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Cyngor Sir
CEREDIGION
County Council

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

28 February 2022

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held remotely via video-conferencing on Monday, 7 March 2022 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of personal / prejudicial interests**
3. **To confirm the Minutes of the Meeting of the Committee held on 12 October 2021 and to consider any matters arising (Pages 3 - 8)**
4. **To consider a report on Member ICT Provision post elections 2022 (Pages 9 - 12)**
5. **To consider an update on the report presented to the Democratic Services Committee upon the Local Government and Elections (Wales) Act 2021 (Pages 13 - 16)**
6. **To consider a report on a vision for conducting remote meetings from May 2022 (Pages 17 - 20)**
7. **To consider an update upon the programme for Members' Induction following the County Council Elections in May 2022 (Pages 21 - 24)**
8. **To consider a report on the Self-Evaluation of Scrutiny (Pages 25 - 30)**

A Translation Services 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 that reads 'L Edwards'.

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Democratic Services Committee
The remaining Members of the Council for information only.

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Minutes of the Meeting of DEMOCRATIC SERVICES COMMITTEE held remotely via video-conference on Friday, 15 October 2021

PRESENT; Councillors Ceredig Davies (Chair) Clive Davies, Lloyd Edwards, Gwyn James, Dai Mason and Wyn Thomas

Also in attendance: Councillors Keith Evans and Gareth Lloyd

Officers in attendance: Lowri Edwards, Corporate Lead Officer: Democratic Services; Nia Jones, Corporate Manager Democratic Services and Alan Morris, Corporate Manager Customer Contact.

(10.00 - 11.50 am)

Procedure

The Chairman welcomed all to the meeting.

1 Apologies

None

2 Disclosure of personal /prejudicial interests

None

3 To confirm the Minutes of the Meeting of the Committee held on 21 May 2021 and to consider any matters arising

It was **RESOLVED** to confirm as a true record the minutes of the meeting held 21st May 2021.

Matters arising

Item 3: Members asked if there had been any developments in relation to providing a group high speed broadband / fibre contract for all Councillors and Senior Officers of the Council. It was noted this would not be financially viable due to the high cost of installation. Councillor Clive Davies stated that Ceredigion is ahead of the rest of Wales with 26% of the population now on fibre. He is due to meet with Openreach in November, and a new website is due to be launched providing information about the services, technology and broadband across the County.

Item 9: Councillor Ceredig Davies noted that regular monthly meetings are now held with the Chief Executive.

4 To consider a Report on aspects of the Local Government and Elections (Wales) Act relevant to the Democratic Services Committee

The Corporate Manager for Democratic Services presented a report to the committee, providing an update on the main aspects of the Local Government and Elections (Wales) Act 2021 relevant to the committee. It was noted that a strategy for encouraging public participation was due to be presented to Cabinet, and that Ceredigion are leading on an e-petition scheme for the whole of Wales. Members were reminded that as of May 2022, there will be a duty to publish electronic and postal addresses for every Member, and an update was provided in relation to the electronic

broadcast of meetings and the installation of new equipment at the Council Chamber to facilitate this. It was noted that although the Act has been published, we are still waiting for the Welsh Government to publish the guidance to support it, and as such it is impossible to finalise any of these strategies. It was recommended that a further meeting of this committee is held when further guidance has been received.

Members asked whether the number of attendees has increased as a result of holding remote meetings, and it was confirmed that the numbers have increased significantly. Members also asked whether members of the public could submit paper copies of petitions in addition to electronic petitions, and it was confirmed that the system hosting the e-petition scheme has a section for combining the total number of paper signed petitions to the total electronic signatures. Members also asked that training is provided for Member on the hybrid meeting management system prior to going live.

Following discussion it was **RESOLVED** to note the aspects of the Local Government and Elections (Wales) Act specific to the Democratic Services Committee, and to schedule a further meeting once guidance from the Welsh Government has been made available.

5 To consider a report on the Diversity in Democracy Action Plan

The Corporate Manager for Democratic Services presented a report to the committee, noting that the Council had endorsed the Diversity Declaration in its meeting on 23 September 2021. It was noted that the Action Plan contained 6 aims, and a timetable for implementation, and that there is a role for the political groups to promote diversity whilst encouraging individuals to stand for election in May 2022.

Following discussion it was **RESOLVED** to agree the action plan leading up to the 2022 local elections with the aim of improving diversity in democracy.

6 To consider a report on the Electoral Review Ward Boundaries

The Corporate Lead Officer for Democratic Services presented a report to the committee, noting that the Minister for Finance and Local Government had previously approved the recommendations of the Local Democracy and Boundary Commission for Wales, however since publishing the agenda, the Minister has now placed these changes into legislation. The Order will now be presented at Council next week, which will come into force from May 2022. Any by-elections held prior to May next year will be in line with current arrangements.

It was noted that work will be undertaken over the next few months in preparation for the Local Government Elections in May, and a communication strategy will be developed to ensure that residents are aware of the changes. A Task and Finish group has been established to conduct a full review of the size and membership of all Committees of the Council in

order to ensure appropriate representation, in lieu of the reduced number of Councillors. The intention is to present the recommendations of this group to Council in December.

The Committee **RESOLVED** to agree the action plan as noted above.

7 To consider a report on Elected Member Role Descriptions

The Corporate Manager for Democratic Services presented a report to the committee, outlining the proposed revisions recommended by the WLGA to the current role descriptors. It was noted that these role descriptors are designed to be used alongside the Welsh Member Development (Competency) Framework. It was noted that Officers at Ceredigion County Council has been involved in the development of these revisions alongside Officers and Members representing all Councils in Wales.

Members noted that the role descriptors included operational activity, stating that there was a lack of awareness among some Officers of the role of the Members, and asked that this information is shared with Officers.

The Committee **RESOLVED** to agree the revised set of Member Role Descriptors.

8 To consider a report on a Development Framework for Councillors in Wales 2021

The Corporate Manager for Democratic Services presented a report to the committee, noting that the framework has been developed by the WLGA as a guide to identify priorities for training and development.

Members noted that there is a duty for political parties to take a lead on several of these items, and that training would be vital in order to ensure that Members can provide a high level of support to their residents. Members also noted that some of the items included may not be necessary for all Members such as using *power point* and *excel*. It was noted that this is a development framework where Members would be able to self-evaluate their development needs in accordance with this framework, and that training would then be tailored to meet those needs.

The Committee **RESOLVED** to agree to the adoption of the Development Framework for Councillors.

9 To consider a report on Member ICT Provision post elections 2022

The Corporate Manager for Customer Contact presented a report to the committee, outlining the proposed ICT equipment and support provided by the ICT service.

It was proposed that Members are offered the same provisions as council staff, namely a *Windows* laptop, a 24" screen with internal docking capability

or separate docking station allowing the laptop to be connected with a single cable, a keyboard, mouse, headset and a basic carry case. Ceredigion email address and Office 365 account would be installed, and an ability to install Office applications on up to 5 personal devices. Printing and scanning facilities would be provided in the Members' Room, with access to Wi-Fi in all council offices. Members would be able to access email and Office files from personal devices and mobile phones and appropriate training would be provided on issued devices and data protection, whilst ICT support from corporate ICT service desks would continue to be provided.

Members asked if they could purchase the equipment that they currently use as they have been using it for other purposes. It was noted that all Members would need to return existing equipment which would be wiped and re-issued or disposed of in line with the usual corporate refresh arrangements. It was explained that this is because equipment and licenses are owned by the Council, however ICT would be able to support Members in transferring personal information to other devices if required.

Members noted that *i-pads* are useful for working in the community to take pictures of issues or to show documents to residents. Members also asked if 3G and 4G could be provided on the laptop. Officers noted that it would be possible to take pictures on a mobile phone linked via Office 365, and that laptops issued to staff do not have a sim card slot. However this could be looked into if that is what the Members want. Members noted that they sometimes attend meetings from alternative locations such as the car, and that they may occasionally lose electricity or internet connection. They also noted that if information is provided late, there may not be an opportunity to go to the office to print it.

It was noted that Chairs of Committees were issued with an additional piece of equipment during lockdown in order to be enable them to view meetings via zoom, whilst reading documents on a separate monitor. This would not be possible with an *i-pad*. It was also noted that Members are not able to see track-changes or highlighted section in documents viewed on *i-pad*. Officers noted that there needs to be a rationalisation as it is not financially viable to provide everything, and that we also need to consider our carbon footprint. Members noted concern regarding their eyesight, in reading documents on screen.

Members also asked about additional data protection when using personal ICT equipment for Council business. Officers noted that training would be provided in relation to this. It was also noted that due to ongoing supply issues, an order would need to be place by January in order to ensure that the equipment is available to Members by May 2022.

The Committee **RESOLVED** to recommend that a survey of all Members be undertaken to seek their views regarding future ICT equipment.

10 To consider a draft Ceredigion County Council Candidates' Guide

The Corporate Manager for Democratic Services presented a draft Candidates' Guide to the committee, asking for their input, noting that the

guide would be available electronically on the Council's website and at Council Libraries, and that it would also be promoted via social media. It was noted that this Guide would be updated as and when further information is available regarding the Local Elections.

Members recommended the inclusion of an e-mail address at the end of the guide, and asked that Members contribute to the comments on page 3.

The Committee **RESOLVED** to approve the draft guidance document.

11 To consider a draft Members' Induction Programme 2022

The Corporate Manager for Democratic Services presented a draft induction programme to Members, outlining the mandatory courses that Members would need to attend prior to sitting on committee meetings, and it was noted that an additional training programme had been included for Cabinet Members. Reference was also made to additional training that would be provided during the year, and the link to the Members' Development Programme.

Members noted that the proposed programme was manageable, noting that it is preferable that training is provided in small manageable chunks.

The Committee **RESOLVED** to agree the Members Induction programme following the County Council elections in 2022.

12 To consider the Democratic Services' Committee Annual Report

The Corporate Lead Officer for Democratic Services presented the annual report to the committee, noting that although the committee only met once during the year, a substantial amount of work has been carried out. If the report is agreed, it will be presented to Council at its meeting next week.

The Committee **RESOLVED** to approve the draft Democratic Services Committee Annual Report for presenting to Council on 21st October 2021.

13 To consider a report in relation to the Independent Remuneration Panel for Wales' Draft Annual Report 2022/23 consultation

The Corporate Lead Officer for Democratic Services presented a report to the committee noting that the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report for 2022/23 sets out the remuneration framework for community and town councils. The draft report states that since 2009, due to austerity and pressure on public finances, remuneration of elected members of local government in Wales has not kept pace with measures of inflation or other possible comparators. The report also defines financial arrangements in relation to entitlement to family absence, contributions towards costs of care and personal assistance, sickness absence, reimbursement of travel and subsistence costs. It was noted that consultation on the draft report is open until 26th November 2021, and that the final decision will be made by the IRPW, and is out of the hands of individual Councils. It was noted that all back-benchers are remunerated at

the same rate throughout Wales, however there is a banding for those receiving some senior salaries.

Member of the Committee noted their concerns that the increase to the remuneration appears to be significant, whilst acknowledging that the increase reflects the amount of work carried out by Councillors, which equates to circa 3 days per week for a back-bencher, and that the number of Councillors will be significantly reduced from May 2022. It was noted that Councillors can elect to refuse the increase on an individual basis, and that this information is published on the Council's website. The committee agreed to defer the decision to a Members' Panel, in order that all Members can provide an input into the response that will be sent to the IRPW.

14 Any other matter which the Chairman decides is for the urgent attention of the Committee

Members asked that Officer ensure that confidential voting is in place for the forthcoming Special Meeting of the Council, and noted that they are looking forward to see the roll-out of the improved 'Clic' enquiry system.

**Confirmed at the Meeting of the Democratic Services Committee held
on xx.xx.xxxx**

Chairman: _____

Date: _____

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 7 March 2022

Title: Member ICT Provision post elections 2022.

Purpose of report: To propose future ICT equipment and support

Introduction

The current ICT provision for members is a *choice* of a Laptop or Apple iPad with access to emails and Council documents through the corporate website.

During the last five years, the way that the Council delivers its services has transformed to working digitally and both Council staff and Councillors need to have the appropriate equipment to connect remotely and undertake their business electronically.

Currently all Council meetings are held virtually and a time will come when we will move towards a hybrid solution with Councillors and Officers able to either attend meetings in the Chamber or remotely from either a Council office or home working environment. To enable the new way of working, an appropriate technical solution is needed to allow Members to access the meeting via video and also display all the necessary documents through the new digital platforms used to manage future meetings. The Council continues to transform and make efficiency savings to enable key frontline services and a key deliverable to these efficiencies is to reduce the need for paper copies of documents and work electronically from a safe environment.

Members that are currently not receiving the ICT service are able to access remote meetings by telephone, however they are not able to view documents shared on screen. It is also noted that Section 43, Chapter 4 of the Local Government and Elections (Wales) Act 2021 requires that from May 2022, a principal council must publish an electronic address of each member of the council.

Proposed ICT Solution for 2022

It is proposed that councillors are provided with the same ICT provision as council staff as this is proven to meet modern office and home working requirements. The proposed solution allows safe and secure access to all services and documents needed by Councillors to carry out Council business remotely or in person.

It is proposed that the current solution is replaced with the single option below.

1. A Windows Laptop with the same specification as for council staff.
2. Software configuration to allow access to appropriate internal corporate systems.
3. Two 24" screens with internal docking capability or separate docking station. Allowing the laptop to be connected with a single cable.
4. A keyboard, mouse and headset
5. Carry cases require personal choice to meet the users' needs and preferences. Members should source their own to meet their personal needs. However, a basic laptop case will be provided on request.
6. Ceredigion email address and Office E3 365 account.
7. Use of Microsoft 365 Office applications in line with Microsoft licencing agreement. This will allow Members to install Office application on up to 5 personal devices.
8. Provision of a printing and scanning facility in each of the Members' Rooms in Penmorfa and Canolfan Rheidol.
9. Access to Wi-Fi in all council offices.
10. Secure access to email and Office files from personal mobile devices
11. Appropriate training and briefing on data protection and use of any issued devices.
12. ICT support from corporate ICT service desks and remote support via telephone and remote access during service desk hours.
13. Only agreed software to be installed as with council staff
14. Skype (or equivalent) calling will be provided to enable incoming/outgoing calls
15. Printers will not be provided as we seek to support electronic working and environmentally friendly practices that will contribute to the Council's Carbon Management Plan. Printing of any letters can be sent to the Corporate post room who will print and post the letters on your behalf (the same service as is provided to Council services)
16. All Members must sign and agree to the Council's acceptable use policy and Councillor Data security policy.

This proposal will provide each Councillor with a solution that allows them to remote attend all council meetings through the new chamber remote attendance solution. Other devices such as Android and Apple devices are currently not compatible with the new hybrid remote attendance solution and would provide limited access.

All Members are able to access their emails through the Office 365, where they use their own mobile device to connect to this secure cloud service. Devices must meet the automated security policies at the time of access.

Members are responsible for their own GDPR and policy compliance and should take additional care if sharing, downloading or storing any sensitive data.

All Members are able to opt-in to an allowance scheme towards costs such as telephone usage and they are able to use this towards a mobile data contract for their own mobile device.

The proposed solution will be full managed and majority of issues can be resolved by a technician connecting in remotely to resolve problems (during office hours), thus in most cases, not having to take faulty equipment into either Penmorfa or Canolfan Rheidol for support. Other devices cannot be supported this way and would need to be handed back to a technician for repair.

The solution proposed meets all cyber security standards that protects the authority's services and data.

Existing iPads

From January 2022 all existing iPads are being decommissioned (SIM card removed and council services disconnected) and then handed back to the councillor for their own personal use. Support on these iPads will/has ceased from the date of decommissioning. The iPads can be used using Wi-Fi but will no longer be supported by the Council's ICT service.

Refresh considerations for Members that are re-elected at the May 2022 Local Elections

All Members who are re-elected will be assessed to see if the current laptop solution is appropriate and will be upgraded if necessary.

Non-returning Members

Where Members are not returning after the Local Elections, then they will need to return all issued equipment to either Penmorfa or Canolfan Rheidol service desks, with the exception of the decommissioned iPads. This equipment will be either refurbished and re-issued or disposed of in-line with our usual corporate refresh arrangements.

Recommendations

For Democratic Committee to confirm that the proposal outline above is the most appropriate solution to meet the needs of Councillors and to accept the proposed ICT service provision for all Councillors from May 2022 onwards.

Lowri Edwards
Corporate Lead Office Democratic Services

Arwyn Morris
Corporate Lead Officer Customer Contact

14 February 2022

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CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 7th March 2022

Title: Update on the report presented to the Democratic Services Committee upon the Local Government and Elections (Wales) Act 2021

Purpose of report: To update the committee as to aspects of the Local Government and Elections (Wales) Act 2021 relevant to the Democratic Services Committee.

Background

The Local Government and Elections (Wales) Act was passed in the Senedd on 18 November 2020 and received Royal Assent on 20 January 2021. The Act will be implemented by means of 3 Commencement Orders, bringing into force various aspects of the Act by means of a phased approach.

Welsh Government are in the process of drafting Statutory Guidance on the various aspects of the legislation including:

- Conducting a survey relating to the timing of meetings, with an aim to promote and support Membership of Local authorities;
- Securing the provision of reasonable training and development opportunities for Members, and opportunities to conduct an annual review of training and development needs;
- Public Participation and Engagement;
- A Petition scheme;
- The Council's Constitution, and a Guide to the Council's Constitution;
- Making provision for enabling job sharing for Executive Leaders and Executive Members;
- Ensuring effective scrutiny arrangements;
- Joint Overview and Scrutiny Committee arrangements;
- Functions of the Democratic Services Committee;
- Functions of the Governance and Audit Committees.

Whilst the majority of the above are already in place, the Statutory Guidance will aim to interpret the legislation, clarifying the processes and arrangements and bring together all previous guidance into one document

e.g. Members are currently surveyed on the timings of meetings, however the guidance will clarify issues to be taken into account in conducting a survey such as

- whether daytime or evening meetings are preferred
- whether meetings are to be multi-location
- the preferred meeting length
- whether particular times cause difficulties for councillors with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.

Duty to encourage local people to participate in decision-making by principal councils

Sections 39-41, Chapter 4 of the Local Government and Elections (Wales) Bill stipulates that a principal council must prepare and publish a public participation strategy, including promoting awareness of the council's functions, how to become a member, what membership entails, ways of facilitating access to information about decisions made, or to be made, making representations, bringing the views of the public to the attention of overview and scrutiny committees and promoting awareness among members of the benefits of using social media to communicate with local people.

The draft engagement policy was presented to Cabinet on 2 November 2021 followed by a public consultation with residents of Ceredigion. The policy will be reviewed on receipt of the Final Statutory Guidance from Welsh Government, prior to presenting to Council during the next Administration.

This provision will come into force on 5 May 2022, but the final statutory guidance is not expected until September 2022.

Duty to make a petitions scheme

Section 42, Chapter 4 of the Local Government and Elections (Wales) Bill relates to a requirement to set out a petition scheme, including electronic petitions.

An online petition system will be available via the Modern.gov Meeting Management System, and an interim scheme drafted. On receipt of the Statutory Guidance from Welsh Government, the scheme will be presented to Council for approval, and parameters set out for the e-petition system.

This provision will come into force on 5 May 2022, but the final statutory guidance is not expected until September 2022.

Duty to publish official addresses

Section 43, Chapter 4 of the Local Government and Elections (Wales) Bill requires that a principal council must publish an electronic and postal address for each member of the council, to which correspondence for the member may be sent.

Electronic and postal addresses for the majority of Ceredigion County Council Members are currently published on our website. This provision will come into force on 5 May 2022, and details of electronic address for all Members will be added to the Council's website following the elections in May 2022. Postal addresses do not have to be the Councillor's home address.

Electronic broadcasts of meetings

Sections 46-51, Chapter 4 of the Local Government and Elections (Wales) Bill proposes that principal councils make and publish arrangements to ensure the broadcasting of proceedings at a meeting are available so that members of the public not in attendance can see and hear the proceedings, and made available for a specified time following the meeting. This will apply to meetings which are open to the public, including the executive of a principal council, a committee or sub-committee of

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CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	7th March 2021
Title:	A vision for conducting hybrid meetings from May 2022.
Purpose of report:	To provide an overview to Members on how hybrid meetings will be held from May 2022

Background

The Local Government and Elections (Wales) Act 2021 (LG&EW2021), Section 47 requires principal councils to make and publish arrangements for the purpose of ensuring that from 5 May 2022, that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings, to speak to and be heard by each other, and in the case of meetings to be broadcast (under Section 46 of the regulations), to speak and be heard by each other and to see and be seen by each other.

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 which came into force on 22 April 2020 made provision in relation to local authority meetings, as a result of the covid-19 outbreak. The regulations related to participation at meetings held between 22 April 2020 and 1 May 2021. As a result of these regulations, all Ceredigion County Council meetings open to the public were held remotely. These arrangements have continued and now form part of the LG&EW2021 and will form the basis for the hybrid arrangements post 5 May 2022 where Members, Officers and the public are able to attend meetings remotely or in person.

Attending in person or remotely

Members, Officer and members of the public will be able to attend meetings of the Council that are open to the public in person at the Council's Penmorfa Office, Aberaeron or remotely (wherever possible). It should be noted that attendance in person may be subject to limitations on numbers due to space and any regulations or guidance that may be in place at such time, such as the 1 or 2 metre social distancing regulations / guidance which have previously been in place.

Equipment to facilitate hybrid meetings is currently being installed, and detailed guidance will be provided following installation and Democratic Services Officers are trained on its use. Final Statutory Guidance from the Welsh Government has not been received and currently there is no estimated date for this guidance. In the meantime, *it is anticipated* that the following will apply.

Providing information in advance of meetings

As is current practice, Members will be asked to provide the following information in advance of the meeting:

- Apologies
- Whether they wish to attend in person or remotely
- To provide details of any declarations of interest

- To provide details of any personal matters that they wish to submit
- Non-Committee Members should notify the Chair and meeting facilitator in advance of the meeting if they wish to speak on any specific agenda item.

Members of the public can address the Overview and Scrutiny Committees and the Development Control Committee, as set out in the relevant protocols. The protocols require members of the public to notify Democratic Services two days in advance of the meeting if they wish to submit a request to address the Committee. From May 2022, any member of the public addressing such a committee will be able to do so remotely or in person at the Council Chamber.

The meeting facilitator will provide a summary to the Chairman in advance of the meeting confirming the details requested in advance of the meeting, including apologies, personal matters and declarations of interest etc in the order that they were received.

Mechanism for supporting the meeting

The meeting will be managed via a Computer Control System providing for microphone management, voting, speech timers and an automated camera tracking for all analogue (in person) and digital (remote) microphone systems. Members attending in person will be able to access these options via the mic unit, whilst Members attending remotely will be able to access these functions directly from the computer screen by using a mouse or touchscreen. The mic system can be operated in one of two modes: Central Mode and Delegate Mode. In Central Mode, the microphones are controlled centrally by the Chair, where Members submit a request to speak, whereas in Delegate Mode, the microphones are turned on and off directly by the Members. The Delegate Mode is best suited for small meetings. Automated camera tracking will be set up to pan to live microphones.

Prior to a meeting, delegate information for those attending in person will need to be pre-entered for display onscreen during the meeting, when Members request to speak and while microphones are enabled. If Members decide to implement the voting option as opposed to calling a roll-call for each item, it is essential that the information is pre-set, and that Members notify Democratic Services Officers in advance as to whether they will be attending remotely or in person.

The translation function will interface via headphones for those attending in person, and via a language selection option for those attending remotely.

Consideration will need to be given as to how the new system is used in the new administration following receipt of the final Statutory Guidance and the full functionality of the system is understood.

Recommendations:	That the Committee notes the report
Appendices:	None
Background documents:	The Local Government and Elections (Wales) Act 2021:

<http://senedd.assembly.wales/mglIssueHistoryHome.aspx?IId=26688>

Name:
Job Title:
Date:

Nia Jones
Corporate Manager – Democratic Services
22.02.2022

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CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 7 March 2022

Title: Members' Induction Programme 2022

Purpose of report: To provide an update upon the programme for Members following the County Council Elections in May 2022.

Introduction

A report was presented to the Committee on 12 October 2021 outlining the Induction Programme for new and returning Members following the County Council Elections held on 5th May 2022, stating that dates and times are subject to change. During the meeting Members noted that there is a duty for political parties to take a lead on several of the items and that training would be vital in order to ensure that Members can provide a high level of support to their residents.

The Local Government (Wales) Measure 2011 sets out the training and development of members of a local authority. Section 7(4) stipulates that:

(4) in exercising its functions under this section a local authority must have regard to guidance given by the Welsh Minister

It is anticipated that guidance will be provided as part of the bundle of Statutory and Non-Statutory guidance currently being developed by the Welsh Government which will clarify requirements for providing opportunities for what is essential for a local authority member to perform their role effectively, taking into consideration amendments to the legislation brought about as a result of the Local Government and Elections (Wales) Act 2021 such as the amendment to the remit of Governance and Audit Committees and encouraging public participation in decision making. Councils will need to have a 'living definition' of what constitutes a reasonable training and development needs which is regularly and frequently kept under review.

As such, the Members' Induction Programme has been reviewed and updated, as set out in Appendix A.

Recommendation: To agree upon the updated Member Induction programme for Members following the County Council Elections in May 2022.

Appendix: Appendix A – Draft Members' Induction programme 2022.

Background documents: Local Government Act 1972
Local Government Measure 2011

**Local Democracy Act 2013
Local Government & Elections Wales Act (2021)
Ceredigion County Council's Constitution**

Name: Nia Jones
Job Title: Corporate Manager - Democratic Services
Date: 23.02.22



Members' Induction and Training Programme 2022

All training will be held in the Council Chamber, Penmorfa, Aberaeron and/or remotely via video-conference unless stated below

Date	Time	Details	Comments
9 th May	10.00am	Code of Conduct for New Members	Mandatory for <u>all new</u> Councillors
	2:00pm	Code of Conduct for Returning Members	Mandatory for <u>all returning</u> Councillors
10 th May	10.00am	Introduction to the Council to include Modern.gov, hybrid system, GDPR / Information Management	Mandatory for <u>all</u> Councillors
23 rd May	10.00am	Role and function of Cabinet members including effective decision making	Mandatory for <u>all</u> Cabinet Members
24 th May	2:00pm	Role and Responsibilities of the Ethics and Standards Committee	Mandatory for <u>all</u> Committee Members
27 th May	10.00am	Development Control Committee training	Mandatory for <u>all</u> Members
6 th June	10.00am	Roles and Responsibilities of Political Group Leaders	Mandatory for <u>all</u> Group Leaders
7 th June	2:00pm	Lay Member Training	Mandatory for <u>all</u> Lay Members
8 th June	10.00am	The role of Overview and Scrutiny to include performance and self-assessment	Mandatory for <u>all</u> members of <u>Overview and Scrutiny Committees</u>
9 th June	9:30am	Chairing Overview and Scrutiny Committees	Mandatory for <u>all</u> chairs of <u>Overview and Scrutiny Committees</u>
	2:00pm	The role of Overview and Scrutiny Co-ordinating Committee in relation to the Public Service Board and the Wellbeing of Future Generations	Mandatory for <u>all</u> members of <u>Overview and Scrutiny Coordinating Committee</u>
10 th June	10.00am	Introduction to the Welsh Language Standards	Mandatory for <u>all</u> members
14 th June	10.00am	Support and Guidance on completing on-line training courses	Mandatory for <u>all</u> members
16 th June	10.00am	Health and Safety for Councillors, including lone working and personal safety	Mandatory for <u>all</u> members
22 nd June	2.00pm	Governance and Audit Committee training	Mandatory for <u>all</u> members of the <u>Governance and Audit Committee*</u>



23 rd June	9.30am	Wellbeing of Future Generations and effective decision making	Mandatory for <u>all</u> Councillors
4 th July	10.00am	Licensing Committee training	Mandatory for <u>all</u> members of the <u>Licensing Committee*</u>
6 th July	9.30am and 2.00pm	Safeguarding – Level 1 training	Mandatory for <u>all</u> Councillors

*Please note – you will not be permitted to sit on these Committees unless you have attended the mandatory training.

Additional training activities to be scheduled September – December 2022

<ul style="list-style-type: none"> • Development Control catch up for new Members (early September) • Ask and Act (VAWDASV) • PREVENT AND WRAP • Modern Slavery • Data Management and FOI • Finance inc. budgeting and treasury management 	<ul style="list-style-type: none"> • Hate Crime • Introduction to Equalities • Using Social Media as a Councillor and online safety • Disclosure and Barring Service (DBS) • Safeguarding Level 2 for relevant Members
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e-Learning modules

All Councillors will also have access to the e-learning modules on the All Wales Academy Portal.

Cyngor Sir CEREDIGION County Council

REPORT TO: Democratic Services Committee
DATE: 7 March 2022
LOCATION: Virtual Meeting
TITLE: Self-evaluation of Scrutiny

It was agreed at the Democratic Services Committee meeting held on the 23 February 2018, that the Scrutiny Officers would undertake a review of the effectiveness of Overview and Scrutiny in Ceredigion County Council, and that this would be undertaken annually in future.

It was resolved at the Democratic Services Committee meeting held on 27 January 2020 to:

- a) Continue to carry out the survey on an annual basis;
- b) To reduce the number of questions with an aim to increase participation;
- c) To review the format of the report, combining the Welsh and English responses, and translating the document as a whole.

Responses to the questions asked are shown in Appendix A attached. A total of 15 responses were received, this is a reduction in comparison to the 25 responses received in 2020, some completed online and some by post. Members' names are not disclosed.

The report was considered by the Members of the Overview and Scrutiny Coordinating Committee at its meeting dated 1 December 2021 and it was agreed to note the responses receive.

RECOMMENDATION:

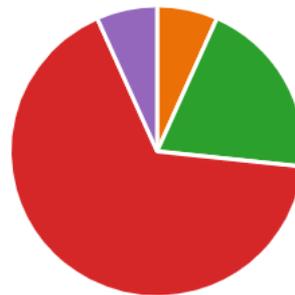
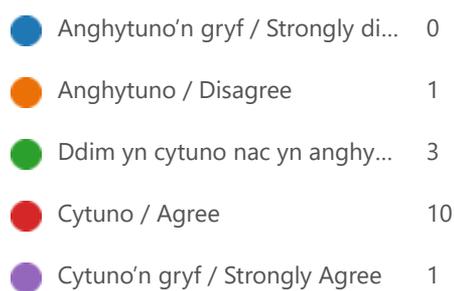
To consider the responses received from the scrutiny self-evaluation questionnaire (appendix A) and identify any areas for improvement if necessary.

Contact Name: Lisa Evans
Designation: Scrutiny and Standards Officer
Date of Report: 2 December 2021

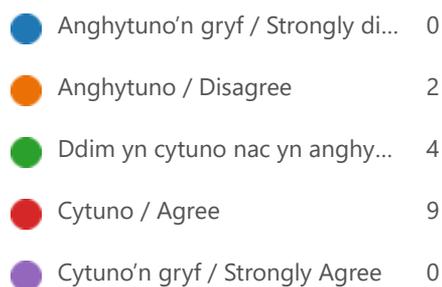
Hunanarfaru Craffu / Scrutiny Self-Evaluation 2020/21

15 Responses 04:28 Average time to complete Active Status

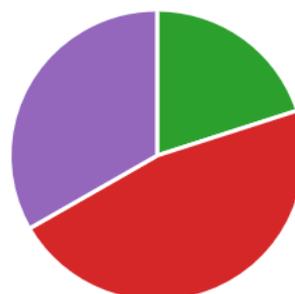
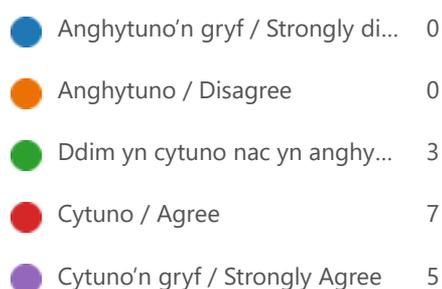
1. Mae Partneriaethau a sefydliadau partner wedi bod yn destun Craffu effeithiol / Partnerships and partner organisations have been the subject of effective Scrutiny



2. Mae'r cyhoedd yn gallu cyfrannu at y gwaith trosolwg a chraffu / The public able to contribute to overview and scrutiny

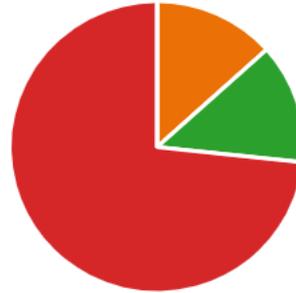


3. Mae gan Craffu berchnogaeth dros ei raglen waith ei hun / Scrutiny have ownership of its own work programme



4. Mae aelodau'r pwyllgor Craffu o'r farn fod ganddynt rôl werthfawr a boddhaus / Scrutiny members consider that they have a worthwhile and fulfilling role

● Anghytuno'n gryf / Strongly di...	0
● Anghytuno / Disagree	2
● Ddim yn cytuno nac yn anghy...	2
● Cytuno / Agree	11
● Cytuno'n gryf / Strongly Agree	0



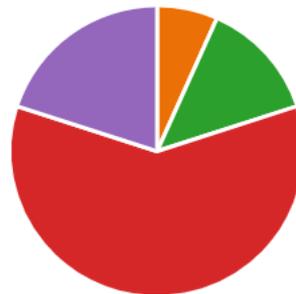
5. Mae yna bartneriaeth waith adeiladol gyda'r swyddogion / There is a constructive working partnership with officers

● Anghytuno'n gryf / Strongly di...	0
● Anghytuno / Disagree	0
● Ddim yn cytuno nac yn anghy...	2
● Cytuno / Agree	12
● Cytuno'n gryf / Strongly Agree	1



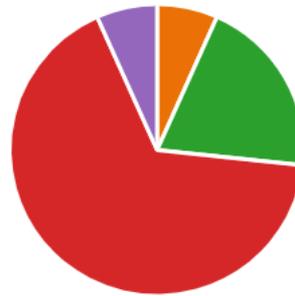
6. Mae digon o drefniadau cymorth ar gael i'r broses Craffu / There is sufficient support arrangements for scrutiny

● Anghytuno'n gryf / Strongly di...	0
● Anghytuno / Disagree	1
● Ddim yn cytuno nac yn anghy...	2
● Cytuno / Agree	9
● Cytuno'n gryf / Strongly Agree	3



7. Darperir hyfforddiant a datblygiad gyda'r nod o wella craffu / Training and development has been provided with a view to improving scrutiny

● Anghytuno'n gryf / Strongly di...	0
● Anghytuno / Disagree	1
● Ddim yn cytuno nac yn anghy...	3
● Cytuno / Agree	10
● Cytuno'n gryf / Strongly Agree	1



8. Mae newidiadau wedi digwydd o ganlyniad i waith craffu / Changes have been brought about as a result of scrutiny activity

● Anghytuno'n gryf / Strongly di...	0
● Anghytuno / Disagree	2
● Ddim yn cytuno nac yn anghy...	3
● Cytuno / Agree	9
● Cytuno'n gryf / Strongly Agree	1



9. Mae cyfarfodydd Craffu sy'n cael eu cynnal o bell drwy fideogynadledda yr un mor effeithiol â chyfarfodydd yn adeiladau'r Cyngor / Scrutiny meetings held remotely by video-conferencing are as effective as meetings in person

● Anghytuno'n gryf / Strongly di...	1
● Anghytuno / Disagree	4
● Ddim yn cytuno nac yn anghy...	5
● Cytuno / Agree	5
● Cytuno'n gryf / Strongly Agree	0



10. Sylwadau / Comments

Perhaps greater clarity is required for some of the questions, e.g. for the training question, I recall in particular a training session by WLGA but that wasn't during the period under review. Public participation in scrutiny, I'm unsure as to how to respond in terms of the public being invited to provide views to scrutiny as opposed to the public making their views known, e.g. safe zones, music service, gold command. I know that we will be engaging with tenants on the issue of county farms, but that is not the same as the general public. The Authority consults with the Public seeking views on different policies, which might inform discussions at scrutiny, but that is not the same as involving them in a piece of scrutiny work. Are the questions produced by the Authority or are they set by external bodies, if they are internal, it might be worth considering a discussion within the overview committee that has as its membership every Chair/ Vice Chair to see how some of the questions are framed.

Er bod cyfarfodydd rhithiol wedi siwtio sawl aelod, nid yw'n ddelfrydol ar gyfer pawb felly bydd system 50:50, pan ddaw, yn rhoi'r dewis i bobl p'run ai gweithredu o adre neu mynd i adeilad(au)'r Cyngor. Serch hynny, o ran y pwyllgor craffu Dysgu, teimlo'n gryf bod hwn wedi gweithredu'n effeithiol.

Too many agenda items limit the time to discuss properly. This is forgetting that the agendas need to be read. Scrutiny members do not have access to dual screens in order to pick points from agendas as well as following the speakers on video. Reluctance to allow questioning of people with letters behind their names. Limitation on No of questions to be asked.