the role descriptions aim to provide a framework and guidance upon these responsibilities and a range of activities that Members undertake.

The Council first adopted the generic WLGA Role Descriptors in July 2012. These have remained largely unchanged since then, but have recently been reviewed and updated by the WLGA in consultation with Heads of Democratic Services across Wales. The amendments reflect changes to legislation.

Appendix A outlines the amendments made to each to the role descriptors and the full versions for the following roles are included in Appendix B of the report:

- Elected Member
- Leader (and Deputy)
- Cabinet Member
- Chair of the Council
- Chair of Democratic Services Committee
- Member of Democratic Services Committee
- Chair of Regulatory Committee
- Member of Regulatory Committee
- Chair of Standards Committee
- Member of Standards Committee
- Chair of Governance and Audit Committee
- Member of Governance and Audit Committee
- Overview and Scrutiny Chair

- Overview and Scrutiny Member
- Leader of the Opposition
- Political Group Leader
- Member Champion Purpose and Role
- Member Champion Role Description.

The revised role descriptors were considered by the Democratic Services Committee at its meeting on 15th October 2021, and the Committee was asked to consider whether they wanted to accept the generic versions, or if they wished to tailor any of the model role descriptions to ensure that they accurately reflect the nature of such roles within the context of Ceredigion County Council. The Democratic Services Committee recommended the generic versions for approval by Council.

Conclusion

If the role descriptors are approved by Council, it is proposed that the Member Role Descriptions are issued to Elected Members following the elections in May 2022. Each individual Councillor would then receive the role descriptors specifically for the roles that they would be undertaking.

They will also be published on the Council webpage for prospective candidates for the forthcoming Local Government Elections

	Has an Integrated Impact Assessment been completed?	No – not a service change.
	If, not, please state why	
Wellbeing of Future Generations:	Summary:	
	Long term:	N/A
	Integration:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A
Recommendation(s):	For Council to approve the revised set of generic Member Role Descriptors as per Appendix B of the report.	
Reasons for decision:	For issuing role descriptors to Elected Members in May 2022.	
Overview and Scrutiny:	N/A	
Policy Framework:	Council's Constitution	
Corporate Priorities:	N/A	

Finance and Procurement implications:	N/A
Legal Implications:	N/A
Staffing implications:	N/A
Property / asset implications:	None.
Risk(s):	None
Statutory Powers:	Local Government and Elections (Wales) Act 2021 Local Government Measure (Wales) 2011
Background Papers:	Council report 19 th July 2012
Appendices:	Appendix A – Amendments to the generic role descriptors Appendix B - WLGA generic Member role descriptors
Reporting Officer:	Lowri Edwards Corporate Lead Officer, Democratic Services
Date:	22 nd November 2021

Amendments to the role descriptors

Elected Member Role Descriptors

To include the following:

- *To be vigilant and do everything possible to protect adults and children at risk from abuse*
- *To take corporate responsibility for the protection of vulnerable children and adults*
- *To have regard to the requirements of the Group Leader (where one exists) in matters of conduct and behaviour*
- *To promote equalities and diversity*

Amendment to the following:

From

- *To participate in opportunities for development provided for members by the authority*

To

- *To actively identify individual needs and participate in opportunities for development provided for members by the authority*

Leader & Deputy Leader Role Descriptor

To include the following:

- *To agree objectives with Cabinet Members and monitor progress*

Cabinet Member

To include the following:

- *To agree objectives with the Leader and report progress*

Chair & Vice Chair of the Council

No change

Chair & Members of Democratic Services Committee

No change

Chair & Members of Regulatory Committee Role Descriptors

No change

Members of Standards Committee Role Descriptors

To include the following (from May 2022):

- *Monitoring compliance by Leaders of Political Groups with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group and advising, training or arranging to train the Leaders of Political Groups about their duties*
- *Making an annual report to the Authority (first report due in respect of the 2022/23 financial year, as soon as possible after year end) describing how the committees' functions have been discharged during the financial year. The report may include any matter within the function of the committee. The report must include:*

- *How the committee has discharged its legal duties, particularly, how the committee has monitored the compliance of Group Leaders with their duties to take reasonable steps to promote and maintain high standards of conduct by members of the Group and the work of the Committee in advising, training or arranging to train the Leaders of Political Groups about these duties*
- *The degree of compliance of Group Leaders with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group*

Chair and Members of Governance and Audit Committee role descriptors

The following section has been included in line with comparative Chair and Member role descriptors:

- *To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements*
- *To have regard to the requirements of the Chair of the Committee and the professional advice of senior officer of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent)*
- *To Comply with the authority's Code of Conduct*
- *To work according to the Terms and Reference for the Committee*
- *To contribute to the development of the forward work programme for the Committee*
- *To promote the role of the committee within the authority*
- *To report as required to Council*
- *To respond to any recommendations made by the Auditor General for Wales*
- *To participate in any training and development required for the role*

Amendment to the following:

From

- *Making reports and recommendations in relation to the authority's financial affairs*
 - *Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority,*
 - *Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,*
 - *Overseeing the authority's internal and external audit arrangements*
 - *Reviewing the financial statements prepared by the authority.*
 - *To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.*
 - *To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee*
- Participating in meetings and making decisions**
- *To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit*
 - *To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements*
- Internal governance, ethical standards and relationships**
- *Understanding the financial risks associated with corporate governance; being satisfied that the authorities assurance statements including the annual*

governance statement reflects the risk environment and any activities required to improve it

- *To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements*
- *To promote and support good governance by the Council*
- *To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility*

To

- *Making reports and recommendations in relation to the authority's financial affairs*
- *Oversee the authority's internal and external audit arrangements*
- *Work with internal and external auditors*
- *Review the financial statement prepared by the authority and approve them when powers are delegated including making relevant report and recommendations*

Contributing to the effective performance of the authority

- *Review the draft report of the authority's annual self-assessment and make recommendations for change to the conclusions or actions that the authority intends to take*
- *Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term from May 2022)*
- *Review and assess the authority's ability to handle complaints effectively*
- *Make report and recommendations in relation to the authority's ability to handle complaints effectively*

Reviewing and assessing the Governance, Risk Management and Control of the authority

- *Review and assess the risk management, internal control, and corporate governance arrangements of the authority*
- *Make report and recommendations to the authority on the adequacy and effectiveness of those arrangements*
- *Review and Assess the financial risk associated with corporate governance, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it.*

Chair & Members of Scrutiny Committee role descriptors

To include the following:

- *To assess impact of existing policy*
- *To monitor action plans or recommendations following external audit, inspection or regulatory reports*
- *To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision*
- *To be able to demonstrate where scrutiny is making a difference by its involvement*
- *To take a county side perspective in dealing with issues*

Participation in joint scrutiny

- *To work within the appropriate terms of reference and protocols governing joint working in scrutiny*

- *To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny*
- *To contribute to the scrutiny of regional bodies and partnerships*
- *To encourage public engagement in joint scrutiny*
- *To work effectively with partner scrutineers from other authorities and organisations*

Meeting participation

- *To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies*
- *To particulate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements*
- *To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling*
- *To be non-political*
- *To focus on outcomes / making a difference by participation*

Amendment to the following:

From

- *To assist in the creation, development, improvement and refinement of council policy*
- *To assess impact of existing policy*
- *To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers over time*
- *To investigate and address the causes of poor performance*
- *To promote the role of overview and scrutiny within and outside the council, developing effective internal and external relationships*
- *To demonstrate an objective and evidence based approach to overview and scrutiny*
- *To use scrutiny as a means to address community issues and engage the public*
- *To develop locally viable and acceptable policy solutions*

To

- *To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy*
- *To assess impact of existing policy and identify areas for improvement*
- *To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets*
- *To investigate and make recommendations to address the causes of underperformance or poor performance*
- *To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officer and other members and external relationships with community representatives*
- *To demonstrate an objective non-political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work*

undertaken including sources of information outside the Council

- To use scrutiny as a means to address community issues and engage the public in forward work programmes
- To assist in developing locally viable and acceptable policy solutions

Leader and Deputy Leader of the Opposition role descriptors

No change

Political Group Leader Role Descriptors and supplementary guidance

New descriptor, see appendix A

Member Champion Role Descriptors

No change



Framework Member Role Descriptions and Person Specifications

June 2021

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

Local Government House

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Background

This is a set of generic role descriptions and person specifications for elected members. They are applicable in any authority and are made available as suggestions rather than prescription.

The role descriptions set out the responsibilities and functions of the role of the elected member. The person specifications describe the qualities and skills required of the member in the role and can help when considering personal development.

Where members undertake more than one role it is anticipated that role descriptions would be combined. For example: Overview and Scrutiny committee chairs would be expected to undertake the role of, Elected member, Overview and Scrutiny Member and Overview and Scrutiny Chair.

These role descriptions are designed to be used alongside the Welsh [Member Development \(Competency\) Framework](#) which describes the skills knowledge and behaviours required of Councillors

This document has been produced collaboratively by the Welsh local Government Association, working with members and officers from all the authorities in Wales. It takes account of all the UK and Wales legislation affecting the role of members, including, most recently, the Local Government and elections (Wales) Act 2021.

Please contact Sarah Titcombe, Policy, and Improvement Officer (Democratic Services) WLGA. Tel 029 2046 8638 or e mail sarah.titcombe@wlga.gov.uk

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Elected Member Role Description

1. Accountabilities

- To Full Council
- To the electorate of their ward

2. Role Purpose and Activity

Representing and supporting communities

- To represent ward interests
- To be an advocate for the Council in the ward and communities they serve
- To be a channel of communication to the community on council strategies, policies, services, and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood, and supported.
- To be vigilant and do everything possible to protect adults and children at risk from abuse.
- To promote tolerance and cohesion in local communities

Making decisions and overseeing council performance

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in informed and balanced decision making on committees and panels to which they might be appointed.
- To adhere to the principles of democracy and collective responsibility in decision making
- To take corporate responsibility for the protection of vulnerable children and adults
- To promote and ensure efficiency and effectiveness in the provision of council and other public services.

Representing the Council (subject to appointment)

- To represent the Council on local outside bodies as an appointee of the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- To represent and be an advocate for the Council on national bodies and at national events

Internal governance, ethical standards, and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate, and effective relationships with employees, the public and other members of the Council.
- To adhere to the Member's Code of Conduct, member/officer protocols and the highest standards of behaviour in public office
- To have regard to the requirements of the Group Leader (where one exists) in matters of conduct and behaviour.
- To promote equalities and diversity

Personal and role development

To actively identify individual needs and participate in opportunities for development provided for members by the authority.

3. Values

To be committed to the values of the Council and the following values in public office

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Leader (and Deputy) Role Description

1. Accountabilities

- To Full Council
- To the Public

2. Role Purpose and Activity

Providing political leadership to the Council

- To be a political figurehead for the Council; to be the principal political spokesperson for the Council.
- To provide leadership in building a political consensus around council policies
- To form a vision for the Council and community
- To provide strong, clear leadership in the co-ordination of policies, strategies, and service delivery

Appointing the Cabinet*

- To designate the appropriate portfolios
- To appoint appropriate elected members to each portfolio
- To allocate cabinet members to roles with regards to their abilities. [?](#)
- To designate the Deputy Leader.

Representing and acting as ambassador for the Authority

- To represent the Authority to a high standard. Provide a strong, competent, and eloquent figure to represent the Authority both within the County and at external bodies.
- To represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board.
- To provide leadership and support local partnerships and organisations.
- To represent the Authority in regional and national bodies as appropriate.

Providing leadership within the portfolio

- To fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive member
- **Managing and leading the work of the Cabinet and chairing meetings**
 - To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development.
 - To ensure the work of the Cabinet meets national policy objectives.
 - To agree objectives with Cabinet Members and monitor progress.
 - To advise and mentor other cabinet members in their work.
 - To chair meetings of the Cabinet in line with the Constitution.

- In the Leader’s absence the Deputy Leader should fulfil this role.
- **Participating in the collective decision making of the Cabinet**
- To work closely with other cabinet members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high-quality services to local people.
- To accept collective responsibility and support decisions made by the Cabinet once they have been made.
- **Working with officers to lead the organisation.**
- To liaise with the Chief Executive, and other appropriate officers, on a regular basis
- To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.
- **Leading partnerships and community leadership**
- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement.
- To act as a leader of the local community by showing vision and foresight
- **Internal governance, ethical standards, and relationships**
- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate, and effective relationships with employees of the Council.
- To adhere to the Member’s Code of Conduct, Member/Officer Protocol, and the highest standards of behaviour in public office

3. Values

- To be committed to and demonstrate the following values in public office:
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Deputy Leader

- **To fulfil the duties of the Leader in his or her absence**
- **To assist the Leader in specific duties as required**

* Under constitutional arrangements for a cabinet model, either the Full Council or the Leader may appoint the Cabinet. In Wales it is common practice for the Leader to appoint the Cabinet under this model. This Role Description has been written accordingly, noting that councils may vary this arrangement.

Cabinet Member Role Description

1. Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

2. Role Purpose and Activities

Providing portfolio leadership

- To give political direction to officers working within the portfolio
- To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes.
- To provide leadership in the portfolio
- To liaise with the appropriate scrutiny chair and receive scrutiny reports as required.
- To be accountable for choices and performance in the portfolio
- To have an overview of the performance management, efficiency, and effectiveness of the portfolio
- To make executive decisions within the Portfolio*

Contributing to the setting of the strategic agenda and work programme for the portfolio

- To work with officers to formulate policy documents both strategic and statutory.
- Ensure that the political will of the majority is carried to and through the Cabinet.
- To provide assistance in working up and carrying through a strategic work programme both political and statutory
- Carry out consultations with stakeholders as required.
- Make sure that the portfolio's forward work programme is kept up to date and accurate.

Providing representation for the portfolio

- To provide a strong, competent, and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders.

Reporting and accounting

- To report as appropriate to the Leader, Full Council, Cabinet, appropriate chair of scrutiny, regulatory bodies, and the media.
- To agree objectives with the Leader and report progress.
- To be the principal political spokesperson for the portfolio.
- To appear before scrutiny committees in respect of matters within the portfolio.

Taking an active part in cabinet meetings and decision making

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.

Leading partnerships and community leadership

- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement.
- To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards, and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate, and effective relationships with employees of the Council.
- To adhere to the Members' Code of Conduct, Member/Officer Protocol, and the highest standards of behaviour in public office

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

* This only applies under constitutional arrangements where individual cabinet members or combinations of cabinet members are given individual responsibility for making decisions on behalf of the Executive.

Chair of the Council Role Description
Also suitable for Mayor* and Presiding Officer

1.Accountabilities

- To Full Council

2.Role Purpose and Activity

Acting as a symbol of the Council’s democratic authority

- As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council.
- To represent the Council at civic and ceremonial functions

Chairing Council meetings

- To preside over meetings of the Council, so that its business can be carried out efficiently.
- To ensure the Council conducts its meetings in line with the Council’s Standing Orders

Upholding and promoting the Council’s Constitution

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution

Internal governance, ethical standards, and relationships

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate, and effective relationships with employees of the Council.
- To adhere to the Members’ Code of Conduct, Member/Officer Protocol, and the highest standards of behaviour in public office

Work programming

- To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

3.Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Vice Chair

- **To fulfil the duties of the Chair in his or her absence**
- **To assist the Chair in specific duties as required**

* This Role Description describes the duties of the Chair or Presiding Officer of the Full Council or the Mayor in presiding over Council Meetings. It does not provide the detail of the wider ambassadorial or ceremonial responsibilities required of the Mayor.

Chair of Democratic Services Committee Role Description

1. Accountabilities

- To Full Council

2. Role Purpose and Activity

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making.
- To lead the committee in its role in:
 - Designating the head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate.
 - Make annual reports to the full council in relation to the above o Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee.
 - Considering reports prepared by the Head of Democratic Services o 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 Authority's member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient o Ensuring that members have access to personal development planning and annual personal development reviews.
- Work with the member support and development champion where relevant to promote the role of members and necessary support and development.
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.

Promoting the role of the Democratic Services Committee

- To act as an ambassador for the DS committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

Internal governance, ethical standards, and relationships

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council.

3. Values

- To be committed to the values of the council and the following values in public office:
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

Member of a Democratic Services Committee Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Democratic Services committee

2. Role purpose and activity

Understanding the nature of the Democratic Services committee:

- To be aware of and effectively undertake the role of the committee in:
 - Designating the head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee.
 - Considering reports prepared by the Head of Democratic Services
 - 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
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

Participating in meetings and making decisions

- To participate effectively in meetings of the Democratic services committee,
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

3. Values

- To be committed to the values of the Council and the following values in public office:
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Chair of a Regulatory Committee Role Description

1. Accountabilities

- To Full Council
- To the members of the regulatory committee

2. Role Purpose and Activity

Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements ☐ To delegate actions to sub committees as appropriate

Promoting the role of the regulatory committee and quasi-judicial decision making

- To act as an ambassador for the regulatory committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility ☐ To promote and support good governance by the Council.

3. Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

Member of a Regulatory Committee Role Description

1. Accountabilities

- To Full Council
- To the Chair of the regulatory committee

2. Role purpose and activity

Understanding the nature of the regulatory committee and quasi-judicial decision making

- To be aware of the quasi-judicial nature of regulatory committee decision making
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

Participating in meetings and making decisions

- To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness

- Appreciation of cultural difference
- Sustainability

Chair of Standards Committee Role Description

1. Accountabilities

- To Full Council

2. Role Purpose and Activity

Providing leadership and direction to the committee

- To act within technical, legal and procedural requirements to oversee the
- functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, when receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accords with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To lead the committee in its role in:

- Promoting and maintaining high standards of conduct by Councillors, lay members and co-opted members
- Assisting all members in their observance of the Members' Code of Conduct
- Advising the Council on the adoption or revision of the Members' Code of Conduct
- Monitoring the operation of the Members' Code of Conduct;
- Advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct;
- Granting dispensations to Councillors and co-opted members
- Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- Developing and applying any local resolution protocols
- The exercise of these functions (above) in relation to community councils and the members of those community councils
- Working with Political Group Leaders to promote and maintain high standards of conduct by the Group members
- Monitoring compliance by Leaders of Political Groups with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group and advising, training or arranging to train the Leaders of Political Groups about these duties. **(From May 2022)**
- Making an annual report to the Authority **(first report due in respect of the 2022/23 financial year, as soon as possible after year end)** describing how the committee's functions have been discharged during the financial year. The report may include any matter within the functions of the committee. The report must include:

- How the committee has discharged its legal duties, particularly, how the committee has monitored the compliance of Group Leaders with their duties to take reasonable steps to promote and maintain high standards of conduct by members of the Group and the work of the Committee in advising, training or arranging to train the Leaders of Political Groups about these duties.
- The degree of compliance of Group Leaders with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group

3. Values

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

Member of a Standards Committee Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2. Role purpose and activity

Participating in meetings and making decisions

- To participate effectively in meetings of the Standards committee
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements, internal governance, ethical standards and relationships
- To ensure the integrity of the committee's decision making and of her/his own role by adhering to the Code of Conduct and other constitutional and legal requirements
- To promote and support good governance by the Council

To contribute to the role of the Standards Committee in effectively fulfilling its functions and to support the Committee Chair by:

- Promoting and maintaining high standards of conduct by Councillors, lay members and co-opted members
- Assisting Councillors, lay members and co-opted members in their observance of the Members' Code of Conduct
- Advising the Council on the adoption or revision of the Members' Code of Conduct.
- Monitoring the operation of the Members' Code of Conduct
- Advising, training or arranging to train Councillors, lay members and co-opted members on matters relating to the Members' Code of Conduct
- Granting dispensations to Councillors and co-opted members
- Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales
- Contributing to the development and application of any local resolution protocol
- The exercise of these functions (above) in relation to community councils and the members of those community councils
- Working with Political Group Leaders to promote and maintain high standards of conduct by the Group members
- Monitoring compliance by Leaders of Political Groups with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group and advising, training or arranging to train the Leaders of Political Groups about these duties. **(From May 2022)**

- Making an annual report to the Authority (**first report due in respect of the 2022/23 financial year, as soon as possible after year end**) describing how the committee's functions have been discharged during the financial year. The report may include any matter within the functions of the committee. The report must include:
 - How the committee has discharged its legal duties, particularly, how the committee has monitored the compliance of Group Leaders with their duties to take reasonable steps to promote and maintain high standards of conduct by members of the Group and the work of the Committee in advising, training or arranging to train the Leaders of Political Groups about these duties
 - The degree of compliance of Group Leaders with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the Group

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Chair of Governance and Audit Committee Role Description

1. Accountabilities

- To Full Council

2. Role Purpose and Activity

Providing leadership and direction

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To comply with the authority's Code of Conduct
- To work according to the Terms of Reference for the Committee
- To work with senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent), to agree the forward work programme and to set agendas for the Committee.
- To work with other members of the authority to ensure that the work of the Committee is communicated to and aligns with that of the Cabinet, Standards and Scrutiny functions whilst maintaining appropriate independence.
- To promote the role of the committee within the authority.
- To report as required to Council
- To participate in and contribute to training and development required for the role
- To support committee members to develop the skills required for the role.
- To lead the committee in responding to any recommendations made by the Auditor General for Wales

Leading the Committee in its role in reviewing and scrutinising the authority's financial affairs

- Make reports and recommendations in relation to the authority's financial affairs
- Oversee the authority's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations

Leading the Committee in its role in contributing to the effective performance of the authority

- Review the draft report of the authority’s annual self-assessment. Make recommendations for changes to the conclusions or actions that the authority intends to take
- Make recommendations in response to the draft report of the authority’s Panel Assessment (commissioned once per term **from May 2022**)
- Review and assess the authority’s ability to handle complaints effectively.
- Make reports and recommendations to the authority about the authority’s ability to handle complaints effectively.

Leading the Committee in its role in Reviewing and assessing the Governance, Risk Management and Control of the authority

- Review and assess the risk management, internal control, and corporate governance arrangements of the authority
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Review and assess the financial risks associated with corporate governance, and be satisfied that the authority’s assurance statements including the annual governance statement reflect the risk environment and any activities required to improve it

3. Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

Member of Governance and Audit Committee Role Description

1. Accountabilities

- To Full Council
- To the Chair of the Committee

2. Role purpose and activity

Participating in meetings of the committee and making decisions

- To demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements.
- To have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent)
- To Comply with the authority's Code of Conduct
- To work according to the Terms of Reference for the Committee
- To contribute to the development of the forward work programme for the Committee.
- To promote the role of the committee within the authority
- To report as required to Council
- To respond to any recommendations made by the Auditor General for Wales
- To participate in any training and development required for the role

Contributing to the work of the Committee in its role in:

Reviewing and scrutinising the authority's financial affairs

- Make reports and recommendations in relation to the authority's financial affairs
- Oversee the authority's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations.

Contributing to the effective performance of the authority

- Review the draft report of the authority's annual self-assessment and make recommendations for changes to the conclusions or actions that the authority intends to take

- Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term **from May 2022**)
- Review and assess the authority's ability to handle complaints effectively.
- Make reports and recommendations in relation to the authority's ability to handle complaints effectively.

Reviewing and assessing the Governance, Risk Management and Control of the authority

- Review and assess the risk management, internal control, and corporate governance arrangements of the authority
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Review and Assess the financial risks associated with corporate governance, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it

3. Values

- To be committed to the values of the council and the following values in public office:
- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

Overview and Scrutiny Chair Role Description

1. Accountabilities

- To Full Council
- To the Public
- To the Committee

2. Role purpose & activity

Providing leadership and direction

- To provide confident and effective management of the committee
- To promote the role of overview and scrutiny within the council, liaising effectively with officers, executive members and colleague chairs
- To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements
- To lead joint scrutiny activities with other authorities or organisations when required
- To champion and promote the role of Overview and Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
- To promote the role of Overview and Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
- To demonstrate an objective and evidence-based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives
- To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
- Work closely with scrutiny support staff to drive continual improvements in scrutiny
- Assist in publicising the work of the scrutiny committee

Managing the work programme

- To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring
- To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, single-integrated plan and partners strategic priorities and relevant community issues
- To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation
- To ensure that the work programme is delivered
- To report on progress against the work programme to Council, and others as appropriate

- To ensure that the work programme is manageable, and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.
- To ensure that task and finish/working/subgroups have clear terms of reference and deliver the required outcomes.

Leading Joint Scrutiny

- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
- To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
- To develop protocols and terms of reference for joint working
- To ensure public engagement in joint scrutiny activities
- To enable the pooling of scrutiny resources for effective working and outcomes
- To ensure the equal participation and contribution from all partners as appropriate

Effective meeting management

- To plan and set agendas containing clear objectives and outcomes for the meeting
- To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
- To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
- To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- To ensure that all participants have an opportunity to make an appropriate contribution
- To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.

Involvement and development of committee members

- To encourage effective contributions from all committee members in both committee and task and finish groups
- To assess individual and collective performance within the committee and work to improve scrutiny outcomes
- To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Overview and Scrutiny Member Role Description

1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public

2 Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its work programme and any associated task and finish groups

Scrutinising and developing policy

- To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
- To challenge policies on a sound basis of evidence for example against legislation or local political priority
- To assess the impact of existing policy and identify areas for improvement
- To identify where new policies might be required to address forthcoming legislation

Holding the Executive to account, monitoring performance and service delivery

- To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets
- To contribute to the identification and mitigation of risk
- To investigate and make recommendations to address the causes of under performance or poor performance
- To monitor action plans or recommendations following external audit, inspection or regulatory reports
- To evaluate the validity of executive decisions and challenge decisions through call in where appropriate
- To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision

Promoting the work of Overview and Scrutiny

- To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and external relationships with community representatives.
- To demonstrate an objective non political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including sources of information outside the Council

- To add value to the decision making and service provision of the authority through effective scrutiny
- To be able to demonstrate where scrutiny is making a difference by its involvement

Community engagement

- To use scrutiny as a means to address community issues and engage the public in forward work programmes
- To encourage stakeholders to participate in the work of the authority
- To assist in developing locally viable and acceptable policy solutions
- To build a dialogue around priorities, objectives and performance, among communities and stakeholders
- To take a county wide perspective in dealing with issues

Participating in joint scrutiny

- To work within the appropriate terms of reference and protocols governing joint working in scrutiny
- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
- To contribute to the scrutiny of regional bodies and partnerships
- To encourage public engagement in joint scrutiny
- To work effectively with partner scrutineers from other authorities and organisations.

Meeting participation

- To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies
- To participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
- To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
- To be non-political
- To focus on outcomes / making a difference by participation

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference

- Sustainability

Leader of the Opposition Role Description

1. Accountabilities

- To the nominating group within the constitution

2. Role Purpose and Activity

Providing political leadership for an opposition group

- To be a political figurehead for the opposition group; to be the principal political spokesperson for the Council's opposition.
- To provide leadership in the constructive challenge of the Council's policies
- To constructively challenge the vision for the Council and community where appropriate
- To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery

Representing the Authority's opposition

- To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.
- To represent the Council on external bodies

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

- Consensus building

Role of the Deputy Leader of the Opposition

- To fulfil the duties of the Leader in his or her absence
- To assist the Leader in specific duties as required

Political Group Leader Role Description

1. Accountabilities

- To the nominating Group

2. Role Purpose and Activity

Providing political leadership to the Group

- To be a political figurehead and role model for the Group
- To be the principal political spokesperson for the Group
- If in power, to provide Party Political leadership in the development of the Council's vision or policies and, if in opposition to provide constructive challenge and alternatives to the ruling Political Group's vision and policies.
- To canvass a range of views within the Political Group in the formulation of policy.
- To integrate and represent Political Group policy at a local level.
- To co-operate with other Political Groups where appropriate, particularly in matters of a non-Party Political nature.
- To chair and/or attend meetings where appointed to a representative role within the Council.
- To liaise with other local and regional representatives of the party.
- To be the representative voice of the Group for example and where applicable, in its dealings with outside organisations such as the Welsh Government or Senedd

Internal governance, ethical standards and relationships:

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To promote, support, and adhere to respectful, appropriate and effective relationships with employees and other members of the Council
- To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- Encourage due regard to the Seven Principles of Public life and to civility in public life
- To participate in and encourage Group members to take part in relevant development opportunities.
- To set clear expectations of the behaviour of group members and challenge any inappropriate behaviour
- To promote diversity among Group members

- To encourage Group members to claim salaries and reimbursements due to them in accordance with the determinations of the IRPW

Duty to promote and maintain high standards of conduct by Group Members in accordance with the Local Government and Elections (Wales) Act 2021

- Take reasonable steps to promote and maintain high standards of conduct by the members of the Group.
- Co-operate with the council's standards committee (and any sub-committee of the committee) in the exercise of the standards committee's functions. Specifically, to co-operate with the Standards Committee in its duty to monitor compliance of Group Leaders with their duty under the act and in providing information for the Standards Committee's annual report.
- To work constructively with the Monitoring Officer and other Group Leaders in relation to this duty
- To work within the local resolution protocol where this applies
- To participate in any training relating specifically to this duty.

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Political Group Leader supplementary guidance

The Local Government and Elections (Wales) Act places a duty on Group Leaders to take “Reasonable Steps” to promote and maintain high standards of conduct by the members of their group. The following note provides further interpretation of the Act in support of the Group Leaders’ role description.

- Group Leaders have a duty to promote and maintain high standards of behaviour by members of their group in a Unitary Authority. This applies to those group members whenever they are acting or giving the impression of acting in their capacity as a member.
- This duty has been introduced by the Welsh Government to encourage high standards of behaviour from members, including civility and respect in all situations and towards all people. The duty is not intended to be onerous and will not cover everyone (clearly those members who do not belong to a group), but rather to be proportionate and helpful and encourage the prevention of inappropriate behaviour before it becomes a breach of the Code.
- All councillors already have a responsibility to report breaches of the Code of Conduct
- The Duty applies to Group Leaders for their group members whenever these members are for example acting on the Council, in political group meetings, in the community and on outside bodies such as Fire and Rescue Authorities, National Park Authorities, Police Authorities, Community and Town Councils, Corporate Joint Committees and school governing bodies.
- In the case of outside bodies, the standards of conduct which apply are those set out by the body on which the group member is serving. If these are not available, the Council Code of Conduct applies.
- The Duty does not make Group Leaders **accountable** for the behaviour of their members as Conduct must be a matter of **individual responsibility**. However, Group Leaders **must** take “Reasonable steps” to promote and maintain high standards of conduct by the members of the group. And **must** cooperate with the standards committee and any subgroup of the committee in the exercise of the standards committee’s functions. And **must** have regard to guidance issued by Welsh Ministers on these matters.
- “Reasonable steps” might include Group Leaders:
 - Having informal discussions with and/or requesting training for members who may be showing early signs of inappropriate behaviour to ‘nip this in the bud’ before it becomes problematic or in danger of breaching the Code.
 - Working constructively with Standards committees to report compliance with their duty, any serious concerns about members’ behaviour which have not been remedied by informal actions, and training requirements for themselves and for their group members.
 - Working constructively with and supporting the Monitoring Officer in these matters
 - Acting as a positive role model for members, demonstrating the highest possible standards of behaviour, civility, and respect.
 - Maintaining an awareness of what constitutes very high standards of behaviour, civility, and respect, particularly with regard to equalities and diversity.
 - Working constructively with other group members on the council and on other councils to ensure the highest possible standards of behaviour both in the Council and throughout Wales.

- Welcoming and responding to concerns raised by Group members about behaviour in the group.
- Standards committees have a duty to monitor compliance by Political Group Leaders with their duties and advising, training or arranging to train leaders of political groups on the council about matters relating to their duties.
- Standards committees must give an annual report to council about their work including compliance of group Leaders with this duty.
- The sanctions which may be applied to group members acting inappropriately on an outside body are those set out by those bodies. Where sanctions are not set out, the Council rules apply.
- If a member has breached the Code of Conduct and is suspended, they are only suspended in the capacity as a member of one relevant authority. They would have to be disqualified for it to apply to their capacity as a member of more than one relevant authority. (Local Government Investigations (Functions of Monitoring Officers and Standards Committees (Wales) regs 2001)
- “A group leader who fails to comply with the new duty in a meaningful way may potentially be regarded as bringing their office into disrepute, in breach of paragraph 6(1)(a) of the Code” The Public Services Ombudsman for Wales, [*The Code of Conduct for members of local authorities in Wales May 2021.*](#)

Member Champion Purpose and Role

What are Member Champions?

Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of council business although they may not be the responsibility of any individual or committee.

Member Champions, (sometimes called lead members) are elected members who in addition to their other council responsibilities make sure that the issue or group that they are championing are taken into account when council policy is being developed and decisions are made. Members act as champions in areas such as children, homelessness, equalities, older people, young people, scrutiny, member support and development, health improvement and anti-poverty. There is a statutory role for a lead member of children's and young people's services with a responsibility for over-seeing the arrangements made under sections 25 and 26 of the 2004 Children Act.

Guidance on undertaking the role with regard to the subject knowledge that members need is sometimes available from the outside bodies associated with the issue being championed for example the toolkit for older peoples' champions from the LGA. Otherwise they will be reliant on their authority for guidance in the subject they lead on and also their role as lead member in this area.

What do they do?

Typically, the lead member will:

- Make sure that their area of interest is taken into account when developing policy or making decisions
- Ask questions about performance and resourcing for the area
- Raise the profile of the area and make the authority aware of good practice.
- Engage with external bodies who work in the area
- Engage with other officers and members in relation to the role.
- Engage with community groups with an interest/stake in the area ☐ Report action to the council

How does their role fit within the corporate structure?

This will vary according to the area/issue that is being championed and how the authority functions. There is potential for confusion and overlap between the role of the member champion and those of the relevant executive member or overview and scrutiny members. The champion role itself could be undertaken by either the relevant executive member or a non executive member.

It is therefore important that members and officers work together to agree roles and action for the area being championed and that there are mechanisms for lead members to report on their activities. It is helpful for the authority to draft a protocol which sets out what powers champions have and do not have, such as whether or not they are able to make decisions on behalf of the authority. Similarly, the appointment of champions varies between authorities, and includes appointments being made by full council meetings or by the leader.

The Role Description

It is difficult to create a role description that fits with the different roles expected of champions and how they operate in the different authorities' structures. The following is a generic model which will require local adaptation, particularly to reflect the difference that may exist between a statutory role, one undertaken by an executive member and a non-executive lead.

Member Champion Role Description

1. Accountabilities

- To Full Council

2. Role Purpose and Activities

Within the Council

- To promote the interest being championed within the Council's corporate and service priorities
- To promote the needs of the client group represented in the interest to the decision makers within the council
- To work with the decision makers in the Council to establish strategies/ policies/work plans connected with the interest
- To maintain an awareness of all matters connected with the interest
- To contribute to good practice and the continuous improvement of services and functions related to the interest
- To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet /Full Council meetings etc.
- Raising awareness of and taking a lead role in the development of all members and officers in relation to the interest

In the Community

- To raise the profile of the interest in the community
- To engage with citizens and community groups in matters related to the interest
- To lead and support local initiatives related to the interest

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

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CEREDIGION COUNTY COUNCIL

Report to: Council

Date of meeting: 27th January 2022

Title: Statutory Social Services Directors Report 2019 – 2020

Purpose of the report: To report to Council on the performance of Ceredigion County Council Social Services for the year 2019 - 2020 in accordance with the Performance measurement framework for local authorities

For: Information

Cabinet Portfolio and Cabinet Member: Cllr Catherine Hughes and Cllr Alun Williams

BACKGROUND:

The Annual Report of the Statutory Director of Social Services content is defined in Part 8 of the Social Services & Wellbeing (Wales) Act 2014 under the “Code of Practice on the Role of Directors of Social Services”.

The Annual Report aims to produce a rounded picture of the Social Services Department in Ceredigion which provides more timely feedback into planning and budgetary processes. This report for the year 2019 – 2020 is historical due to the Covid 19 Outbreak in March 2020. Welsh Government extended the time frame for the completion of the report due to the need for officers to focus on the delivery of essential services during the Pandemic. There was also a reduced requirement for Councils to provide performance information which is reflected in the report.

Structure and Content

Having taken up the position of Interim Statutory Director for Social Services in November 2019 the report was completed by D Pritchard Corporate Lead Officer for Porth Gofal and Deputy Director of Social Services.

The report describes how the Social Services Department in Ceredigion has performed during the year (2019 – 2020) in context of major changes in the operating environment. The report also sets out the priorities for 2020 -2021 taking into account that the pandemic was still a major influence on service delivery.

The report will be used by the Care Inspectorate Wales (CIW) to help inform their independent evaluation of Ceredigion and their inspection work.

**Has an Integrated Impact No
Assessment been completed?
If, not, please state why:
Statutory report**

Wellbeing of Future Generations:	Summary: Long term: Collaboration: Involvement: Prevention: Integration:
Recommendation(s):	N/A
Reasons for decision:	Report for information only
Overview and Scrutiny:	Presented to Healthier Communities Overview and Scrutiny Committee 16 th December 2021
Policy Framework:	
Corporate Priorities:	Boosting the Economy Investing in People's Future Enabling Individual and Family Resilience Promoting Environmental and Community Resilience
Risk(s):	
Statutory Powers:	The Directors report is a statutory requirement of the Social Services and Wellbeing Act 2014
Background Papers:	Statutory Directors Annual Report 2019 - 2020
Appendices:	
Corporate Lead Officer:	Donna Pritchard, Porth Gofal Services
Reporting Officer:	Donna Pritchard, Porth Gofal Services
Date:	1 st February 2022

2019-20

Ceredigion County Council

Donna Pritchard



**Ceredigion Social
Services –
Statutory
Director’s Annual
Report**

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1. Introduction

As the Interim Director of Social Services between October 2019 and March 2020 I have the pleasure in presenting the 2019-2020 Annual Report of the Statutory Director of Social Services here in Ceredigion. This period of time has presented with some exciting opportunities to be at the forefront of transformational changes within the sector and has been a pleasure to work with such dedicated professionals across our workforce and partners. This period has of course been incredibly challenging for us all, both financially, culturally, emotionally and professionally. I must at the outset acknowledge with gratitude the dedication of all staff within Social Care, for the support and dedication they provide to the people we are here to serve.



With this annual report, the aim is to evaluate the performance of the Local Authority in relation to the delivery of its Social Services functions in respect of the 2019-2020 financial year. However, it cannot go unmentioned the impact of Covid-19 in relation to social care services. The Pandemic started to show a significant National and Local impact from the end of March 2020 and I am certain that the Annual Report for 2020-2021 will provide a detailed oversight of how Social Care services were managed throughout this time. This has however affected the ability to provide specific information for this report, I have ensured that the information available has been provided to set out how the agreed wellbeing outcomes in Ceredigion have been met.

The annual report content is defined in Part 8 of the Social Services and Well Being (Wales) Act 2014 (SSWBA) under the ‘Code of Practice on the Role of Directors of Social Services’, which provides a requirement for an annual report to detail how the Local Authority has been working towards achieving the quality standards of well-being outcomes.

The eight well-being outcomes are:

- Securing rights and entitlements
- Physical and mental health and emotional well-being
- Protection from abuse and neglect
- Education, training and recreation
- Domestic, family and personal relationships
- Contribution made to society
- Social and economic well-being
- Suitability of living accommodation

The six quality standards used to measure the Local Authority’s performance against the wellbeing outcomes are:

- Working with people to define and co-produce personal well-being outcomes that people wish to achieve
- Working with people and partners to protect and promote people’s physical and mental health and emotional well-being
- Taking steps to protect and safeguard people from abuse, neglect or harm
- Encouraging and supporting people to learn, develop and participate in society
- Supporting people to safely develop and maintain healthy domestic, family and personal relationships
- Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs

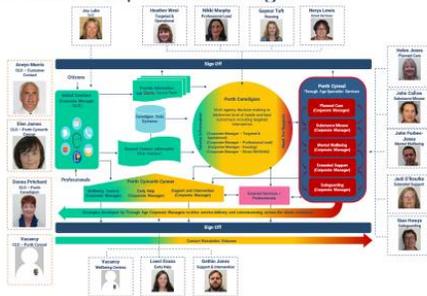
This report has been written for a wide audience, with the intention that it is made available to everyone. In compiling this report, I’ve considered specifically the following groups:

- Service users and carers and all those whose well-being is affected by what the local authority’s social services and related functions do, so that the impact of those services is explained
- The general public who have an interest in what their local authority is doing, how it is performing and how their money is being spent
- Elected members and others involved in scrutiny processes
- The local authority’s partners including both formal partners and others in the public, private and third sectors who need to understand the local authority’s programme and priority objectives
- Regulators (including the Wales Audit Office, CSSIW, Social Care Wales and the Statutory Commissioners)
- The Welsh Government

Porth Ceredigion Integrated Service Delivery Model

During 2019-2020 there was progress made in developing the proposed Integrated Service Model in Ceredigion. The model focuses on people’s strengths, enabling them where they need help and developing the resilience within our communities. The transformation of Social Care services was started during 2017-2018 and has laid the foundations for our future delivery of services. The ‘whole Council’ transformational approach has continued to evolve during the year ensuring that we have the infrastructure, capacity and capability for the future needs of the citizens of Ceredigion.

Recruitment of Corporate Managers



Phase 1 of the corporate restructure was completed in April 2018 with the recruitment of 2 Corporate Directors and 12 Corporate Lead Officers (CLOs) to cover the responsibilities of all service areas. An early version of the Porth Ceredigion Integrated Service Delivery Model was shared with all team managers within Schools, Lifelong Learning and Culture,

Children’s Services and Adult services on 20 December 2018.

The implementation of the Integrated Service Delivery Model will change the roles and responsibilities of some of the Corporate Lead Officer posts and the teams across the Local Authority, not just in Social Care.

The Corporate lead Officer for Porth Ceredigion was appointed in August 2019 and this was the final appointment at the Corporate Lead Officer level. During the autumn plans for the next level of the structure were agreed with thirteen Corporate Manager Roles defined across the whole service model. By the end of February 2020 all posts had been appointed to and all were in post by the end of March 2020. The model has been renamed the Through Age and wellbeing Programme with the four main service areas involved being

- Customer Contact – Initial point of contact and referral
- Porth Cymorth Cynnar – Early intervention and prevention
- Porth Gofal – Targeted Intervention
- Porth Cymorth Cynnar – Specialist Through Age Services

Donna Pritchard
 Interim Statutory Director of Social Services
 Corporate Lead Officer – Porth Ceredigion

2. Summary of Performance

As laid out under section 145 of the Social Services and Wellbeing act, the Performance Measurement framework is used as a gauge of performance of local authorities’ social services functions. This section will go through a number of these measures to illustrate how the service has performed over the past year. This is the fourth year of reporting on the new performance framework; however, it must be noted that following Welsh Government direction minimal reporting was completed due to the Covid 19 pandemic and the report reflects this.

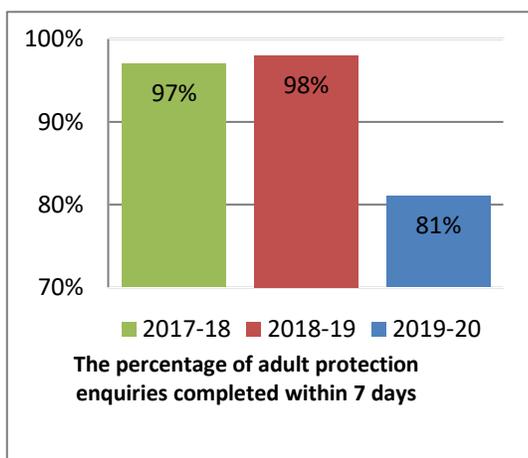
Adult and Commissioning Services Summary

The performance of Adult Services continues to improve and is satisfactory. The budgetary position continues to be highly challenging, and the transformation agenda is progressing. Adult service users and Carers continue to be supported to maintain their independence and are protected from abuse. Work continues with the corporate restructure as outlined above.

The continued implementation of key service areas such as Clic, Community Connectors, and Porth Gofal forms the basis of our future model. It is a long-term plan to ensure sustainability and is aligned to current legislative requirements and forms part of our requirement to provide a comprehensive Information, Advice and Assistance service. Porth Gofal is an established foundation of the model, working in partnership with Health and other organisations. Further analysis of Porth Gofal and its impact on the Council is being undertaken, the outcomes of which will inform the future operating model. Opportunities for developing and enhancing the preventions service within the third sector through the development of a community gateway continues as a key element.

Adult Safeguarding

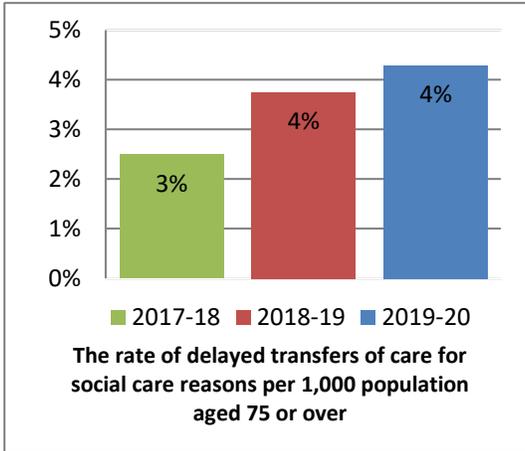
The regional Safeguarding Threshold document continues to support the Adult Safeguarding processes. Low level Domestic Incident Notifications from the police are now considered by the



police themselves and are not automatically sent to the Council unless there is a recognised need for a safeguarding service. The national measure PM18 shows the percentage of adult protection enquiries completed within 7 days. There has been a reduction in the position in 2019/2020. This is due to a change in the way the Council reports on the data. An enquiry should normally be completed within seven working days of the report. This of course, will not prevent immediate action being taken when necessary to protect an adult at risk.

Delayed Transfers of Care

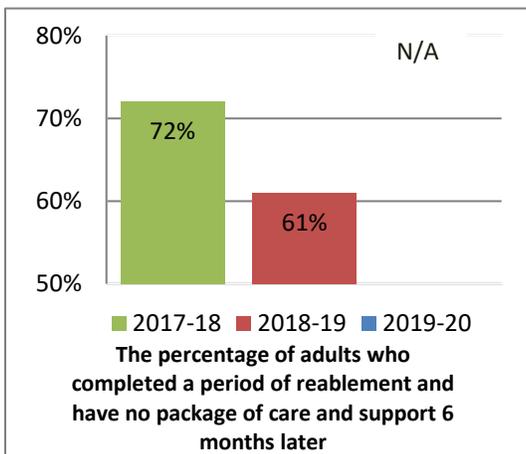
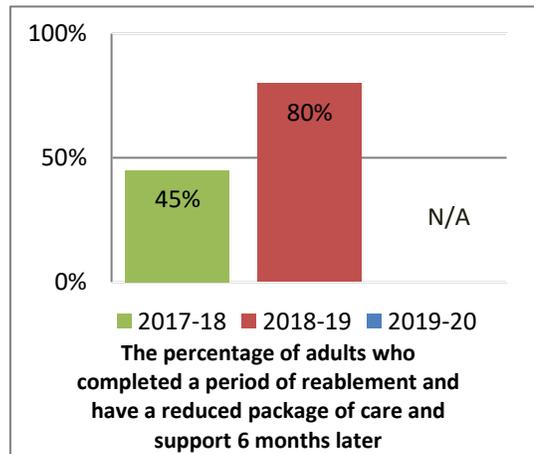
This year, the “delayed transfers of care” measure gives an indication to the trend being seen across a number of our services and has, for the third year in a row increased marginally. A Delayed Transfer of Care is experienced by an inpatient in a hospital, who is ready to move on to the next stage of care but is prevented from doing so for one or more reasons.



Porth Gofal and Porth y Gymyded have had a positive effect on the measure, but the overall impact is reduced due to ever increasing demand for services. Hospital discharges continue to be one of the major priorities within the Porth Gofal service.

Reablement

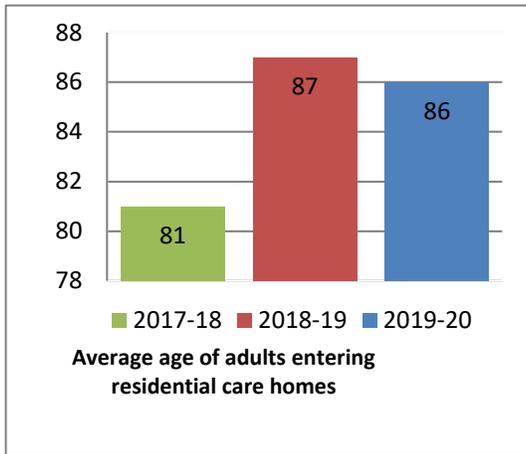
Reablement is a short and intensive service, usually delivered in the home, which is offered to people with disabilities and those who are frail or recovering from an illness or injury. Unfortunately there is no data available for 2019/2020 however the service continues to deliver an important service in promoting early discharge from hospital and promoting independence. The service has been able to deliver positive outcomes for individuals despite significant pressures in our commissioned domiciliary care services. The in-house enablement service has



continued to help hundreds of people regain their independence and live at home with little or no need for support from statutory services. The underlying principles of early intervention, de-escalation and reablement continue to be part of the golden thread of our transformation of social care services.

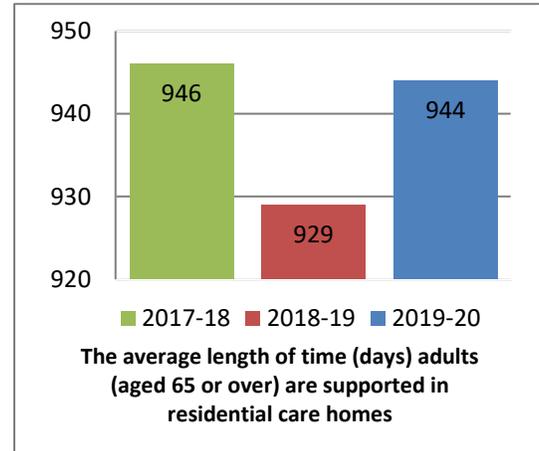
Adults supported in residential care homes

Residential care refers to long-term care given to adults who stay in a residential setting rather than in their own home or family home. There are various residential care options available, depending on the needs of the individual. Ceredigion operates five residential care homes itself and commissions with several private companies both in Ceredigion and further afield.



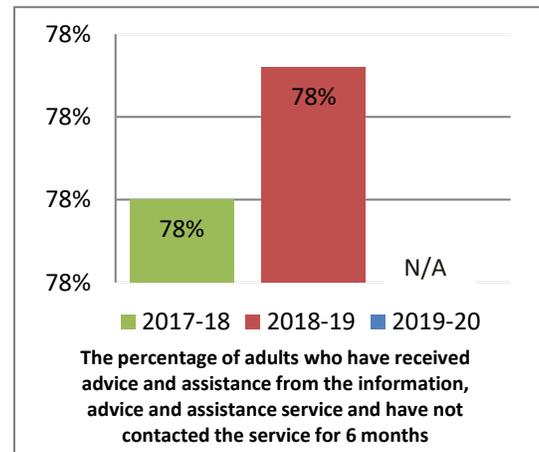
This year we’ve seen an increase in the average amount of time spent in residential homes. We’ve seen an increase in the number of short-term stays into residential care as part of a package of care and support which has impacted on this measure. This has had the result of enabling people to return to live in their own homes. Further work will continue on this area to ensure that we can use support mechanisms helping people stay in their own homes during their rehabilitation rather than in residential homes. This

may well have a negative effect on this measure next year.



Advice and assistance service for adults

Section 17 of the Social Services and Well-being (Wales) Act 2014 places a duty on local authorities to secure the provision of an information, advice and assistance (IAA) service. The purpose of the service is to provide people with information and advice relating to care and support, including support for carers, and to provide assistance to them in accessing IAA. Information, advice and assistance must be provided in a manner that makes it accessible to the individual for whom it is intended. In the main, our IAA service is provided by our Porth Gofal. The national measure aims to show how effective the IAA service is within a local authority by showing how many people need to re-use the service within 6 months. We do not have the data available for 2019/2020.



Families and Children Services Summary

Again the available data is not complete due to the Covid 19 situation but current performance remains good and prospects for improvement are assessed as satisfactory.

The Service is going through a major transformation as part of the corporate restructuring within the Local Authority and future performance and success will therefore need to be monitored closely within this context.

Children and Young people in Ceredigion are safeguarded and protected as reported by the Quarterly CYSUR Safeguarding reports presented to Scrutiny and Cabinet. The CP register has fluctuated during 2019/20, the Child Protection register sits at 55 as at the end of the year. This is a reduction on the end of year figure for 2018/2019.

Looked After Children in Ceredigion are well supported to maximise their outcomes as reported by the quarterly LAC quality Assurance reports presented to Scrutiny and Cabinet.

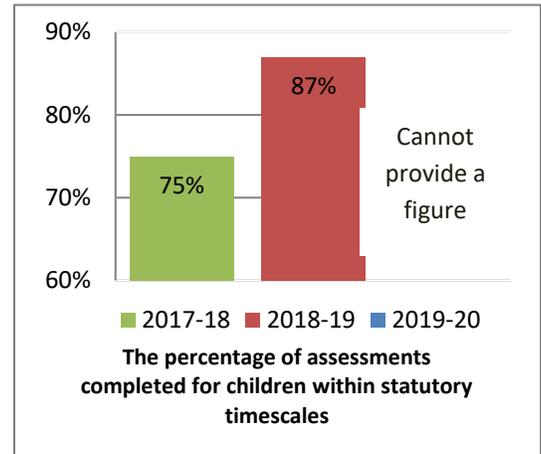
Work continues with the measures put in place to safely reduce the LAC population. The Edge of Care activities have been developed and as a result, the LAC population has increased to 74 as at the 31st March 2020. The increase is being closely monitored and an action plan has been developed by the service to manage this going forward.

The further development and coordination of early intervention and prevention activities means that Children & Families are supported at an earlier stage to avoid escalation into statutory services wherever possible. During the year there has been a further co-ordination of early intervention and prevention activities including Flying Start, Families First, and Youth Justice Prevention service

Progress has been made regarding the implementation of the Signs of Safety and Wellbeing Practice Framework in 2019/20 and the 5-year Implementation Plan continues to be rolled out. Information and training sessions involving the Local Authority’s workforce & other agencies/stakeholders has been delivered with a training plan in place to ensure maximum impact is achieved across all sectors.

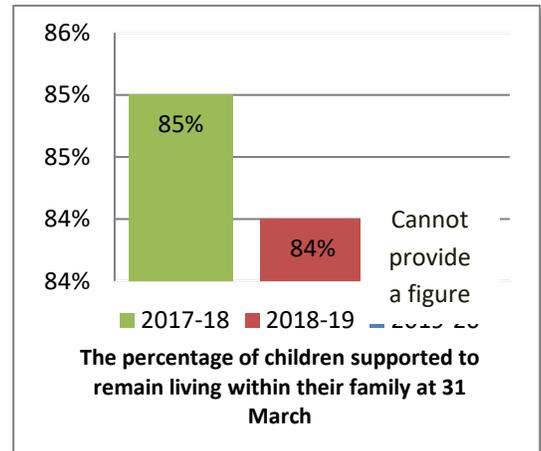
Assessments within timescales

The Social Services and Wellbeing Act redefined the assessment process, taking a more proportionate approach across adults and children. Within children services, the timescales of both Initial and Core Assessment were merged to create a maximum number of 42 days in which to complete an assessment. Performance last year had improved and monitoring of this area of work has resulted in the performance coming back on-track and is more in-line with what should be seen. Work needs to continue in this area to ensure we are assessing all children in a timely manner, whilst maintaining the quality of assessment we’ve come to expect.

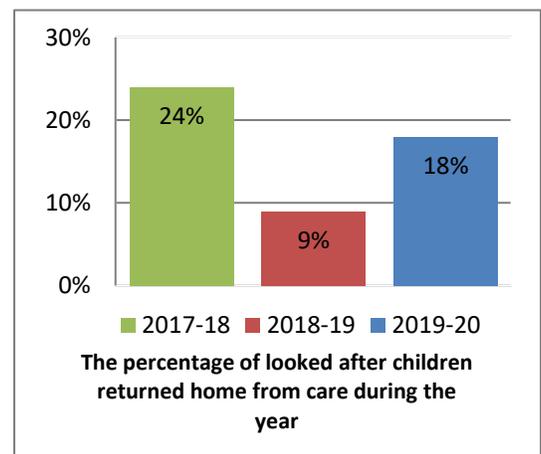


Supporting Children to remain living with their families

Supporting children to live with their families is one of the main goals of the service. Wherever possible, it is considered the best outcome for children. This measure compares the number of children supported as Looked After Children (a child who has been in the care of their local authority for more than 24 hours) to the number of children who are supported outside of these types of arrangements. This measure has continued to reflect the work that has been undertaken to support children and families to remain as a family unit.

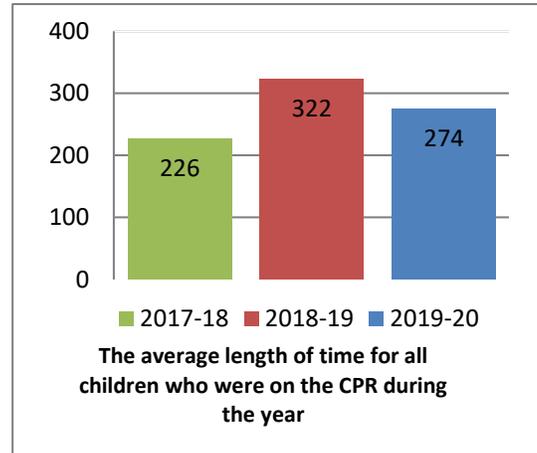
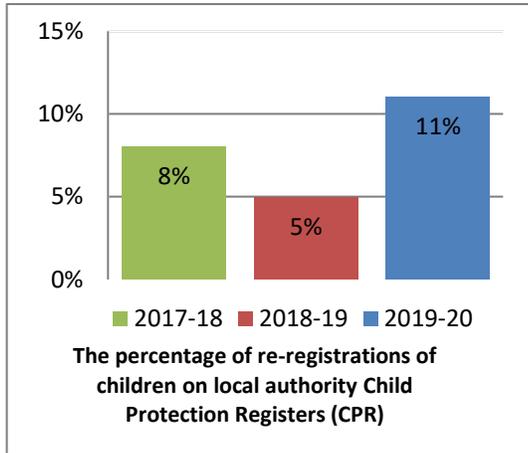


In 2019/2020 we saw an increase in the number of looked after children generally but also an increase in those returned home from care. The Edge of Care project is progressing as planned,



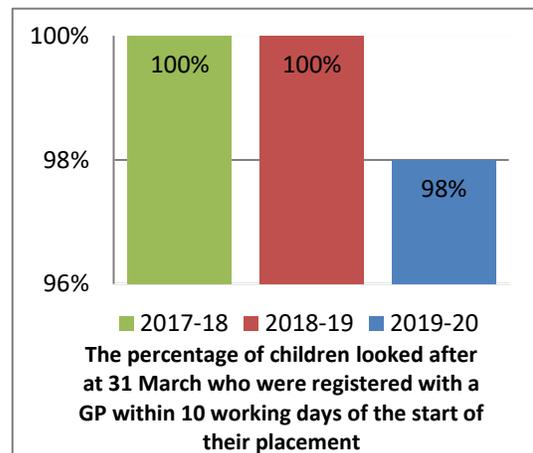
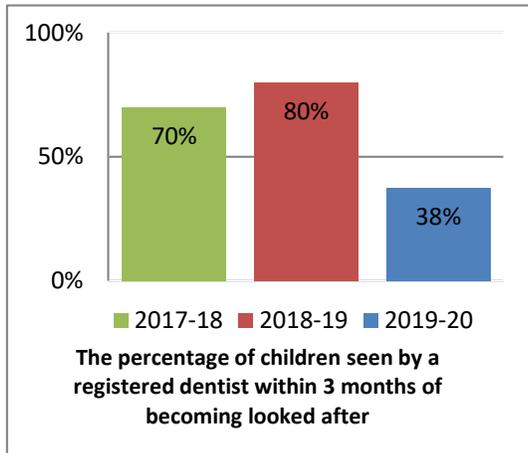
The Child Protection Register (CPR)

The child protection register provides a record of all children in the area with unresolved child protection issues and who are currently the subject of an inter-agency protection plan. The number of children on the child protection register at the end of the year has increased, with a reduction in the time that the child remains on the register.



Health of our Looked after children

The Care Planning, Placement and Case Review (Wales) Regulations 2015 state that the responsible authority must ensure that a looked after child is under the care of a registered dental practitioner as soon as practicable and in any event not later than 20 working days after the placement is made.



NICE Clinical Guideline [CG19] – ‘Dental checks: intervals between oral health reviews’ sets out the guidance on the frequency of dental checks. This is based on the individual patient’s risk factors for dental disease. Looked after children are generally considered to be at increased risk of dental disease and it is, therefore, expected that most looked after children would be put on recall for either three months or six months. In 2019/2020 we saw a drop in the percentage of

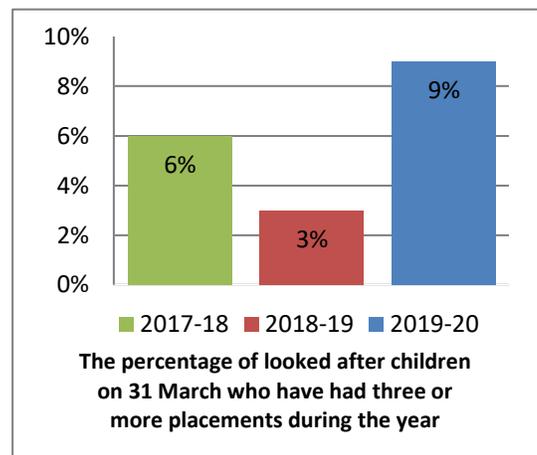
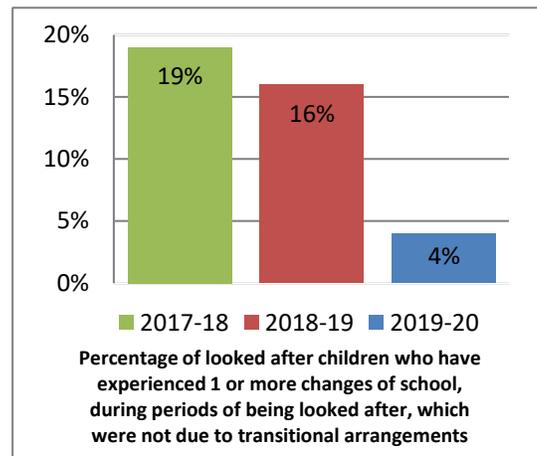
children seen by a dentist within 3 months of becoming looked after and this is an issue that is being considered and addressed by Hywel Dda University Health Board.

These regulations also state that responsible authorities must ensure that a looked after child is registered with a GP as soon as is practicable and in any event not later than ten working days after the placement is made. We have seen a small reduction in the percentage for this measure and will continue to monitor this in the coming year.

Looked after children – stability of placements

Research has shown that frequent moves can negatively affect children. Breakdowns, or unplanned moves, are much less likely in younger children. In comparison, ‘teenage’ placements have a higher chance of breaking down.

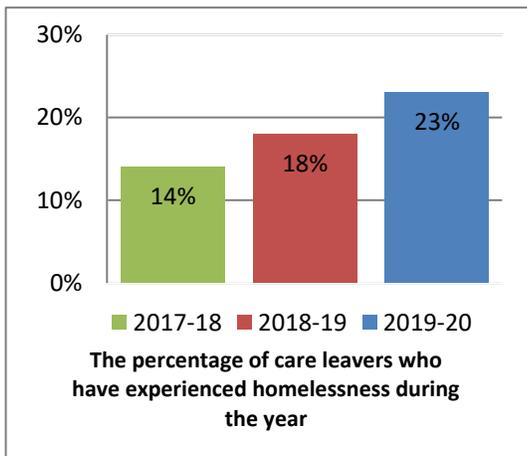
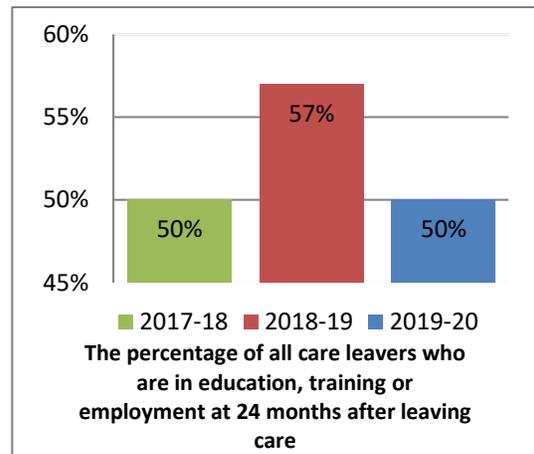
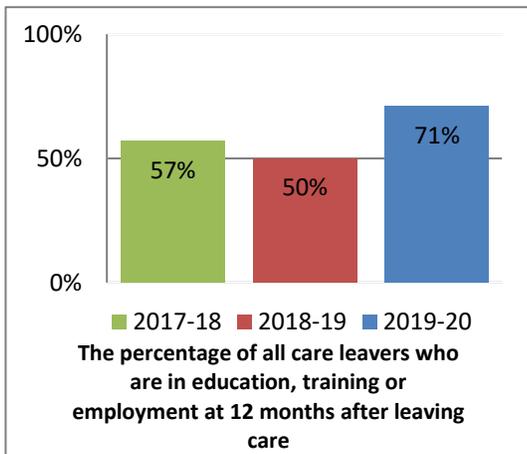
It is not fully understood whether placement moves themselves produce poor outcomes for children or whether this is due to children’s previous experiences and difficulties. There are two main measures which try to illustrate placement stability. The first looks at the number of times a child has had to change school (not including where a child moves from primary to secondary school) and the second looks at how many times a child has had more than two changes of placement. These measures are long-standing and can give an insight into the long-term performance of a service. The downside of both of these measures is that they are particularly susceptible to change due to the low numbers of children included in them. The three or more moves measure is again illustrative of the success of the work being undertaken within our Looked After Children teams.



Children leaving care

Leaving care is a term used to reference a group of children who are between 16 and 18 and have previously been in care but are no longer legally “looked after” by the Local Authority. When children leave care, we still have a duty to support these people until the age of 21, or 25 if they are in full time education or have a disability.

It is noted with some concern the perceived increase in the number of our homeless young people. The Local Authority works closely with registered social landlords in our area to look at ways of addressing the situation. The Local Authority will continue to prioritise this issue and raise its profile accordingly.



3. How Are People Shaping Our Services?

Ceredigion County Council, Social Care Services engage with citizens and stakeholders through various methods. We use methods, such as taking feedback from service users in the form of our annual questionnaires within our provider services. We take “call back” type feedback within our Single Point of Access and Porth Gofal services. We engage with various boards and groups, for example, Junior Safeguarding Board, LAC Group, LAC Council, Disability Forum, 50+ Forum, Mental Health Transformation Boards, where we share future plans and promote feedback regarding the redesign of service delivery. We also learn from CIW inspections, Welsh Audit Office inspections and Child and Adult Practice Reviews as they occur. We meet with Town and Community Councils to share our plans for future developments and to take feedback on these plans

National Safeguarding week



In November 2019 the Ceredigion Local Operation Group worked in collaboration with the CYSUR Board Business Unit, and with the three Local Operational Groups, to support a coordinated regional programme of events to support National Safeguarding Week. A national focus was placed on the new Wales Safeguarding Procedures as an overarching theme. Regionally, themes of co-sleeping and self-neglect were a key focus of the week, with a social media and website campaign created and led by the Boards during the week to raise awareness of these pertinent topics.

The Regional Safeguarding Board Conference, ‘Celebrating Signs of Safety across the Mid and West Wales Region’, was a great success, with excellent feedback and evaluations received. The event was an opportunity to celebrate and demonstrate the ways in which each local area in our region has embedded and utilised good Signs of Safety (SoS) practice in their work, ranging from child protection conferences to substance misuse. Each local area was allocated two slots in which they could share their experiences in using the model. CYSUR were thrilled this year to secure Professor Eileen Munro as keynote speaker, who gave an in-depth overview of her background in social work,

Learning Disability Strategy 2018-2023

A draft Action Plan has been commenced in response to the Ceredigion Learning Disability Strategy.

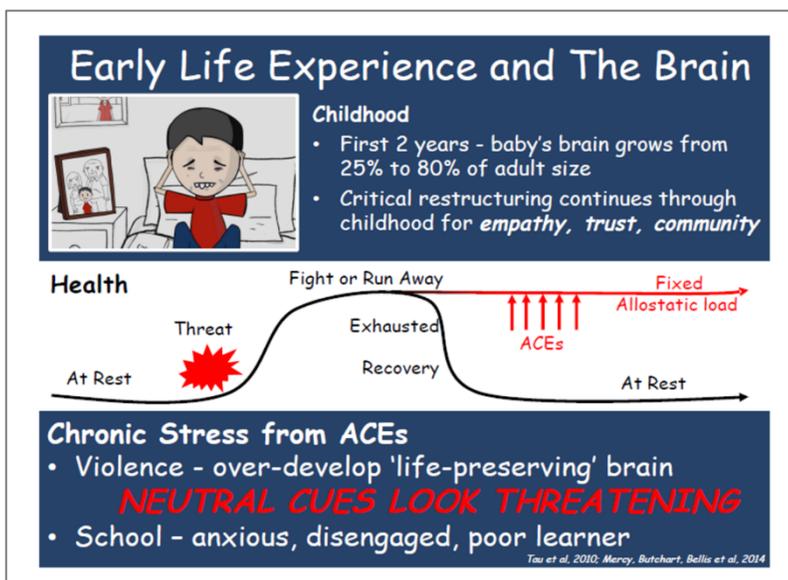
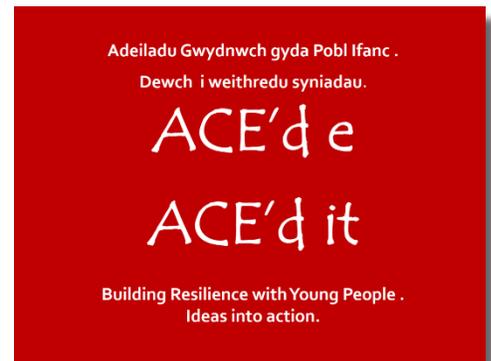
Ceredigion is an active participant in the Regional Lives Improvement Group (RLIP), this meets monthly. This group alternates bi-monthly between a business meeting and a meeting led and chaired by the Dream Team. The Dream Team is a group of service users, supported by Pembrokeshire Peoples First, who actively support the regional group, particularly with use of Integrated Care Funding.

Tim Plant Anabl (Disabled Children’s Team) was inspected by CIW in the 4th quarter of 2019-2020. An Action Plan has been created in response to comments raised and is currently being worked on to improve the service to our children with disabilities.

Learning Disability (Adults and Children) are working toward a Through-age Service: Extended Support, as part of the Council’s transformation agenda.

Adverse Childhood Experiences

Adverse Childhood Experiences (ACEs) are traumatic events that affect children. These could happen whilst growing up, being abused or living in a household affected by domestic violence, substance misuse or mental illness



In order to support an ACE informed workforce in Ceredigion and to develop a whole system approach to early intervention in partnership with Dyfed Powys Police early Action Together programme, extensive work was carried on facilitating the ‘mapping’ of systems and processes across all service areas, in order to identify both duplication in services and the ‘gaps’ in provision.

A training need analysis was carried out which resulted in:

- All Ceredigion Primary school staff have undertaken training (692 in total)
- All Ceredigion Secondary school staff and all Through Age Schools (3-19) staff have undertaken training (838 in total)
- All Pupil Referral Unit staff (25) and Hyfforddiant Ceredigion Training staff (21) have undertaken training
- All Schools’ Service staff have undertaken training (20 in total)
- 7 training events carried out for teams in Children / Adult Services (approx. 70 in total)
- Barnardo’s Multi Agency training event (23 in total)
- 3 Multi Agency events (approx. 40 in total)
- All 112 childcare settings in Ceredigion were invited to training events (100 in total)

Ceredigion Family Support Services

Ceredigion Family Support Services – Team Around the Family (TAF), Tim Teulu & Penparcau Family Centre provide early help to the most vulnerable families & children to prevent problems occurring or to tackle them head on before they get worse”. The services work with the whole family network rather than focus on one individual. TAF work with the family to identify the issues and help the family to address them by developing and strengthening their connections, relationships and skills in order to build and create resilience, self-reliance and support their wellbeing.

Team Around the Family

In 2019-20 Team Around Family (TAF) had a total of 199 requests of which 25 had indication of a child with a specific additional learning requirement or disability. Around 30% (61) of the requests are re referrals (often years later) when families are reaching a different life stage and considered TAF effective in the previous assistance and ask for our support again.

Nearly 80% of families recorded a measurable positive distance travelled following Team Around family intervention.

34 requests noted evidence of Adverse Childhood Experiences at outset and a third of these had 4 or more indicators, a very significant rise in the level of complexity of families requiring our support. Parental separation, domestic violence and adult mental health were indicated as the three most frequent challenges, and this has resulted in our services working in conjunction with WWDAS to develop ‘Break for Change’. This intervention is hoped to assist families where child on adult violence is identified. We also continue to develop Take Time for U and Family Links, two group programmes which address aspects of parental emotional wellbeing.

A decline from 80 % to 64% in the number of requests being processed within five working days reflects the additional planning required to address the increasing complex requirements of families who require TAF.

TAF has effectively supported a third of families (37 self-referrals) to access our assistance without the need for other professional referral, a process which empowers families to get “the right help at the right time” and leads to better engagement and understanding of the goals the family want to achieve.

Tim Teulu

Tim Teulu is a small cohort of family support workers who assist families to make the identified changes with a focus on parenting and behaviour change. This year Tim Teulu had 161 requests, a slight decrease in the number of requests because of a reduction in capacity due to two experienced team members moving to other roles within Porth Cymorth Cynnar .107 families were closed to Tim Teulu this with measurable success across the domains of family wellbeing, parent child relationship, parenting skills and connection to community.

The group programme delivery included 9 Blame it on the Brain workshops hosted for 31 parents with 93.5% reporting positive change and 5 parent programmes delivered by the team in partnership with Family Centre Network with 25 parents successfully completing the programmes. We continue to develop our suite of one day Blame it On the Brain bilingual workshops including developing Your Amazing Brain a two-hour school-based workshop in conjunction with Youth Service to enable young people to have better understanding and strategies to support their own self-care and development.

Penparcau Family Centre

Penparcau Family Centre welcomed 46 new families and facilitated two “Family Links” evidence based structured parent programmes “Family Links” is research evaluated addition to delivery as it has an increased emphasis on enhancing relationships to support emotional wellbeing.

We also hosted four informal structured programmes including two “Take Time for You” and “Language and Play”. Staff held 135 open access sessions, “Messy Play”, “Come and Play” and the successful ongoing “Young Parents” group regularly attended by around ten young parents on a weekly basis.

Over 50 contact sessions for LAC young people with their parents were located in the centre with the building also being used by the Amethyst drama project to support emotional wellbeing of young people as well as by alternative curriculum tutors for individual tuition. We also supported four families as part of contribution to the ‘Edge of Care’ programme.

For Ceredigion Play Day 2019 all our family support staff assisted and contributed to the Parent Pamper Activities which included much needed ‘mocktails’ and a hand massage, provided by Coleg Ceredigion staff while their children enjoyed getting (removable) glitter face tattoos and playing on our bouncy castle.



CIW Safeguarding Focussed Activity

CIW completed a focussed activity in Ceredigion on 6 & 7 November 2019 which centred on Adult Safeguarding services.

The focussed activity provided an opportunity to focus on how the local authority responds to safeguarding reports and the quality of deprivation of liberty safeguards assessments (DOLS). The findings from the activity provided CIW with assurance of a timely and proportionate response to safeguarding reports. Evidence of good information gathering and liaising with other professionals was found and In one case we saw immediate protection being arranged to ensure the safety of the individual at risk of harm.

Most enquires were completed within the statutory timescales with analysis and determination clearly recorded and there was evidence that Practitioners were positive about the peer support received and managers were described as approachable and supportive. Further work is needed on the Quality Assurance framework and is included in Ceredigion’s ongoing transformation of social care.

It was reported that the Voices and wishes of adults at risk were embedded within the safeguarding documentation used by Ceredigion and people were able to communicate in their preferred language.

Effective joint working arrangements between the safeguarding team and other teams within adult services was noted and representatives from the police and health board identified good working relationship with the local authority.

Open, honest and supportive conversations with Providers during the enquiry stage was evidenced and the local authority is working effectively with partners at a local and regional level to prepare for the Liberty Protection Safeguards legislation as part of the Mental Capacity Act review.

Early Support, Care and Support and Transition for Disabled Children.

Care Inspectorate Wales (CIW) published its report following an inspection by CIW and Healthcare Inspectorate Wales (HIW) of Ceredigion County Council and Hywel Dda University Health Board in relation to Early Support, Care and Support and Transition for Disabled Children. The report identified several strengths within the service and recognized the ongoing transformation work to address the areas for improvement included in the report.

The inspectorate found that Ceredigion County Council has set out its positive ambition for disabled children. This vision is committed to corporately and will be used to inform revised operational structures and procedures as part of the Through Age & wellbeing Programme.

The Local Authority has produced an Action Plan which will build on strengths identified and ensure that areas for improvement are given the necessary attention. Key improvement themes include:

1. Quality of Assessment, Care Planning and Reporting
2. Commissioning and Service Delivery
3. Management Oversight: Strengthening Quality Assurance functions

Developing the vision for implementing the Through Age & wellbeing Program includes the establishment of a new Extended Support Service for children and adults with disabilities. A key aspect of the new service will be to focus on ensuring good quality assessments and effective care planning. Staff will work in partnership with key agencies and families and carers to achieve good outcomes for children and adults who need care and support.

The progress of the Action Plan will be consistently evaluated through a quality assurance process at Manager and Team Meetings and by a Monitoring Group which includes representation from across Social care services and other relevant corporate officers and the Health Board.

CIW will monitor progress through its ongoing performance evaluation activity with the Council.

Complaints and Compliments

Complaints

This part of the report outlines all Social Services activity during 2019 – 2020 in relation to complaints and compliments. All of the statistics and cases referred to below will be included in the corporate Annual Report, along with all requests made to the service under the Freedom of Information Act (2000), which will be presented to the relevant committees in due course.

Whilst it is acknowledged that Social Services has undergone significant restructuring during this reporting period with the introduction of the Through Age & wellbeing Programme, for ease of reference, this report will follow the format of the complaints recording system. This will be amended for future reporting periods.

The Council has fully implemented the Social Services Complaints Procedure (Wales) Regulations 2014 and the Representations Procedure (Wales) Regulations 2014, and this document is the guidance that underpins the newly introduced Social Services Complaints Policy, which was approved by the Council’s Cabinet committee on 17th March 2020. This Policy sets out the requirements placed upon Social Services staff and the corporate Complaints and FOI Team to promote accountability and ensure that complaints are dealt with fairly and effectively.

Social Services Complaints Activity

Every effort is made to resolve a complaint at the earliest opportunity and when this is successful, in most cases, the matter will be recorded as an ‘enquiry/concern’. If the matter cannot be resolved at the first contact, or if the issues being raised are of a serious or complex nature, concerns will be addressed in accordance with the formal complaint's procedures referred to above.

The Council operates a two-stage complaints process and the Complaints and FOI Team liaise with the relevant service managers to ensure the correct process is followed at each stage.

During 2019-2020, 93 enquiries/concerns were received and the majority of these were resolved satisfactorily without needing to be progressed under the complaint's procedures.

The data provided below relates to all complaints that were addressed under Stage 1 and/or Stage 2 during the reporting year. Stage 2 is the final stage under the Council’s own complaints procedure; however, service-users have the right to refer their complaint to the Public Services Ombudsman for Wales (PSOW) if they remain dissatisfied after Stage 2.

Total number of complaints received in 2019 – 2020

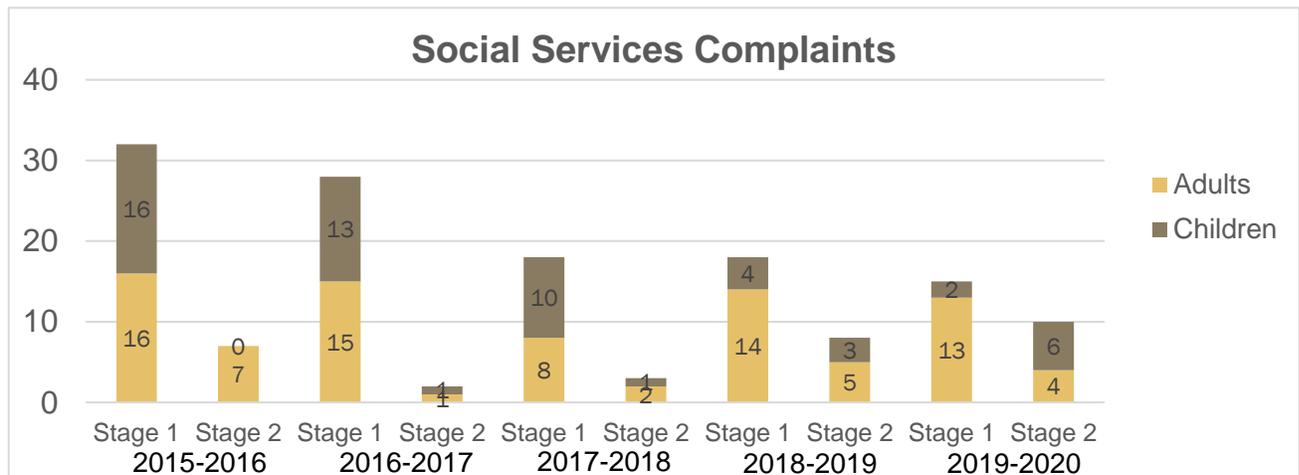
Service Area	Stage 1	Stage 2	Total
Families and Children Service	2	6	8
Adult Social Care and Commissioning Service	13	4	17
	15	10	25

A total of **25 complaints** were received in relation to Social Care Services in 2019-2020. In comparison, **26 complaints** were received across Social Services in 2018-2019, which demonstrates a slight decrease in the number of complaints received.

Social Services staff continue to work closely with the Complaints and FOI Team by adopting an early-resolution approach to incoming concerns and queries, which is proving to be an effective strategy. This can be demonstrated when comparing the number of enquiries/concerns against the number of cases progressed via the formal complaints route (which equates to 27% of all enquiries/concerns received by the Complaints and FOI Team in respect of Social Services).

Comparative data

The total number of complaints received for Social Services, separated by Adult and Children Services, during this reporting period can be compared with earlier years below:



Complaint Outcomes by Service

A breakdown of the number of complaints and their outcomes is provided below, in accordance with the relevant service areas:

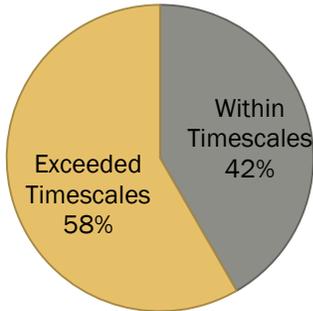
Children Services	Not Upheld	Upheld (whole or in part)	Ongoing / Suspended
Child Protection	1	0	0
Children and Family Assessment Team	2	4	0
Fostering	0	0	1
Total	3	4	1

Adult Social Care & Commissioning Service	Not Upheld	Upheld (whole or in part)	Ongoing / Suspended / Discontinued
Adult Team (North, South, Porth Gofal Triage)	1	5	0
Community Team Learning Disabilities (CTLD)	0	4	1
Financial Assessments	1	0	0
Commissioning	0	2	1
Direct Services (Homes, Day Centres)	0	1	1
Total	2	12	3

Stage 1

Excluding two complaints which were discontinued, and one complaint that remains open, 5 of the remaining 12 complaints were responded to within the 15 working day timescale under stage 1.

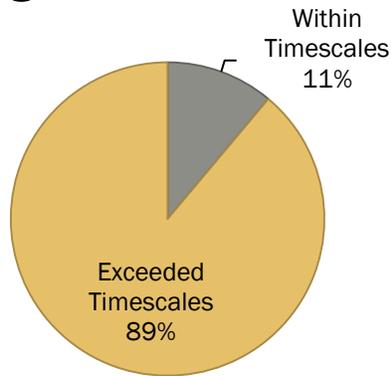
Stage 1 - Performance



Stage 2

With regard to performance against statutory timescales at Stage 2 of the process, of the ten Stage 2 complaints received; one remains open and one was responded to within the 25 working day timescale. The remaining 8 cases were granted an extension by the Director of Social Services in accordance with policy.

Stage 2 - Performance



Analysis

Having analysed the data over five reporting periods, it is evident that Children Services received a higher number of Stage 2 complaints in 2019/20. This is the first time that Adult Services has received fewer Stage 2 complaints, despite having a significantly higher number of complaints at Stage 1 (16 for Adult Services and only 2 for Children Services). In addition to the two Stage 1 complaints being escalated into Stage 2 during the reporting year, a further two complaints from 2018/19 escalated into Stage 2 during this reporting term. Two cases were investigated immediately at Stage 2. There are three main reasons for why a Social Services complaint will be considered under Stage 2 immediately:

- the complaint is deemed too complex or serious for initial consideration at Stage 1
- the managers responsible for the service are also the subject of the complaint
- the complainant has communicated their mistrust in the managers of the service dealing with complaint at an initial stage.

Of the 8 complaints received by Children Services, half were upheld (wholly or in part), one complaint was ongoing or suspended at the time of reporting and three cases were not upheld.

Whilst Adult Services received fewer Stage 2 complaints during the year, they received the greatest number of complaints overall – with 17 cases being recorded across the year. Upon analysing the outcomes of these complaints, it is evident that over 70% of these cases were upheld (wholly or in part). Only two cases were found to be unjustified (not upheld) with the remaining three cases having either been discontinued, suspended or remain ongoing beyond the end of the reporting period.

Themes and Trends

Poor communication remains at the centre of most complaints and in most cases, these were addressed at service level and the actions undertaken were sufficient to resolve the complaint.

It is also recognised that further work needs to be done to improve the implementation and monitoring of recommendations made as a consequence of complaints. Work is underway to improve the governance arrangements within Social Services and it is anticipated that these improvements will complement the reorganisation to develop the Through Age & wellbeing Programme and promote accountability in all areas.

Timescales

Compliance with the timescales prescribed in the Regulations is one area which needs further attention in the forthcoming reporting period. However, it is acknowledged that complaints timescales can be very restrictive, therefore good communication with complainants is essential. Further work will be done with Corporate Managers to seek to improve performance in this regard.

Lessons Learned

Examples of lessons learned as a consequence of complaints are provided below:

Equality and Diversity training in relation to non-binary people in order to ensure understanding, respect, and appropriate use of terminology at all times.

A reminder will be issued to the staff responsible for booking supervised contact sessions to ensure that venues are selected according to the number of attendees scheduled to attend and additional consideration should also be given for the practicality of any planned activities at the venue.

Staff to ensure that recorded information is always accurate and factual and care is taken to ensure the correct context is applied at all times.

Public Services Ombudsman for Wales (PSOW) Activity

During the period of this report the Council received **nine** new contacts from the office of the PSOW, which is a marked increase from the three contacts received in 2018/19. Five cases related to Children Services and four complaints were about Adult Services.

None of the complaints referred to the PSOW were investigated and neither were there any settlement proposals or quick fixes recommended. Of the nine contacts referred to the PSOW in respect of Social Services:

5 deemed ‘Out of Jurisdiction’ (e.g. the complaint should be pursued via other channels i.e. the courts)

3 cases were closed after initial consideration by the PSOW (e.g. they were either satisfied that there was no maladministration on the part of the Council or there would be very little achieved from the PSOW investigating the complaint)

1 case was premature (e.g. it had not yet been considered under the Council’s own complaints procedure).

This reporting period is the first year since 2015/16 that Social Services have had no complaints investigated or upheld by the Public Services Ombudsman for Wales.

Compliments

The highest number of compliments received within the Council during the reporting period were made by service-users within Social Services. A total of 235 compliments were received which, broken down by service, are as follows:

Service Area	Compliments received
Families and Children Services	36
Adult Services (including Direct Services & Housing)	168
Other Services: (including Commissioned Services)	31
Total	235

Some of the compliments received during 2019/20

‘I just want to thank you for all your support and help, you really have been a pleasure to work with.’

‘Thank you and your staff for the excellent service. I could not have wished for better.’

‘Happy with service provided. Very kind, always happy and upbeat, sets me up for the day. Extremely happy, not sure how I'd cope without the help.’

4. Promoting and Improving the Well-being of Those We Help

The six quality standards used to measure the Local Authority’s performance against the wellbeing outcomes are:

1. Working with people to define and co-produce personal well-being outcomes that people wish to achieve
2. Working with people and partners to protect and promote people’s physical and mental health and emotional well-being
3. Taking steps to protect and safeguard people from abuse, neglect or harm
4. Encouraging and supporting people to learn, develop and participate in society
5. Supporting people to safely develop and maintain healthy domestic, family and personal relationships
6. Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs

What did we plan to do last year?

Since a number of our services are linked and strategies aligned, our children and families services objectives overlap with Adults services therefore the objectives are focused on a through age approach

Improvement Objective 1

- To ensure that the transformation of social services is achieved during 2019/20 in partnership with other corporate departments and partner agencies.
- Work in partnership on the Corporate restructure plan, enabling an efficient whole-council approach
- Ensure the Statutory requirements for Social Care are clearly defined within the structure
- Ensure robust services are in place to enable citizens to achieve their personal outcomes

Improvement Objective 2

- Ensure the Local Authority has a strong voice in the Region
- Ensure regular committed involvement at all regional partnership events by relevant staff
- Ensure that Ceredigion takes full advantage of the resources available to us from the Regional Partnership Board
- Influence the developments through the region and nationally

Improvement Objective 3

- Ensuring that the LA is effective, along with partners in securing and utilising Transformation Funds to drive better outcomes for people in Ceredigion
- Develop the regional Technology Enabled Care Project in conjunction with Carmarthenshire/Pembrokeshire and Hywel Dda
- Work in partnership with Hywel Dda to scale up a Fast Access Community Team
- Work in conjunction with Health and 3rd Sector to develop community hubs and resources

How far did we succeed in working towards those priorities?**Improvement Objective 1 – Transformation of Social Services**

- To ensure that the transformation of social services is achieved during 2019/20 in partnership with other corporate departments and partner agencies.
- Work in partnership on the Corporate restructure plan, enabling an efficient whole-council approach
- Ensure the Statutory requirements for Social Care are clearly defined within the structure
- Ensure robust services are in place to enable citizens to achieve their personal outcomes

Our vision of the Through Age & wellbeing Programme is:

To ensure every child, young person and adult in Ceredigion will be able to reach their full potential. To ensure fair access for all to excellent universal and targeted services that supports the health and wellbeing of all citizens. To develop skills and resilience that will last a lifetime and enable individuals to cope well with the challenges and pressures that they may face.

We will:

- support those at a disadvantage and those who encounter challenges
- further develop strengths-based, outcome focused services for citizens
- Safeguard and nurture the most vulnerable.
- aim to be the benchmark standard for excellence and innovation in Wales and beyond
- Upskill our workforce to work collaboratively to improve the guidance and support available to individuals and families in Ceredigion.

Welsh Government has introduced a range of legislation focused on maximizing the health and wellbeing of its citizens, including

- Social Services and Well-being (Wales) Act 2014
- Well-being of Future Generations (Wales) Act 2015

Ceredigion County Council is committed to ensuring that the key principles of the legislative framework are embedded within all its activities and developments.

The Council is committed to further embedding the Signs of Safety Framework and proposes that this framework becomes central to the Through Age & wellbeing Programme. We intend to do this by ensuring that the information we collect from citizens directly or via other agencies is appropriately used to deliver a person-centered approach based around the fundamental questions of ‘What’s worrying you?’ and ‘What’s working well?’ As a result of these we are seeking to further develop strengths-based, outcome focused services for citizens which respond in a timely creative manner and which always focus on what is important to the individual.

The Through Age & wellbeing Programme will continue to progress in order to implement the vision and rebalance the way that care is delivered within Ceredigion **Improvement Objective 2 - Partnerships**

- Ensure the Local Authority has a strong voice in the Region
- Ensure regular committed involvement at all regional partnership events by relevant staff
- Ensure that Ceredigion takes full advantage of the resources available to us from the Regional Partnership Board
- Influence the developments through the region and nationally

Ceredigion County Council continue to have engage with the West Wales Care Partnership and the Regional Partnership Board. This provides a mechanism for driving regional improvements across social care whilst maintaining the focus on Ceredigion specific priorities and areas of need. There are a number of regional fora that Ceredigion County Council support and are effectively engaged with. Opportunities for regional funding are maximised through regional partnerships and initiatives, including the Healthier Wales Transformation Programme and Integrated Care Funding.

Improvement Objective 3 – Healthier Wales Transformation Programme

- Ensuring that the LA is effective, along with partners in securing and utilising Transformation Funds to drive better outcomes for people in Ceredigion
- Develop the regional Technology Enabled Care Project in conjunction with Carmarthenshire/Pembrokeshire and Hywel Dda
- Work in partnership with Hywel Dda to scale up a Fast Access Community Team
- Work in conjunction with Health and 3rd Sector to develop community hubs and resources

As part of the West Wales Care Partnership Our original submission for A Healthier West Wales programme of work included:

Improving lives through technology

- Proactive technology enabled care
- Shared digital framework

Strengthening integrated localities

- Fast tracked consistent integration
- Proactive supported self-management

Supporting change together

- Continuous citizen engagement
- Behaviour change for good

Connecting people... kind communities

- Creating connections for all



- Building the infrastructure to deliver differently

A total of £11.89 million was provided by Welsh Government to the WWCP to support the delivery of the 3 agreed programmes highlighted below:

Programme 1: Proactive, technology-enabled care

- Proactive approach to keeping people well in communities
- Based on proven approach in Bilbao, Spain
- Evidence from Spain of significant impact on system demand and wellbeing
- Bespoke and individualised TEC
- In-depth wellbeing assessment and supported wellbeing plans
- Proactive calls using existing Delta Wellbeing platform providing built-in benefits
- Multi-agency rapid response with enhanced, local community support
- Digital inclusion project to support informal networks

Programme 3: Fast-tracked, consistent integration

- Fast Access Community Team providing 24/7, professional crisis response
- Model to be implemented in each locality, shaped to ensure that arrangements meet local needs and build on existing arrangements
- Additional programme capacity to support further integration at locality level

Programme 7: Creating connections for all

- Consistent community connectors model across West Wales creating community links and building resilience
- Active citizens – promoting and supporting volunteering
- Intergenerational buddying programme to develop IT and other skills
- West Wales is Kind programme
- Embedding Dewis and Info-engine
- Accelerated skills programme for staff providing community support

All 3 programmes were initiated in 2019/2020 with programme 1 being led regionally, programme 3 led locally and programme 7 led by the 3rd Sector.

Ceredigion Local Authority Housing Services

The housing service in Ceredigion have been part of the Porth Gofal Service within the Through Age & wellbeing Programme and are seen a crucial and vital area of service in supporting individuals and families in maintaining good health and wellbeing. The service meets a wide range of community needs and below is a detailed report of the activity within the service in 2019/2020

PORTH GOFAL

HOUSING SERVICES

Under Homelessness interventions, in 2019-20, 144 cases were dealt with where there had been approaches due to households being at risk of homelessness. Of those, 100 were successfully prevented from becoming homeless.

144



310



In general 310 enquiries / cases were provided with advice and assistance.

427 assessments carried out under s62 Housing Act requirements.



427

83

83 clients were assisted with Rent Advance and Bonds in 2019-20.



(This figure does not include those who the Housing Options team supported and sign-posted to other agencies such as, Vicars Relief Fund (VRF), budgeting loans and Discretionary Housing Payment (DHP) applications for these upfront costs.)

Under housing register work, for the year 2019-20, 1139 Housing Register applications were received across all four Registers (affordable, general, older persons, accessible).

1139



439

439 Safe, Warm and Secure Grants delivered.



Under the adaptations service, 120 Disabled Facilities Grants delivered.

120



What difference has the service made?

For homelessness prevention duties, 31 households secured private rented sector accommodation with landlord incentive scheme (funding from the Homeless Prevention Fund or DHP) and 24 without landlord incentive scheme.

10 households were able to remain home as a result of financial assistance (DHP/Prevention Fund) and additional 3 households were able to remain home as a result of debt / financial advice.

Under the relief duty 41 households secured p/r accommodation with landlord incentive scheme and 10 without landlord incentive scheme.

Disabled Facilities and Safe Warm and Secure grants have assisted clients to live independently in their own homes, quote from an applicant “I can bathe daily now (safely) and no longer feel afraid of falling on the stairs. I can’t thank everyone enough for the truly significant positive changes this work has made to my life.”

A total of 267 applicants secured housing from the Housing Register. 52 (19%) allocations were made to persons’ owed a homeless duty.

How well have we done?

Total prevention outcomes: 144 (this includes successful prevention, unsuccessful prevention, non-co-operation, assistance refused, withdrawn and withdrawn due to loss of contact).

Successful prevention outcomes: 100. Therefore, 69% of households threatened with homelessness were successfully prevented. However, only 16 (11%) of the 144 were actually unsuccessfully resolved as 28 (19%) clients withdrew from the service (including 1 household who refused assistance and 1 household who did not co-operate), and therefore Housing Options were unable to assist or establish an outcome.

Provided a safe home for 559 disabled and vulnerable applicants to remain living independently with over 80% of grant applicants stating that they strongly or tend to agree with the statement that as a result of the adaptations, their quality of life has improved.

991 Housing Applications were activated onto the Housing Register enabling consideration for social housing allocations. In addition to this, amendments were made to applications and application renewals ensuring correct and up to date information for our RSL partners.

Delivery of affordable housing across all tenure

The SHG programme for 2019-20 is part of a 3year rolling development programme made up of a number of funding streams from Welsh Government.

The development programme is based on regularly updated needs analysis of the Housing Registers with the aim of delivering a mix of social and intermediate housing across Ceredigion.

What difference has the objective made?

The number of Social Rented units being delivered is likely to increase year on year over the next 3 years and so contribute to Welsh Governments 20,000 Target by 2021. Developments are being targeted to help meet the identified local need in the County. The range of affordable

tenure options is also being increased so as to help address the different housing needs within the County.

The Authority is improving the targeting of all new social housebuilding as a result of the Housing Register database system (Abritas). Specialised and adapted housing such as wheelchair accessible / mobility impaired units are also being delivered to try and address the need for specific applicants / clients. The number of Viability challenges received have dropped marginally over the summer months but it is anticipated that challenges will increase as the number of overall applications increases.

Unfortunately Abritas cannot tell us how many applications required Accessible Housing for 2019-20. However, as of today’s date (18/11/2020) there are 239 applications which have a requirement for an accessible property. With 1497 active applications, this is about 19% and is consistent with previous reports run over previous years. During 2019-20 5 of the allocations made were for accessible properties, fully wheelchair accessible.

Contribute towards the development and integration of the Through Age & wellbeing Programme: During 2019-20 revised guidance for Housing Support Grant (HSG) programme (Supporting People) was issued by Welsh Government. This revised guidance served to highlight the strong inter-linkages between housing support and homelessness prevention. In recognition of these linkages, the responsibility for the strategic planning and delivery of the HSG services was moved to within Housing Services. Since this time, considerable benefits have been seen from the co-location of housing options, affordable housing and HSG planning ensuring opportunities are put in place for a more holistic consideration of the needs of the client. Further developments are planned for 2020-21 including the re-commissioning and preparations for the development of the HSG Programme Strategy for future years.

Furthermore, with the location of Housing Services within the Porth Ceredigion integrated, through age service model, many opportunities have been identified for building on opportunities and links across the service model from prevention, early intervention through to crisis intervention.

Ensure that the accommodation needs of residents are met

The Housing service continues to work towards ensuring that the accommodation needs to residents are being met. Throughout the year 195 inspections of licensed Houses in Multiple Occupation (private rented accommodation) were undertaken to ensure safety standards were being met, 12 cases of harassment and illegal eviction were investigated, and 208 service complaints related to poor housing standards were followed up. Housing staff were also involved in recovery follow-up as a result of flooding incidents in the county affecting people in their homes. In such instances, housing advice and assistance is provided in support of the drying out and remediation of their homes that may take many months, as well as assistance with temporary accommodation if they cannot remain in their homes due to flood damage.

18 cases of hoarding were investigated and supported. Due to the increasing numbers of such cases being seen by the service, a Hoarding Toolkit and Operational Procedure was developed on a multi-agency basis. Due to the excellent work on this toolkit, this was subsequently presented

to the CYSUR regional safeguarding board who were keen to review and adopt it into a Self-Neglect learning and development opportunity.

What are our priorities for next year and why?

This coming year will see the continuation of a number of whole-system transformation projects. With the Covid 19 Pandemic taking hold in March 2020 business planning was paused in order for services to focus on maintaining critical services. Due to this the priorities for 2020/2021 needed to continue to focus on the 3 key areas of work started in 2019/2020. These primary objectives over the coming year for adult and children social care are:

Improvement Objective 1

To ensure that the transformation of social services is achieved during 2020/21 in partnership with other corporate departments and partner agencies.

- Work in partnership on the Corporate restructure plan, enabling an efficient whole-council approach
- Ensure the Statutory requirements for Social Care are clearly defined within the structure
- Ensure robust services are in place to enable citizens to achieve their personal outcomes

Improvement Objective 2

Ensure the Local Authority continues to have a strong voice in the Region

- Ensure regular committed involvement at all regional partnership events by relevant staff
- Ensure that Ceredigion takes full advantage of the resources available to us from the Regional Partnership Board
- Influence the developments through the region and nationally

Improvement Objective 3

Ensuring that the LA is effective, along with partners in securing and utilising Transformation Funds to drive better outcomes for people in Ceredigion

- Continue to enhance the regional Technology Enabled Care Project in conjunction with Carmarthenshire/Pembrokeshire and Hywel Dda
- Work in partnership with Hywel Dda to drive forward the Integrated working agenda including the Fast Access Community Team
- Work in conjunction with Health and 3rd Sector to develop community hubs and resource

5. How We Do What We Do

How we have supported the professional development of the Social Care Workforce

Ceredigion County Council highly values the services provided by the social care sector for the citizens of Ceredigion. Through the provision of learning and development opportunities we seek to attract, recruit and retain a highly skilled and competent workforce able to make a positive difference to the lives of the people they work with.

Social Care Wales Workforce Development Programme (SCWWDP) grant funding is utilised to provide a range of training and development opportunities which are made available to the sector. These opportunities support the induction, continuous professional development and the regulatory qualification requirements of those involved in service delivery.

To engage with and encourage dialogue with external social care providers the learning and development team hosted two events to ascertain their training needs and priorities, this in turn informed the range of opportunities we have provided.

In March 2020, Covid 19 impacted upon the delivery of learning and development opportunities and resulted in the cancellation of all face to face training delivery. This provided a new emphasis on the use of e learning and on line training delivery. Priority was given to the development of new e learning programmes to support the sector, in particular those who were new to frontline social care roles. A revised schedule of on line events was established and continues to be offered to internal and external social care providers.

254 events including health and safety training have been provided in year achieving 2940 staff attendances, an increase of 298 on the previous year. Learning events have included the Autism Reality Experience, Court of Protection, County Lines and Prevent Awareness. 4 events on the Code of Professional Practice were attended by 66 internal and 14 external staff and 26 Dementia learning events attended by 191 internal and 91 external staff. In line with the Violence against Women, Domestic Abuse and Sexual Violence Act (VAWDASV) 20 sessions of Ask and Act training have been attended by a total of 194 staff. 45 social care staff have also been supported to attend a various external conference and training opportunities.

The Signs of Safety Practice Framework continues to be embedding into practice supported by way of 17 sessions with 171 internal and 85 external staff attendances.

The increased use of e learning programmes has enabled accessible and standardised learning for the sector with a total of 1753 internal and 222 external social care staff completions.

Workforce succession planning is integrated at different levels of social care practice. Partnership working with the Open University and Swansea University has supported 13 hosted social work student placements, 8 employees successfully qualified as Social Workers gaining permanent positions within the authority and 3 employees are currently undertaking the Certificate of Health and Social Care Practice. The success of our first social care apprentice in completing the Level 2 Health and Social Care Award in a residential home and subsequently gaining employment within

the authority has led to further recruitment. In November 2019 a new social care apprentice began on this career pathway.

Welsh Language continues to be integrated into our learning and development practice through the provision of bilingual information and Welsh medium training delivery. Sessions offered on Welsh Language Standards Awareness and More than Just Words support our commitment to the ‘Active Offer’.

307 staff have completed the Welsh Language Awareness e learning Programme and 43 social care staff have been supported to undertake Welsh language courses.

Programme	Numbers on programme ^{1st} April 2019	Numbers enrolled during 2019/2020	Numbers achieving during 2019/2020	Numbers withdrawn	Numbers carrying forward to 2020/2021
AWIF	0	23	0	1	22
H&SC Level 2	3	13	3	4	9
H&SC Level 3	3	11	3	2	9
C&YP Level 3	2	0	2	0	0
H&SC Level 5	1	10	8	0	3
Cert HE in SW Practice	7	3	7	0	3
Social Work Degree	8	0	8	0	0
NQSW programme	2	8	2	0	8
Grad Cert in Consolidation of SW Practice	7	3	4	0	6
Practice Assessor Award	3	1	2	1	1
Approved Mental Health Practitioner	0	2	0	0	2
Step Up to Management	5	0	5	0	0
TMDP	7	1	7	0	1
MMDP	1	0	1	0	0
Cert in Dementia Care Level 3	20	0	18	2	0
Trusted Assessor Level 3	0	10	10	0	0
Assessing Decision Making Capacity Level 6	0	3	0	0	3
Strategic Manager Leadership Programme	0	1	1	0	0

Language profile of our workforce – Adult Services

Overview	No of People	% of People
ALTE 0,1 & 2	174	46.15%
ALTE 3,4 & 5	203	53.85%
TOTAL	387	100.00%

Gap	No of People	% of People
Gap in ALTE requirements	189	50.13%
Meets ALTE requirement	188	49.87%
Total	387	100%

Person - speaking & listening	0	1	2	3	4	5	
No of People	25	92	57	71	32	100	377
% of People	6.63%	24.40%	15.12%	18.83%	8.49%	26.53%	100.00%
Person - writing	0	1	2	3	4	5	
No of People	65	97	59	63	28	65	377
% of People	17.24%	25.73%	15.65%	16.71%	7.43%	17.24%	100%
Person - reading	0	1	2	3	4	5	
No of People	56	89	60	40	52	80	377
% of People	14.85%	23.61%	15.92%	10.61%	13.79%	21.22%	100%

Language profile of our workforce – Children Services

Overview	No of People	% of People
ALTE 0,1 & 2	78	43.58%
ALTE 3,4 & 5	101	56.42%
Total	179	100.00%

Gap	No of People	% of People
Gap in ALTE requirements	74	41.34%
Meets ALTE requirement	105	58.66%
Total	179	100.00%

Person - speaking & listening	0	1	2	3	4	5	
No of People	3	36	39	25	13	63	179
% of People	1.68%	20.11%	21.79%	13.97%	7.26%	35.20%	100.00%
Person - writing	0	1	2	3	4	5	
No of People	16	39	32	17	28	47	179
% of People	8.94%	21.79%	17.88%	9.50%	15.64%	26.26%	100.00%
Person - reading	0	1	2	3	4	5	
No of People	13	34	37	16	30	49	179
% of People	7.26%	18.99%	20.67%	8.94%	16.76%	27.37%	100.00%

Our Financial Resources and How We Plan For the Future

The Council’s overall financial challenge remained considerable during 2019/20 following a decade of continued austerity with the Council’s overall WG funding settlement for 2019/20 of £102.1m only just getting back on a par with 2010/11 levels (£101.7m).

The Social Care related budgets (£31.8m) continued to form an increasing part of the Council’s budget rising to 22% of the overall 2019/20 Council budget of £143.6m. Within these figures there were Social Care related savings requirements of £2.1m and service cost pressures of £2.8m.

The resources allocated to Social Care proved to be insufficient as there was a £2.2m overspend for the 2019/20 financial year. However this marked a turning point resulting in an increased recognition of the pressures being faced by the Social Care budgets and the scale and pace of the transformational change required.

Looking forwards the Council’s Medium Term Financial Plan sets out the financial strategy for future planning purposes and to meet the Council’s Corporate priorities which are:

- Boosting the Economy
- Investing in People’s Future
- Enabling Individual and Family Resilience
- Promoting Environmental and Community Resilience

Part of the transformational aspect of the Medium term plan focusses on the move from a more traditional Children’s and Adult Social Care services to a wider Through Age model with early intervention through the introduction of a new targeted operating model under the services within to be known as Porth Gofal, Porth Cynnal and Porth Cymorth Cynnar.

It is recognised that whilst this will potentially require initial pump priming and investment (which is planned to start in 2020/21), it is expected to generate long term benefits and as a major organisational change is being managed using formal Project management principles.

The current population estimates (Pre 2021 Census) indicate that Ceredigion’s population is currently expected to decrease from 72695 in 2019 to 69338 by 2038. However within this the number of children are projected to decline by 15%, the working age population is also projected to decline by 14% but the over 65s population is expected to increase by 7% partly due to longer life expectancy but also the ageing of the baby boomer generation from the 1950s and 1960s.

The projected increase in the ageing population is therefore a major challenge for the Council which will inevitably ultimately lead to a significantly greater demand for Council services. This forms part of the backdrop to the need for change with a new targeted operating model.

Our Partnership Working, Political and Corporate Leadership, Governance and Accountability

Co-coordinating Overview and Scrutiny Committee

The CYSUR Local Operational Group Safeguarding quarterly reports were considered by the Committee. The reports provide management information on action taken under the All Wales Child Protection Procedures. The reports include information provided by other agencies in relation to safeguarding the welfare of children in Ceredigion. Management information is discussed by members of the CYSUR (Ceredigion) Local Operations Group in order to monitor and evaluate the effectiveness of the safeguarding children arrangements in Ceredigion and the outcomes achieved. The multi-agency meetings provide an opportunity to identify and act upon any performance and other issues within this area of work. Performance information is also provided to the Mid and West Wales Regional Safeguarding Board which is also an opportunity to analyse performance, trends and issues across the Region.

The Adult Safeguarding Service quarterly reports were considered by the Committee. The reports highlight activity and performance of the Adult Safeguarding service and provides statistical data that enables a comparative analysis between activity in different quarters and previous years as well as noting key achievements and work undertaken during the year. The report also highlights key areas of work and improvement during this financial year.

Information on the new Wales Safeguarding Procedures were presented to the Committee.

The Committee considered the safeguarding element of the Annual Report of the Statutory Director of Social Services 2018-2019 which had been considered in its entirety by the Healthier Communities Overview and Scrutiny Committee. It was noted that future reports would be more outcome focused.

Corporate Resources Overview and Scrutiny Committee

Members of the Corporate Resources Overview and Scrutiny Committee considered the Domestic Abuse Policy prior to its consideration at Cabinet. At the 26th February 2020 Committee meeting, consideration was given to the Social Services Complaints Policy and Procedure. A Special Meeting of the Committee was convened and held on the 16th March 2020 to consider the decision of the Cabinet at its meeting held on the 25 February 2020 in respect of the Former Care Home Site, Penparcau.

Healthier Communities Overview and Scrutiny Committee

The Service Manager - Quality Assurance, Children Services and the Corporate Lead Officer for Porth Ceredigion both regularly attended Committee meetings to present the quarterly Independent Reviewing Service Performance Management Reports which included national and local standards, and targets used to measure outcomes for looked after children and care leavers. The Independent Reviewing Officer has regard as to whether the child/young person’s human rights are being breached in any way and, if so, considers a referral to CAF/CASS Cymru. At the 13th February 2020 Committee Meeting, Members met to consider the draft Budget being recommended by Cabinet for 2020/21 and Members welcomed the additional paper which had

been requested by the Healthier Communities Overview and Scrutiny Committee Chairman which explained the change in Children’s Services budget and the fact that Out of County Placements had now been moved under the Leadership Group budget as a Corporate item.

The Healthier Communities Overview and Scrutiny Committee at its 11 July 2019 meeting received the Care Inspectorate Wales (CIW) Local Authority Performance Review annual letter. The letter summarized the review of Ceredigion County Council’s performance in carrying out its statutory social services functions. It followed the four principles of the Social Services and Wellbeing (Wales) Act 2014 (SSWBA) and CIW’s increasingly collaborative and strengths based approach to supporting improvement. The letter is intended to assist the local authority and its partners to continually improve.

At the 18th September 2019 Committee meeting, the Carers Development Officer, Heather West was welcomed to the meeting to present the report on the 2018 – 2019 West Wales Care Partnership Regional Carers Group Annual Report.

At the same meeting the Manager of Flying Start, Rhian Rees presented the Flying Start annual report in order to provide an update on the Flying Start Programme (including Outreach) in Ceredigion, its contribution to Early Intervention and Preventative Services, the Welsh language and to inform Members of its work to mitigate the impact of Adverse Childhood Experiences through building resilience.

At the 13th January 2020 meeting, The Corporate Lead Officer for Porth Ceredigion presented the report on an update on the Implementation of the Liberty Protection Safeguards amendment to the Mental Capacity Act.

Martyn Palfreman, the Head of Partnership, West Wales Care Partnership and Peter Skitt, County Director Ceredigion, Hywel Dda University Health Board attended a meeting to present the report on ‘A Healthier West Wales Regional Transformation Programme’. In March 2019 the West Wales Care Partnership was awarded £11.9m from the Welsh Government’s Transformation Fund, in order to provide resources for implementation of the national plan for health and social care A Healthier Wales.

A special Joint meeting was arranged on the 15th January 2020, between Members of the Healthier Communities and Learning Communities Overview and Scrutiny Committees as agreed at a previous Committee meeting.

Consideration was given to the report upon Mental Health in Reach in Schools Project. It was reported that in July 2017, Welsh Government Cabinet Secretaries for Education and Health, Wellbeing and Sport jointly agreed to run pilots to test provision of the Mental Health In reach support to Schools from Child and Adolescent Mental Health Services (CAMHS).

Consideration was also given to the report upon the arrangements for Foster Carers to support children in their care in their use of the Welsh language and the encouragement and support given to foster Carers to learn Welsh. The report had been presented in order to provide the committee with information on foster parent support for looked after children and to consider the educational requirements of children in care as requested by the Committee Members. The Service Manager for Quality Assurance, Children Services provided members on the current situation and the next steps for the service. Consideration was then given to the report upon the

Support available for Ceredigion Looked After Children (LAC) as requested by Committee Members. The report had been presented in order to outline support available to Looked After Children in addition to providing information on Looked After Children’s educational achievement.

At its 22 January 2020 meeting Officers attended the meeting in order to present a report to respond to Members’ request for an update on the affordable/accessible housing Programme.

On the 13th February 2020 an overview of Substance and Alcohol Misuse Services in the region and in Ceredigion was presented and the Committee had the opportunity to examine the latest Dyfed Area Planning Board Annual Report.

The Corporate Manager Substance Misuse presented the Dyfed Area Planning Board for Drug and Alcohol Misuse Annual Report 2018-19. The report highlighted education and awareness, harm reduction, treatment, recovery and the area’s performance. Committee Members were pleased to note that key performance indicator statistics for Dyfed were good with numerous projects being undertaken along with outreach work.

The Mid Wales Joint Health and Social Care Joint Scrutiny Group established continues to scrutinise the Mid Wales Joint Health and Social Care Board, previously the Mid Wales Healthcare Collaborative. Meetings were held on the afternoon following each meeting of the Board meetings. The Chair, County Director and Programme Manager, and Lead Directors attended those meetings. This is a Joint Scrutiny Working Group comprising Local Authority Members from Gwynedd County Council and Ceredigion County Council and previously Powys County Council. Powys, however, withdrew its Membership at the end of 2019.

The Social Services Department in Ceredigion County Council has a well embedded culture of strategic and operational partnership working. It is well understood that successful social care outcomes are contingent on preventative services and health services being well integrated into referral response and ongoing case work. A number of tangible examples of partnership work has been described at length in this report already, but some more include:

- The multi agencies approach delivered in Porth Gofal and Porth y Gymyned
- The Cylch Caron development and the work to deliver an Integrated Care Facility in Tregaron, in partnership with health and housing.
- The Cardigan and Aberaeron Integrated Health and Social Care Service developments.
- The Hoarding Hub – a multi-disciplinary approach to tackling hoarding from a joint environment health, and social care perspective.
- The development of the ‘Edge of Care’ model for children and family services

The West Wales Care Partnership

Section 14A of the Social Services and Wellbeing (Wales) Act requires local authorities and Local Health Boards to produce Area Plans setting out the range and level of services that will be provided in their area in response to regional Population Assessments. These Plans must be

produced every 5 years and initial plans must be published by 1 April 2019.



The West Wales Area Plan for 2019-23, ‘Delivering Change Together’, has been agreed by the Regional Partnership Board and endorsed by Carmarthenshire, Ceredigion and Pembrokeshire County Councils and Hywel Dda University Health Board. It includes a series of strategic commitments which the Partnership will take forward over the next five years to support the transformation and integration of care and support in the Region.

The Plan is available [here](#). It is also available via the new [West Wales Data Portal](#), which has been developed in partnership with Data Unit Cymru. This provides access to a wide range of population and service data for the region and allows our Plan to be updated regularly to reflect local and national developments and report on progress against the commitments within our Plan.

6. Accessing Further Information and Key Documents

Title	Location
West Wales Regional Partnership Board Annual Report 2018/19	https://www.wwcp.org.uk/documents-2/
Carers Unit Annual Report	 Carers Unit Annual Report.pdf
Language profile of Ceredigion	http://www.ceredigion.gov.uk/media/7110/welsh-language-standards-annual-monitoring-report-2019-20.pdf
Learning Disability Charter	http://www.pembrokeshirepeople1st.org.uk/wp-content/uploads/2019/05/Bilingual-LD-Charter.pdf
West Wales Area Plan for 2019-23, ‘Delivering Change Together’	http://www.wwcp.org.uk/wp-content/uploads/2019/03/West-Wales-Area-Plan-English-Final-Version-29-03-18.pdf
2018-19 Director’s Report	

Cyngor Sir CEREDIGION County Council

REPORT TO: Council

DATE: 27 January 2021

LOCATION: Zoom

TITLE: Feedback from the Healthier Communities Overview and Scrutiny Committee on the Statutory Social Services Directors Report 2019-2020

PURPOSE OF REPORT: To provide feedback from the Healthier Communities Overview and Scrutiny Committee held on 16 December 2021

BACKGROUND:

The Healthier Communities Overview and Scrutiny Committee considered the Statutory Social Services Directors Report 2019-2020.

The Annual Report of the Statutory Director of Social Services content is defined in Part 8 of the Social Services & Wellbeing (Wales) Act 2014 under the “Code of Practice on the Role of Directors of Social Services”.

The Annual Report aims to produce a picture of the Social Services department in Ceredigion which provides more timely feedback into planning and budgetary processes. This report for the year 2019 – 2020 is historical due to the Covid-19 Outbreak in March 2020. Welsh Government extended the time frame for the completion of the report due to the need for officers to focus on the delivery of essential services during the Pandemic. There was also a reduced requirement for Councils to provide performance information which is reflected in the report.

Following consideration, Members agreed to recommend that Council:

- Receive the report as information only.

Members thanked Officers for their hard work and commitment during what has been and continues to be a difficult time.

Councillor Bryan Davies
Chairman of the Healthier Communities Overview and Scrutiny Committee