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Cyngor Sir
CEREDIGION
County Council

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

12 December 2022

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conferencing on Friday, 16 December 2022 at 10.00 am for the transaction of the following business:

- 1. Apologies**
- 2. Disclosure of personal / prejudicial interests**
- 3. To consider the Minutes of the previous meeting and to consider any matters arising (Pages 3 - 6)**
- 4. To consider a report on Member ICT Provision of iPads (Pages 7 - 8)**
- 5. To consider a report on Diversity in Democracy (Pages 9 - 14)**
- 6. To consider a report on Attendance at Hybrid Meetings (Pages 15 - 18)**
- 7. To consider a report on Timings of Meetings - Survey (Pages 19 - 22)**
- 8. To consider a report on the Members' Induction Programme 2022 (Pages 23 - 28)**
- 9. To consider a report on an Annual Review of Members' Training and Development Needs (Pages 29 - 52)**
- 10. To consider items for the forward work programme**
- 11. Any other matter which the Chairman decides is for the urgent attention of the Committee**

Members are reminded to sign the Attendance Register

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



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.

Minutes of the Meeting of DEMOCRATIC SERVICES COMMITTEE held at the Council Chamber, Penmorfa, Aberaeron and remotely on Friday, 17 June 2022

PRESENT: Councillor Gareth Lloyd (Chair), Councillors Endaf Edwards and Gwyn James.

Also in attendance: Councillors Bryan Davies, Gwyn Wigley Evans, Keith Evans, Rhodri Evans, Hugh Hughes, Maldwyn Lewis and Wyn Thomas

Officers in attendance: Eifion Evans, Chief Executive; Lowri Edwards, Corporate Lead Officer: Democratic Services; Elin Prysor, Corporate Lead Officer: Legal and Governance; and Nia Jones, Corporate Manager: Democratic Services.

(10.00am - 11.20 am)

1 Apologies

Councillors Elizabeth Evans, Caryl Roberts and Mark Strong apologised for their inability to attend the meeting.

2 Disclosure of personal / prejudicial interests

None.

3 Minutes of the previous meeting and to consider any matters arising

It was RESOLVED to confirm as a true record the minutes of the meeting held 7th March 2022.

Matters arising

Item 4 – it was noted that the provision of ICT equipment would be reviewed at a later meeting.

Item 14 – it was noted that 'CLIC version 2' has now been rolled out and guidance notes provided to all Members.

4 Democratic Services Committee Terms of Reference

Members noted the Terms of Reference outlining the functions of the Committee.

5 Report on Members' Schedule of Remuneration 2022/23 - matters referred for consideration by the Council

The Corporate Lead Officer for Democratic Services presented a report to the Committee, noting that the Members' Schedule of Remuneration for 2022/23 was approved by Council on 20th May 2022 with the exception of paragraph 8, bullet point 6 and 7 of the covering report which relate to remote attendance by Councillors that are not Members of a Committee and prior authorisation for in person attendance at conferences, seminars, external meetings and training events; and paragraph 15.1 of the Schedule which relates to prior authorisation for overnight stays. The above matters were deferred to the Democratic Services Committee for consideration.

It was noted that the Council has invested in equipment to facilitate remote attendance, implementing phase 1 in accordance with the Local Government and Elections (Wales) Act 2021, and that phase 2 would incorporate an app

which would make the system more effective, overcoming early technical issues.

During the Council meetings held on 23rd September 2021, the Council committed to being a Diverse Council, facilitated by the flexibility remote attendance offers to a wider range of Members. This was promoted within an Information Booklet for Candidates which several Councillors have benefitted from.

The Council has also committed to reducing its carbon footprint, which will also benefit from reduced travelling, as well as financial savings as a result of reduced travelling.

It was noted that paragraph 15.1 of the Schedule has been in place since 2017, in order to ensure that where there is justification from travelling that value for money is ensured via procurement services.

Members emphasised the importance of leading by example, noting that hybrid meetings are the way forward and that reduced travel should be encouraged; however there were concerns that it would be difficult for new Members to get to know each and build relationships without being sat around a table. It was also noted that there is room for improvement in ensuring that Members do not lose connections to meetings due to insufficient bandwidth and other technical issues. Members also noted that they may wish to attend meetings which they are not Members of in order to get a wider perspective of matters that affected their constituents.

Eifion Evans, Chief Executive confirmed that Members would be able to attend such meetings remotely, however they would not be eligible to claim travel expenses to attend meetings that they are not Members of, due to the alternative solutions now being available to them. Council employees have already been challenged to identify savings in this area in order to be able to protect front-line services.

Several Members noted that they do not claim travelling expenses for personal and ethical reasons as it is a privilege to represent their wards; however it was also acknowledged that that in order to promote a diverse Council some Members may need to claim payment, and that encouraging Members to engage with the hybrid system was important in order to ensure that people are not put-off becoming Councillors.

Members also asked about accessing Office 365 via alternative technical devices such as an i-phone and android, and also asked about protocols when attending meetings remotely. It was noted that revised guidance would be issued to all Members.

Following discussion, it was **RESOLVED** to recommend to Council the following amendments, noted in bold below:

- Paragraph 8; bullet point 6 and 7 of the covering report:

“In line with the Local Government and Elections Act 2021, the Council will be holding hybrid meetings which means that not all Councillors will need to be present in the Council Chamber in order to attend meetings. Those that are not members of the respective Committee or are specifically invited to attend, **are encouraged to attend meetings remotely.**

In person attendance at conferences, seminars, external meetings and training events **should liaise with** the Corporate Lead Officer, Democratic Services **in order to ensure that there is provision in the budget and that there is a need to attend in person.”**

- Paragraph 15.1 of the Schedule – No changes were recommended to this paragraph as it has been included in the Members’ Schedule of Remuneration since 2017.
- Schedule 2, Approved duties, first paragraph to be amended as follows, in line with paragraph 8, bullet point 7 of the covering report:

Councillors should liaise with the Corporate Lead Officer: Democratic Services if they intend to claim travelling and expenses costs for in person attendance at conferences, seminars, out of county meetings and training events, **to ensure that there is provision in the budget and that there is a need to attend in person.**

6 Report on protocols for remote attendance and broadcasting of meetings

The Corporate Manager for Democratic Services presented the report to the Committee noting that the Local Government and Elections (Wales) Act 2021 requires councils to make and publish arrangements in relation to hybrid meetings and the broadcasting of proceedings.

It was noted that the Welsh Government are currently consulting on a guidance document relating to the above, and that any amendments resulting from the consultation would be reported via the appropriate channels. In addition, it is expected that the protocols be updated as a result of phase 2 of the installation of the hybrid system.

Members asked the Monitoring Officer if the Standing Orders of the Council would need to be amended, and it was confirmed that this would not be required as the protocols reflect current practices whether attendance is in person or remotely.

Following discussion, it was agreed to recommend that Council approves the protocols, as set out in Appendix A.

7 Forward work programme for 2022/23

Members considered the Forward Work Programme for 2022-23, noting that there will be opportunities for Members to influence the content of the programme during the remainder of the municipal year via the Chairman of the Committee.

- 8 **Any other matter which the Chairman decides is for the urgent attention of the Committee**
None.

**Confirmed at the Meeting of the Democratic Services Committee held
on 16 December 2022**

Chairman: _____

Date: _____

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 16th December 2022

Title: Member ICT Provision of iPads

Purpose of report: To provide information on a request for Councillors to purchase an iPad that would access Council services.

Current Arrangements

Members are currently provided as part of their duties, a laptop, Microsoft O365 software (Email, Word, Excel etc) and full security protection.

This setup provides every Councillor access to all the services they require to undertake their duties and ensures that they are protected from viruses and potential cyber-attacks.

iPads

A request has been made for consideration to be given to give Councillors an option to purchase a Council provided iPad as an additional device for them to carry out their duties.

To provide an iPad to a Councillor to use as an alternative device to access all services would have to be configured to meet the Councils security standards and this would require additional budget to provide the multiple devices. The use of iPads for hybrid meetings and read documents is not possible on a small device and therefore not suitable as the main device.

The option for Councillors to purchase an iPad, they can purchase a variety of devices to support their work in the community and those personal devices can access their Microsoft O365 account through a secure web login that would allow them to store documents and access their emails.

Councillors can add their Microsoft O365 account to any personal device, be it a mobile phone, iPad, Apple Mac, Android tablet or Windows device and make full use of those resources.

We remind Councillors that use of their own devices to access their Authority account of Microsoft 365, they must maintain their device and data security requirements through up to date operating system patching and PIN or Password access to the device, failure to do so may impose restrictions or refuse access to Microsoft O365 resources if basic security expectations are not met.

Recommendation

The Council already provides an ICT solution (laptop and supporting software) that meets the needs of a Councillor under the guidance.

Appendices: None

Background documents: None

Name: Arwyn Morris

Job Title: Corporate Lead Officer: Customer Services

Date: 28.11.2022

CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	16.12.2022
Title:	Diversity in Democracy
Purpose of report:	To consider correspondence received from the Women's Equality Network (WEN) Wales.

Background

The Women's Equality Network (Wales) wrote to Ceredigion County Council on 9 August 2022 offering their support to the Council in becoming a more diverse council (Appendix 1). The letter notes that two councils have hit the 50/50 gender balance mark in the 2022 local elections and that there is an overall increase in the numbers of women councillors elected.

On 23rd September 2021, Ceredigion County Council endorsed the WLGA 'Diversity in Democracy Declaration'. It was agreed to:

- Provide a clear public commitment to improving diversity in democracy
- Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct
- Consider staggering council meeting times and agreeing recess periods to support Councillors with other commitments; and
- Set out an Action Plan of activity ahead of the 2022 local elections

The Council's Diversity in Democracy Declaration was published on the Council's website and promoted via social media, a press-release and a Candidates' Guide for prospective candidates in the Local Elections. This detailed the role of a Councillor, the different Committees, the nomination process etc. The Guide also referred to the contributions the Council can make to the cost of care as well family absence etc. This has also been reinforced by the enabling hybrid meetings to take place which will provide flexibility for those who may have caring or work commitments. A review of meeting times for council meetings will take place shortly, with the views of Councillors sought via consultation.

The number of seats in Ceredigion reduced in 2022 from 42 to 38 following a Wales Boundary Review. Prior to the elections in 2022, Ceredigion County Council had 37 male Councillors (88%) and 5 female (12%) Councillors. Following the Elections, 30 male Councillors were elected (79%) and 8 female Councillors (21%); which equates to a shift of 9%. Following the Lampeter by-election in October 2022, the number of male Councillors stands at 29 (76%), and the number of female Councillors stands at 9 (24%).

Below is a breakdown of all current Councillors by party / group or independent status as of May 2022:

	Number of Councillors	Number (male)	Number (female)	Percentage (male)	Percentage (female)
Plaid Cymru	20	15	5	75%	25%
Liberal Democrats	7	4	3	57%	43%
Independent Members	9	9	0	100%	0%
Labour	1	1	0	100%	0%
Gwlad	1	1	0	100%	0%

Breakdown following the Lampeter by-election:

	Number of Councillors	Number (male)	Number (female)	Percentage (male)	Percentage (female)
Plaid Cymru	21	15	6	71%	29%
Liberal Democrats	7	4	3	57%	43%
Independent Members	9	9	0	100%	0%
Gwlad	1	1	0	100%	0%

Following the elections in May 2022, returning Councillors made up the majority of the Council, with 24 returning Members. Of the 14 new Councillors, 8 are male (57%) and 6 female (43%), which demonstrates a significant move towards meeting the goal of improving diversity in democracy in Ceredigion. The figures following the by-election are as follows: 15 new Councillors of whom 8 are male (53%) and 7 are female (47%)

Below is a breakdown of newly appointed Councillors by party / group or independent status as of May 2022:

	Number of new Councillors	Number (male)	Number (female)	Percentage (male)	Percentage (female)
Plaid Cymru	9	4	5	44%	56%

Liberal Democrats	2	1	1	50%	50%
Independent Members	2	2	0	100%	0%
Gwlad	1	1	0	100%	0%

Breakdown following the Lampeter by-election:

	Number of new Councillors	Number (male)	Number (female)	Percentage (male)	Percentage (female)
Plaid Cymru	10	4	6	40%	60%
Liberal Democrats	2	1	1	50%	50%
Independent Members	2	2	0	100%	0%
Gwlad	1	1	0	100%	0%

The number of candidates that stood for the 2022 elections, including non-contested seats equates to 87. The number of male candidates were 67 (77%), and the number of female candidates were 20 (23%). Including the Lampeter by-election data, the number of candidates that stood for the 2022 elections, including non-contested seats equates to 91. The number of male candidates were 68 (75%), and the number of female candidates were 23 (25%).

Below is a breakdown of candidates by party / group or independent status as of May 2022:

	Male	Female
Plaid Cymru	20	10
Independent	23	3
Liberal Democrats	9	4
Labour	7	2
Green Party	4	1
Conservative	2	0
Gwlad	1	0

No description	1	0
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Breakdown following the Lampeter by-election:

	Male	Female
Plaid Cymru	20	11
Independent	24	3
Liberal Democrats	9	5
Labour	7	3
Green Party	4	1
Conservative	2	0
Gwlad	1	0
No description	1	0

Recommendations: To note the shift towards improving diversity in democracy at Ceredigion County Council

Appendices: Correspondence from The Women's Equality Network (Wales)

Background documents:

Name: Lowri Edwards

Job Title: Corporate Lead Officer: Democratic Services

Date: 26.11.2022

9th August 2022

To:

Cllr. Bryan Davies (Leader) Ceredigion County Council
Cllr. Ceredig Davies, Chair of Democratic Services Committee

CC: Head of Democratic Services

Diversity in Democracy– Maintain the momentum on diversity declarations and action plans

We are writing in respect of the recent local government council elections. Whilst we congratulate two councils (Monmouthshire and Vale of Glamorgan) for hitting the 50/50 gender balance mark in the elections, we are also pleased to see the overall increase in numbers of women councillors elected. However, there is still work to be done to get to 50/50 in all authorities and we would like to support you in becoming a more diverse council.

We believe that the Senedd has set a positive pace towards creating a more equal and diverse Wales in leadership and representation through its support of legally binding gender quotas. Local authorities across Wales have also taken important steps as part of their diversity declarations and action plans published ahead of the 2022 elections. This is a real opportunity to build on the progress made so far, evaluate what has and hasn't worked, and redouble our efforts for diversity in democracy. We want to support your Council in maintaining the positive momentum of the Diversity in Democracy agenda, ensure Local Authorities across Wales are inclusive and welcoming workplaces for all, and get a head start on encouraging greater numbers of diverse candidates for the next elections. We are therefore asking that your council take active steps to consider:

- Providing job-share opportunities in Cabinet and within council staff teams;
- Demonstrating an open and welcoming culture to all;
- Continue hybrid meetings and flexible council meeting times to ensure Diversity of members with due regard to people with protected Characteristics and caring responsibilities;
- agree to recess periods to support councillors' other commitments, disabilities, or caring responsibilities; and
- Setting out an action plan of activity ahead of the next local elections.

As a coalition of organisations in the Diverse5050 Campaign, we wanted to get in touch to offer our support in discussing this process. We can offer support and guidance on a range of areas including mentoring schemes, diversity targets, training, and development. We have significant experience in all these areas and would be happy to discuss this with you in more detail. We also offer a bespoke Women's Rights and Gender Equality training for elected members to help raise awareness of how gender equality impacts on their everyday work.

Also find attached detailed briefings of our research on job share and our myth-busting document on quotas, highlighting the relevance of equal and diverse representation in leadership in Wales especially for women from underrepresented groups.

We look forward to working with you in promoting Diversity in Democracy and achieving our shared ambition to ensure our council chambers better reflect the diversity of the communities they serve.

We are ready and willing to support your council's work on this crucial matter. Please feel free to reach out to us on any queries or ways we can support your work in this regard.

Yours sincerely,

Evelyn James
Diverse5050 campaigner, Women's Equality Network (WEN) Wales

Jess Blair
Director of Electoral Reform Society (ERS) Cymru

Nkechi Dawson
Community Engagement Officer at Race Council Cymru

Selima Bahadur
Programme Manager, Ethnic Minorities and Youth Support Team (EYST) Wales

Our campaign is supported by the following organisations:



Action for Children, Chwarae Teg, Citizens Advice Swansea Neath Port Talbot, Co-production Network for Wales, Cynon Taf Community Housing Group, Disability Wales, Diverse Cymru, Fair Treatment for the Women of Wales (FTWW), Institute of Welsh Affairs (IWA), Llamau, National Federation of Women's Institutes (the WI), Oxfam Cymru, Race Alliance Wales, Social Firms Wales, Stonewall Cymru, Tai Pawb, Together Creating Communities, Welsh Women's Aid.

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 16.12.2022

Title: Attendance at Hybrid Meetings

Purpose of report: To consider a report on the attendance of Councillors following the introduction of hybrid meetings in May 2022

Background

The Local Government and Elections (Wales) Act 2021 requires that principal councils make and publish arrangements for the purpose of ensuring 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.

Following the Local Government Elections in May 2022, a hybrid meetings system was implemented in order to facilitate the requirement of the legislation. The majority of training and workshops have been held remotely in order to minimise the travelling costs associated with attendance in person, the additional time lost as a result of travelling and as a means of contributing to the Council's aim to reduce its carbon footprint to zero by 2030. The introduction of the option to attend remotely further supports efforts by Ceredigion County Council to improve Diversity in Democracy by facilitating opportunities for those that may have other pressures and responsibilities such as childcare, care of dependents, disabilities, work demands etc.

The table in Appendix A provides a breakdown of the method of attendance by Councillors from May 2022 to date. Please note that the final column includes apologies for reasons including attendance at other events on behalf of the Council and absences due to ill-health.

Recommendations: To note the report

Appendices:

Background documents: None

Name: Lowri Edwards

Job Title: Corporate Lead Officer: Democratic Services

Date: 26.11.2022

DATE	MEETING	COMMITTEE MEMBERS	IN PERSON	%	REMOTE	%	APOLS.	%
13.05.22	Council	38	33	87%	1	3%	4	11%
20.05.22	Council	38	34	89%	1	3%	3	8%
25.05.22	Ethics and Standards Committee (incl. Lay Members)	9	7	78%	1	11%	1	11%
27.05.22	Council AGM	38	32	84%	3	8%	3	8%
06.06.22	Governance and Audit (incl. Lay Members)	9	2	22%	6	67%	1	11%
07.06.22	Cabinet	8	5	63%	3	38%	0	0%
08.06.22	Development Management Committee	15	10	67%	2	13%	3	20%
13.06.22	Language Committee	6	3	50%	3	50%	0	0%
15.06.22	Overview and Scrutiny Coordinating Committee	10	5	50%	4	40%	1	10%
17.06.22	Democratic Services Committee	6	2	33%	1	17%	3	50%
21.06.22	Corporate Resources Overview and Scrutiny*	12	5	42%	5	42%	2	17%
30.06.22	Learning Communities Overview and Scrutiny*	12	7	58%	3	25%	2	17%
05.07.22	Cabinet	8	6	75%	2	25%	0	0%
08.07.22	Council*	37	29	78%	5	14%	3	8%
13.07.22	Development Management Committee	15	8	53%	4	27%	3	20%
14.07.22	Licensing Committee	11	6	55%	3	27%	2	18%
26.07.22	Special Meeting of Cabinet	8	6	75%	2	25%	0	0%
27.07.22	Thriving Communities Overview and Scrutiny	13	6	46%	5	38%	2	15%
28.07.22	Healthier Communities Overview and Scrutiny	13	6	46%	4	31%	3	23%
10.08.22	Development Management Committee	15	7	47%	7	47%	1	7%
06.09.22	Cabinet	8	6	75%	1	13%	1	13%
26.09.22	Overview and Scrutiny Coordinating Committee	10	7	70%	1	10%	2	20%
26.09.22	Charity Trustee Committee	10	6	60%	1	10%	3	30%
27.09.22	Governance and Audit	9	3	33%	3	33%	3	33%
27.09.22	Development Management Committee	15	7	47%	2	13%	6	40%
29.09.22	Learning Communities Overview and Scrutiny*	14	4	29%	6	43%	4	29%
03.10.22	Corporate Resources Overview and Scrutiny	12	8	67%	2	17%	2	17%
04.10.22	Cabinet	8	6	75%	2	25%	0	0%
06.10.22	Licensing Committee	11	3	27%	4	36%	4	36%

12.10.22	Development Management Committee	15	9	60%	6	40%	0	0%
13.10.22	Ethics and Standards Committee	9	5	56%	3	33%	1	11%
14.10.22	Special meeting of Coordinating Committee	10	9	90%	0	0%	1	10%
19.10.22	Thriving Communities Overview and Scrutiny	13	5	38%	7	54%	1	8%
20.10.22	Council	38	29	76%	7	18%	2	5%
27.10.22	Healthier Communities Overview and Scrutiny	13	6	46%	6	46%	1	8%
27.10.22	Special Meeting of Coordinating Committee	10	8	80%	0	0%	2	20%
01.11.22	Cabinet	8	6	75%	2	25%	0	0%
23.11.22	Overview and Scrutiny Coordinating Committee	10	7	70%	2	20%	1	10%
24.11.22	Council	38	23	61%	9	24%	6	16%
05.12.22	Language Committee	6	3	50%	1	17%	2	33%
06.12.22	Cabinet	8	6	75%	1	13%	1	13%
TOTAL		596	385	64.6 %	131	21.9 8%	80	13.4 2%

*Reduced attendance prior to by-election

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CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 16.12.2022

Title: Timing of Meetings - Survey

Purpose of report: To consider a report on a proposed Survey of Members in relation to the timing of Meetings

Background

Section 6 of the Local Government (Wales) Measure 2011 requires that all Local authorities undertake a survey of Councillors regarding the timing and frequency of Council meetings at least once during each term of administration. The last survey by Ceredigion County Council was held in 2017/18. The outcome of this survey was as follows:

32 Members responded to the survey (76% of all Members).

The main survey conclusions are as follows:

Timing of meetings

- 87.5% of respondents stated that meetings should continue to be mainly held on Wednesdays and Thursdays;
- 47% of respondents stated that they would prefer Council meetings to start at 10.00am; 38% stated that they would prefer them to start at 9.30am;
- 69% of respondents stated that they would prefer Committee meetings to start at 9.30am.

Recent Developments

The Local Government and Elections (Wales) Act 2021 requires that principal councils make and publish arrangements for the purpose of ensuring 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. Due to the additional time required to set up hybrid meetings and testing the majority of meetings have commenced at 10.00am with the exception of the Governance and Audit Committee which commences at 9:00am. Whilst the 2022/23 survey does include an option for holding meetings during the evening, consideration will need to be given to additional costs associated with keeping the building open and heated for a longer period of time, and additional staffing costs including Democratic Services Officers, ICT support Officers, Facilities Officers, First Aiders and Fire Marshalls before any decision can be made to hold meetings outside of normal working hours. Currently the Harbour Users Groups meet during the evenings, however these meetings are held remotely and do not have an option for attendance in person.

Recommendations: That a survey of Members be undertaken in order to assess their preferences for the timing of meetings, as per Appendix A of the report

Appendices: Appendix A – proposed survey 2022/23

Background documents: Local Government (Wales) Measure 2011

Name: Lowri Edwards

Job Title: Corporate Lead Officer: Democratic Services

Date: 21.10.2022

CYNGOR SIR CEREDIGION COUNTY COUNCIL

DEMOCRATIC SERVICES COMMITTEE – SURVEY OF MEMBERS 2022/23

In accordance with the statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a Local Authority are held.

Q1. Name: _____

Q2a. What weekdays are you available to attend Meetings?

Monday	yes/no
Tuesday	yes/no
Wednesday	yes/no
Thursday	yes/no
Friday	yes/no

Q2b. If you answered NO above, please explain why you cannot attend on those days (e.g. due to any employment commitments, caring responsibilities, age, gender, disability, religious beliefs etc.)

Q2c. Please state in order of preference with 1 being the highest and 5 being the lowest which are your preferred dates for attending meetings?

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Q3a. What times of the day would you prefer the following meetings to start? (please tick ✓ for your preference)

Full Council Meetings:

Morning	9.30am	
	10.00am	
Afternoon	2.00pm	
	2.30pm	
	3.00pm	
Evening	5.00pm	
	5.30pm	
	6.00pm	
	6.30pm	
	7.00pm	

Committee Meetings (Overview and Scrutiny; Development Control; Licensing; Governance and Audit)

Morning	9.30am	
	10.00am	
Afternoon	2.00pm	
	2.30pm	
	3.00pm	
Evening	5.00pm	
	5.30pm	
	6.00pm	
	6.30pm	
	7.00pm	

Q3b. Please explain why you have selected your preferences above and if particular times are not convenient for you (e.g. due to any employment commitments, caring responsibilities, age, gender, disability, religious beliefs etc.)

The findings of the survey will be considered by the Democratic Services Committee with recommendations presented to Council in due course.

Ion CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	16.12.2022
Title:	Member Induction Programme
Purpose of report:	To consider a report on the Member Induction Programme 2022

Background

The Member Induction Programme commenced on 9 May 2022 following the County Council Elections held on 5 May 2022.

The induction Programme contained a total of 36 development activities, which including repeat sessions totalled 42 individual training sessions. The events included generic training for all Members, targeted obligatory training for Members of statutory committees and informative workshops with an aim to provide Councillors with the appropriate training and information to carry out their roles effectively.

Additional training and workshops will be provided early next year to include:

- Corporate Parenting;
- Equalities;
- Risk Management;
- Budget Management;
- Modern Slavery / County Lines;
- Introduction to British Sign Language.

Governance and Audit Training and Data Protection training will also be repeated for new Members and those that were unable to attend the original training.

The activities listed below were all delivered during the period from 10 May 2022 to 25 November 2022. The majority of the training was provided in-house by council officers. The majority of the training was delivered remotely via zoom. A breakdown of attendance to each session is provided in Appendix A.

To supplement the formal training sessions provided, Councillors have access to e-learning programmes that are not compulsory. A Sample of the e-learning programmes available and completion rates are provided in Appendix B.

One-to-one sessions will be held with all Members early next year to identify additional training requirements.

Recommendations:	To note the report
Appendices:	Appendix A – formal training activities Appendix B – e-learning programmes
Background documents:	None

Name: Lowri Edwards
Job Title: Corporate Lead Officer: Democratic Services
Date: 26.11.2022

DATE	TRAINING SESSIONS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
09.05.22 19.05.22 24.06.22 10.10.22	Code of Conduct	In-house	39*	100%
10.05.22	Introduction to the Council	In-house	30*	79%
10.05.22 11.10.22	Information and Data Protection	In-house	30*	79%
23.05.22	Role and Responsibilities of Cabinet Members including effective decision making	In-house	8	100%
24.05.22	Role and Responsibilities of the Ethics and Standards Committee	In-house	2	100%
27.05.22 22.11.22	Development Management Committee Training (open to all Councillors)	In-house	34*	87%
31.05.22 11.10.22	Governance and Audit Committee Member Training	In-house	5	83%
06.06.22	Role and Responsibilities of Political Group Leaders	In-house	6	100%
08.06.22	Role of Overview and Scrutiny Committees	External provider / In-house	25	89%
09.06.22	Chairing Overview and Scrutiny Committees (open to Chairs and Vice-Chairs)	In-house	7	70%
09.06.22	Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board	In-house	7	70%
10.06.22	Welsh Language Standards	In-house	26	70%
14.06.22	Introduction to e-learning	In-house	25	66%
16.06.22	Health and Safety and Lone Working for Elected Members	In-house	24	65%
23.06.22	Wellbeing of Future Generations	In-house	27	73%
04.07.22 13.12.22	Licensing Committee Member Training	External . in-house provider	12	100%
06.07.22 (x 2)	Safeguarding Level 1	In-house	32	86%

10.08.22	Charity Trustee Committee Member Training	In-house	6	60%
30.09.22	Ethics and Standards Protocols	In-house	2	100%
05.10.22	PREVENT	External provider	28	73%
24.10.22 / 25.10.22	VAWDASV	External provider	33	87%
26.10.22	General Finance Budget Training	In-house	32	84%
02.10.22	Welfare Training	In-house	26	68%
08.11.22	Treasury Management Training	External provider	28	73%
10.11.22	Social Media Training	In-house	22	58%

*Attendance by Cllr Hag Harries

DATE	WORKSHOPS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
23.06.22	Workshop - Hywel Dda University Health Board	External provider	20	54%
08.07.22	Workshop - Hydrogen Power	External provider	35	95%
13.07.22	Development Management Workshop	In-house	16	42%
15.07.22	Workshop - Welsh in Education Strategy	In-house	19	51%
10.08.22	Workshop - Self Assessment for Members of Overview and Scrutiny Committee	In-house	6	60%
07.09.22	Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee	In-house	19	51%
08.09.22	Workshop - Eisteddfod	In-house	27	73%
22.09.22	Workshop - CLIC	In-house	28	76%
22.09.22	Workshop - School Transport Policy	In-house	22	59%
28.09.22	Workshop - Housing Register Policy	In-house	20	54%
20.10.22	Workshop - Fire and Rescue Service	External provider	36	95%

Appendix B – e-learning programme (as of 02.11.2022)

E-LEARNING MODULE	TOTAL COMPLETION
Chairing Meetings Effectively	2
Community Leadership and Casework	2
Connect to Kindness	2
Corporate Parenting	2
Data Protection	10
Display Screen Equipment	3
Effective Scrutiny	2
Emergency Rest Centre Training	1
Equality and Diversity - Elected Members	3
Ethics and Standards	3
Governance, Audit and Risk Management	3
Health and Safety	9
Information Security	9
Introduction to Corporate Governance	2
Introduction to Licensing	2
Introduction to Planning	2
Local Government Finance	2
Mental Capacity Act Awareness	1
Planning for Planning Committees	2
Protecting Individuals at Risk of Vulnerability Crimes	2
Public Speaking and Working with the Media	2
Safeguarding Children and Adults - Level 1	9
Social Media Awareness	2
Social Services and Well-Being Act	2
Understanding Autism	2
United Nations Convention on the Rights of the Child	1
VAWDASV (Violence Against Women - Domestic Abuse & Sexual Violence)	8

Well-Being of Future Generations	2
Well-Being of Future Generations Act - Elected Members	2
Welsh Language Awareness	1
Welsh Language Standards	3
Whistleblowing	12

CEREDIGION COUNTY COUNCIL

Report to:	Democratic Services Committee
Date:	16.12.2022
Title:	Annual Review of Members' Training and Development Needs
Purpose of report:	To consider a template and mechanism for reviewing Members' Training and Development Needs

Background

Section 7 of the Local Government (Wales) Measure 2011, re-enforced by the Local Government and Elections (Wales) Act 2021 requires that:

- 1. A local authority must secure the provision of reasonable training and development opportunities for its members*
- 2. A local authority must make available to each member of the authority an annual review of the member's training and development needs*
- 3. The review must include an opportunity for an interview with a person who, in the opinion of the authority, suitably qualified to provide advice about the trained and development needs of a member of the local authority.*

Development Framework for Councillors 2021

The WLGA Development Framework for Councillors in Wales 2021 was developed in conjunction with Democratic Services Officers and Members as a tool to identify priorities for continual personal and professional development and for providing support and training for Members. This framework was considered by the Democratic Services Committee at its meeting on 15 October 2021, where it was resolved to adopt the Development Framework noting that Members would be able to self-evaluate their development needs in accordance with the framework and it was agreed that training would then be tailored to meet those needs.

Learning and Development Plan template

The Learning and Development Plan template attached in Appendix 1 is based upon the agreed Development Framework. Details of various training provided has been pre-populated as a reminder for Members with a section for confirming whether or not the training was attended. It is intended that Members complete the 'Self-Assessment' section by scoring each section from 1 to 4 as follows:

- 1 – no knowledge or experience
- 2 –requires further training and support
- 3 – working towards fully proficient
- 4 – fully proficient

The purpose of this assessment is to identify areas where further training and support may be required. It is not an assessment of the individual. Where Members have assessed their proficiency at levels 1, 2 or 3 they should include a brief description of the support or training required in the following column.

The table is split into several sections. The first section applies to all Members, and the later sections need only be completed if it applies to the individual.

Interview

On completion of the self-assessment, Members will be offered a one-to-one interview with a suitably qualified person. It is proposed that the Corporate Manager: Democratic Services conducts these interviews

Outcomes

On completion of the reviews, the interviewer will draft a report to the Democratic Services Committee providing a summary of further training requirements.

- Recommendations:** To approve
a) the Learning and Development Plan template
b) arrangements for one-to-one interviews
c) a report identifying further training and support required
- Appendices:** Appendix A – Learning and Development Plan template
- Background documents:** Local Government (Wales) Measure
Local Government and Elections (Wales) Act 2021
- Name:** Lowri Edwards
- Job Title:** Corporate Lead Officer: Democratic Services
- Date:** 26.11.2022

LEARNING AND DEVELOPMENT PLAN TEMPLATE

Name of Councillor.....

	Core competency	Self-Assessment of Competency Level (1-4)	Brief Description of Support or Training Required (by reference to core competencies in App A)	Training Provided	Attended yes/no	Date
A1	Understanding the role of the Councillor			Introduction to the Council		10.05.22
A2	Understanding the role of the Local Authority			Introduction to the Council		10.05.22
				Workshop – Hywel Dda Health Board		23.06.22
				Workshop – Welsh in Education Strategy		15.07.22
				School Transport Policy		22.09.22
				Workshop - Housing Register Policy		28.09.22
				Workshop - Fire and Rescue Service		20.10.22
A3	Conduct			Code of Conduct		09.05.22 19.05.22 24.06.22 10.10.22
A4	Corporate Governance			Introduction to the Council		10.05.22
				e-learn – Introduction to Corporate Governance		
A5	Equality and Diversity			Welsh Language Standards		10.06.22
				Equalities Training		12&13.01.23
				e-learn – Equality and Diversity – Elected Members		

A7	Balancing Council and community expectations and responsibilities			e-learn – Community Leadership and Casework		
A8	Audit inspection and regulation			Governance and Audit Committee Training		31.05.22 11.10.22
A9	Work life balance			Workshop – Welfare		02.11.22
A10	Self-Care			Workshop - Welfare		02.11.22
A11	Information and data handling and management			Information and Data Protection		10.05.22 11.10.22
				e-learn – Data Protection		
				e-learn – Information Security		
A12	ICT skills			Workshop - CLIC		22.09.22
A13	Social Media Skills			Social Media Training		10.11.22
				e-learn – Social Media Awareness		
A14	Meeting preparation and participation			Information and Data Protection		10.05.22 11.10.22
A15	Working with the media			e-learn - Public Speaking and Working with the Media		
A17	Working with Officers			Introduction to the Council		10.05.22
A18	Personal Safety			Health and Safety and Lone Working for Elected Members		16.06.22
				e-learn – Health and Safety		
A19	Support for members			Introduction to e-learning		14.06.22
A20	Financial capability			General Finance Budget Training		26.10.22

				Treasury Management Training		08.11.22
				e-learn – Local Government Finance		
A22	Corporate Parenting			Introduction to the Council		10.05.22
				e-learn – Corporate Parenting		
A23	Sustainability			Wellbeing of Future Generations		23.06.22
A24	Safeguarding			Safeguarding Level 1.		06.07.22
				PREVENT		05.10.22
				VAWDASV		24&25.10.22
				e-learn – Safeguarding Children and Adults Level 1		
B1	The role of Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
				Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board.		09.06.22
B2	Policy development and review			Introduction to the Council		10.05.22
B3	Holding the Executive to account			Introduction to the Council		10.05.22
B4	Monitoring performance			Role of Overview and Scrutiny Committees.		08.05.22
B5	Individual Scrutiny Skills			Workshop – Self Assessment for Members of Overview and Scrutiny		10.08.22
				e-learn – Effective Scrutiny		

B6	Engaging the public in Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22
B7	Collaborative Scrutiny			Role of Overview and Scrutiny Committees.		08.05.22

Relevant to Committee Chairs and Vice-Chairs

B8	Committee leadership			Chairing Overview and Scrutiny Committees.		09.06.22
B9	Work programme development and management			Charity Trustee Committee Training.		10.08.22
B10	Meeting preparation and management			Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee		07.09.22
B11	Committee Support			e-learn – Chairing Meetings Effectively		

Relevant to Members of a Statutory or Regulatory Committee

B12	Planning			Development Management Committee Training		27.05.22
				Workshop - Development Management		13.07.22

				e-learn – Introduction to Licensing		
				e-learn – Planning for Planning Committees		
B13	Governance and Audit			Governance and Audit Committee Training		31.05.22 11.10.22
				e-learn Governance, Audit and Risk Management		
B14	Licensing			Licensing Committee Training		04.07.22
				e-learn – Introduction to Licensing		
B15	Democratic Services			Introduction to Committee's Terms of Reference		17.06.22 Committee
B16	Standards			Role and Responsibilities of the Ethics and Standards Committee.		24.05.22
				Ethics and Standards Protocols.		30.09.22
				e-learn – Ethics and Standards		

Relevant to Executive Members						
B17	Collective responsibilities			Role and Responsibilities of Cabinet Members including effective decision making. Media Training.		23.05.22
B18	Portfolio lead					
B19	Working with Scrutiny					09.12.22
B20	Delegated responsibilities					

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Relevant to Council Leadership						
B21	Promoting and managing the reputation of the council (relevant to Council Leadership)			Role and Responsibilities of Political Group Leaders		06.06.22
B22	Leading the vision for the area					
B23	Leading the Council					
B24	Relationships with the Chief Executive and Senior Management Team					

Relevant to Civic Leadership						
B25	Chairing Full Council (relevant to Civic Leadership)					
B26	Representing the Council at Civic Functions					

A separate form should be completed by each Councillor

An assessment should be made by each Councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient, as follows:

- 1 – no knowledge or experience**
- 2 –requires further training and support**
- 3 – working towards fully proficient**
- 4 – fully proficient**

The purpose of this assessment is to identify areas where further training and support may be required. It is not an assessment of the individual.

A Development Framework for Councillors in Wales 2021

This framework outlines the knowledge and behaviours required by Councillors in Unitary Councils in Wales.

It has been developed by Councillors and officers working with the WLGA.

It will be useful for Councils when providing support and training for members and for Councillors to identify their priorities for continuing personal and professional development.

It is not intended to be exhaustive or prescriptive, it can also be locally adapted to reflect the priorities of different councils. The competencies described reflect those that councillors will develop within the role rather than those required to stand for office.

The Framework fits with the *Wales Charter for Member Support and Development*. The Charter provides Councils with a structure for local self-assessment and provision of member development, this framework provides a suggested content for that development.

The framework also fits with the WLGA model role descriptions and the induction curriculum for new members. It takes account of legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

Using the Framework

The Framework includes a range of generic competencies required by all Councillors and separate sections for specific roles on the Council.

For each theme, the framework sets out the information that Councillors need to know, understand, and be able to do (knowledge and skills), together with examples of how they should act (behaviours).

Part A will be useful for all councillors. **Part B** should be used selectively depending on additional specialist roles.

Part A - relevant to all councillors

Fundamentals: A range of general skills required by all members

REF	Requirement	Knowledge and Skills	Effective Behaviours
A1	Understanding the role of the Councillor	The extent and limits of a Councillor's individual responsibilities, and the powers and responsibilities required for governing the Council.	Undertakes the member role effectively in the Council, the community and with partner agencies. Acts proactively to deliver outcomes. Understands when it is and is not appropriate to act for the Ward or in the interests of the whole area.
A2	Understanding the role of the Local Authority	The services delivered by or on behalf of the Council both statutory and discretionary, and the policies, procedures, plans and strategies which underpin them. The division of responsibility between the different tiers of government, the voluntary and health sectors. Collaboration between Local Authorities, different sectors, organisations, and the public.	Works within the scope of the work of the Council and represents this appropriately to the public. Contributes to the development of council plans and strategies and takes decisions in the light of these. Works collaboratively with other public service delivery agencies and the public.
A3	Conduct	The ethical framework that Councillors must work to. The Code of Conduct. The role of the Monitoring Officer, Standards Committee, Local Resolution Protocol. the role of and guidance from the Public Services Ombudsman for Wales.	Always abides by the Code of Conduct. Always declares and defines interests when necessary. Seeks advice from the monitoring officer when necessary.
A4	Corporate Governance	The principles of good corporate governance. How the Council understands and meets the needs of the community ethically, responsibly, and efficiently. The Council's Code of Corporate Governance and approach to risk. The Public Participation Duty to encourage local people to participate in decision making. The decision-making and accountability structure of the Council, including the role and value of Scrutiny. The role of, and relationships between, Cabinet,	Acts effectively across a range of council roles, supporting good corporate governance through seeking the views of the public, taking or scrutinising decisions ethically, and ensuring services are delivered responsibly and efficiently.

		Scrutiny, Full Council, Regulatory and other committees. Joint working between Councils and sectors. Structures including Growth Deals and Corporate Joint Committees.	
A5	Equalities and Diversity	Respect for others and taking decisions based on the principles of equality. Unconscious Bias. The need to take account of the protected characteristics of individuals, - sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity and sexual orientation, in all aspects of council and community work. The needs and views of those who are socio economically disadvantaged. Equalities and diversity law relating to the work of the Council and the role of the Councillor.	Demonstrates equalities values in personal behaviour and Council actions. Takes account of the needs of all members of society. Acts within equality and diversity law. Challenges inappropriate behaviour. Acknowledges and compensates for personal bias.
A6	Civility	Respectful behaviour and what constitutes abuse, harassment, and bullying.	Always treats everyone, officers, members of the public and other members with absolute respect, whether in the Council, community, or political group. Both face to face, in correspondence and on social media. Challenges inappropriate behaviour in others. Supports those suffering abuse, harassment, or bullying.
A7	Balancing Council and community expectations and responsibilities	The distinct responsibilities of a councillor as a member of a corporate body and as a representative of a Ward.	Takes decisions relating to the Council or Ward ethically. Manages both community and council expectations through effective communication.
A8	Audit inspection and regulation	The role of the Audit, Inspection and Regulatory bodies and associated Council processes.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to take decisions, monitor performance, constructively challenge and support the affected services.
A9	Work life balance	Time management principles including prioritisation and delegation. Management of information.	Maintains an effective balance between council, personal life, and other work commitments.

			Managing the time available for Council work to concentrate on the issues with the most significant outcomes.
A10	Self-Care	Well-being, including stress management and personal resilience.	Maintains an awareness of the impact that being a councillor can have on wellbeing. Seeks support and assistance before pressures become stress.
A11	Information and data handling and management	Understanding and interpreting information and data. Handling confidential information. Freedom of Information legislation. Understanding the role of a Councillor as a data handler or controller.	Uses and interprets data to take decisions and monitor and assess performance. Acts competently as a data controller or data handler in different contexts when acting on behalf of the council or in a community leadership role.
A12	ICT skills	Ability to use all 'Office' applications. Email, Word, PowerPoint, Excel. Proficiency in remote working and attending meetings electronically. Standard IT troubleshooting.	Conducts council business and community engagement electronically and remotely as a default approach. Using face to face when possible or more appropriate.
A13	Social media skills	Ability to use Social Media through different platforms and Apps. Appreciation of what content is appropriate. Council Social Media Use policy. Guidance from Council comms teams.	Maintains an effective, positive, and ethical online presence in line with the Council's Social Media Policy.
A14	Meeting preparation and participation	Multi-location meetings, remote, hybrid or face to face. Standing Orders, meeting protocols and etiquette, rules of debate. Public speaking, debating, and asking questions.	Participates effectively in formal and informal meetings both remotely and face to face. Prepares effectively for meetings by reading reports and analysing data. Undertakes personal research and participates in any pre meetings. Contributes to positive meeting outcomes by seeking tangible decisions or actions. Effectively contributes to meetings making points clearly and succinctly. Remains focussed on the business in hand. Understands and applies meeting 'rules'. Seeks guidance from officers and Group Leaders before meetings as appropriate.

A15	Working with the media	Building relationships with the Media Interview skills for TV, radio, the press and online media.	Is a recognised source of credible information for the Media. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the council when appearing on screen or in print.
A16	Self-promotion	Developing a profile in the community through local activities and effective communication and consultation.	Reports on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.
A17	Working with officers	The role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Management Team, Monitoring Officer and Heads of Finance, Legal and Democratic Services. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with officers, recognising boundaries and abiding by the Member Officer Protocol. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to make appointments.
A18	Personal safety	How to protect yourself in the Council, in the community, when travelling and at home and online. Including when lone working, in surgeries or meeting with residents.	Acts proactively to take necessary safety measures. Does not put themselves in harm's way. Asks for support from the Council or Police whenever necessary.
A19	Support for members	The importance of continuous learning. The sources and materials for Councillors' professional development available from the Council. Salaries and allowances. Job sharing opportunities. Family absence.	Proactively seeks out learning and development opportunities. Receives personal development reviews. Identifies support and development needs. Participates in all relevant learning opportunities. Claims allowances and salaries to which they are entitled.
A20	Financial capability	Where Council funding comes from. Financial planning and budget setting. Personal financial skills. The impact of Welfare Reform, Brexit, Austerity and Covid including the vulnerable and those with protected characteristics.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
A21	Interpersonal skills	Self-awareness, and skills in self-management, "good manners" respect. Emotional Intelligence, listening,	Acts in a professional and respectful manner to all people and in all places. Is

		negotiation, conflict management and mediation skills.	self-aware and able to develop and manage relationships both within and outside the Council. Brokers relationships and manages conflict in the community and Council and between the two.
A22	Corporate Parenting	The role and responsibilities of the Councillor as a Corporate Parent.	Takes appropriate corporate responsibility for the welfare of looked after children, actively seeking appropriate information on their situation and progress but not becoming involved in individual casework.
A23	Sustainability	The requirements of the Wellbeing of Future Generations Act. Including the goals for sustainability and the ways of working to meet them.	Works collaboratively and makes decisions with others to make sure that the needs of future generations as well as the current population, are considered. Seeks to prevent any problems happening in the first place.
A24	Safeguarding	The legal requirements, and the responsibilities placed on authorities and individual councillors to protect children and vulnerable adults at risk of abuse, including reporting mechanisms.	Is vigilant, and acts to make sure that children and vulnerable adults are protected from abuse, taking decisions and reporting incidents.

Local Leadership. A range of skills required by all councillors in their role as community leaders

REF	Requirement	Knowledge and Skills	Effective Behaviours
A25	Working with the community	Contacts for local community groups and leaders. Community issues and concerns. Council plans which impact on local issues.	Understands the needs of the local community. Makes sure that the Council acts on behalf of local people. Communicates with the community, individuals, and the council to ensure engagement and understanding of all parties. Works with the community and the Council to find solutions to local problems. Secures funding for local initiatives.
A26	Consultation and engagement	The Public Participation Duty. The local Public Participation Strategy. Different approaches to engagement ranging from communication to co-	Demonstrates positive outcomes because of their effective engagement. Uses a range of communication and consultation tools including social media to

		production set out in the national principles of engagement for Wales. http://www.participationcymru.org.uk/national-principles	understand the needs and views of the community. Works within the national principles of engagement.
A27	The Voluntary Sector	The role, responsibilities, services provided and contacts for the voluntary sector in the area.	Works with voluntary sector organisations. Signposts local people to voluntary agencies who can help them.
A28	Working with community and town councils	The responsibilities of Community and Town Councils, the role of their members. contacts for the Clerk and their forward work programmes. Services transferred or to be transferred to community councils.	Works with community councils to deliver outcomes for the community. Fosters positive relations and active communication with the members of the Community Council and the Clerk.

Casework on behalf of the public

REF	Requirement	Knowledge and Skills	Effective Behaviours
A29	Being accessible to the public	Understanding of, and ability to arrange and publicise opportunities to discuss casework with the public.	Makes themselves available through the most useful means to connect with the greatest number of people. Uses surgeries, street surgeries, informal settings, and social media as appropriate. Takes steps to ensure personal safety. Promises only that which can be delivered.
A30	Managing casework	The availability and use of case management techniques and software. The officers that can help. Council procedures to support Members with casework.	Responds promptly to requests for help. Keeps the people on whose behalf they are working informed of progress. Monitors progress of cases after they have been referred to officers or other agencies. Uses the established referral schemes within the Council.
A31	Signposting	Sources of information and advice within and outside the council of use to all community groups.	Makes links between members of the public and the appropriate source of help in the council or in the community.

Partnership and representation

REF	Requirement	Knowledge and Skills	Effective Behaviours
A32	Work on outside bodies	The capacity in which Members are appointed. For example, Council representative, locality representative, or as an individual. Whether you are a trustee. The role of the outside body. Its status for example company, trust, charity, unincorporated association. The relationship between the Council and the body and any conflicts of interest.	Reports to and from the Council and outside body as appropriate. Represents the views of the Council, personal views, or that of the community effectively and appropriately according to the role. Engages in briefing and training provided by outside bodies. Operates within the relevant Code of Conduct.
A33	Working as a school governor	Education policy. School organisation. The remit of a governor. Principles of conduct for governors. See also School governance Sub-topic GOV.WALES	Oversees the school performance. Challenges the school management as a critical friend. Takes part in governor training.
A34	Working as a member of a community or town council	Community council governance. The role of the community council and its limits. Transfer of assets and services. Protocols between Community or Town Councils and Unitary Councils. See also The Good Councillors Guide - One Voice Wales	Contributes to the governance of the community or town council. Makes links between the Community Council and Unitary Council, Takes part in Community Council training.

Working in the Political environment

	Requirement	Knowledge and Skills	Effective Behaviours
A35	Party policy (if a party member)	Awareness of values and manifestos both nationally and locally.	Balances the needs of local people, Party, Group and Council
A36	Liaison with the UK Government, Welsh Government and the Senedd	Understanding of the functions of the different tiers of government and methods of engagement.	Liaises with local MPs and MS. Brings local issues to the attention of the WG when appropriate.

A37	Party Group membership	Party rules and constituency group structure and policies.	Works effectively and respectfully with Party Group members and officials.
A38	Group discipline	Understanding of the behaviours and conduct required of a group member	Works according to the standards of behaviour required by the Group Leader.

Part B – relevant to councillors undertaking these specialist roles.

Scrutiny

REF	Requirement	Knowledge and Skills	Effective behaviours
B1	The role of Scrutiny	<p>The value of Scrutiny as an essential part of the Council’s corporate governance.</p> <p>The role of the Scrutiny function in: Contributing to better outcomes - driving improvements in services.</p> <p>Better decisions - ensuring that democratic decision making is accountable, inclusive and robust.</p> <p>Better engagement – ensuring that the public is meaningfully engaged in democratic debate about the current and future delivery of public services.</p>	<p>Contributes to the development of forward work programmes.</p> <p>Selects topics where Scrutiny can have most impact.</p> <p>Promotes the work of Scrutiny within the council.</p> <p>Acts in a non-parochial and non-Party Political manner when undertaking Scrutiny.</p>
B2	Policy development and review	General understanding of the policies, plans, services and functions in development or review.	Makes informed and evidence-based recommendations for policy development.
B3	Holding the Executive to account	Understanding of the remit of the Executive in general and items on the Executive Forward Work Programme. Processes for the constructive challenge of Executive decisions and when and how to use the power to call in decisions.	Monitors and constructively challenges the decision-making process of the Executive, in the best interests of the community.
B4	Monitoring performance	Interpreting data, financial information. Risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.	Identifies and challenges poor performance based on evidence, to improve services.

B5	Individual Scrutiny skills	Data handling and research. Meeting preparation for formal and informal scrutiny meetings and groups. Contributing to questioning strategies and asking questions. Active listening.	Prepares thoroughly for every Scrutiny activity and meeting by reading reports, preparing lines of enquiry and undertaking personal research. Contributes to questioning strategies and asks relevant, effective questions. Actively seeks outcomes for every Scrutiny activity.
B6	Engaging the public in Scrutiny	How the Public Participation Duty, to encourage local people to participate in decision making is supported by Scrutiny. Appropriate local individuals and organisations who can contribute to the work of Scrutiny, especially those traditionally excluded.	Raises public awareness of the work of Scrutiny and work programmes. Encourages the public to become involved in the policy and decision-making process through Scrutiny.
B7	Collaborative Scrutiny	Joint Scrutiny - Understanding of the remit and terms of reference of any joint Scrutiny committees. Scrutiny of joint arrangements - the role, responsibilities and accountability of regional bodies, partnerships and organisations outside of the Council which are subject to Scrutiny.	Seeks outcomes from effective joint working with scrutiny members from other authorities, partnerships, and organisations.

Chairing

REF	Requirement	Knowledge and Skills	Effective Behaviour
B8	Committee leadership	An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members, and agencies. Commitment to enabling all committee members to develop skills and participate effectively in meetings.	Promotes the work and value of the committee in the Council and to the public. Works with the committee outside of meetings to make it work more effectively. Communicates with members and officers with an interest in committee proceedings. Builds relationships with the relevant Heads of Service/ Directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.

B9	Work programme development and management	The subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees. Any Council and community priorities which should inform the work programme.	Works with officers and committee members to develop the work plan. Ensures that the work programme takes account of The Executive Work Plan, risks to the Council, other committee programmes, national, regional and local plans and policies, and the expressed needs of the community for services. Makes sure that the committee uses reports from audit, inspection and regulatory bodies.
B10	Meeting preparation and management	Meeting management in a variety of settings and using different channels for physical, hybrid and remote meetings. Broadcasting. Meeting protocols and the rules of debate. Agenda management including fair contributions and time. Public and press participation.	Chairs act clearly and authoritatively to enforce meeting rules and encouraging fair and focussed participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes. Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.
B11	Committee support	The support, appropriate level and variety of information and finances the committee needs to function effectively.	Negotiates and ensures the support required by the committee.

Serving on statutory/regulatory committees

REF	Requirement	Knowledge and Skills	Effective behaviours
B12	Planning	Statutory role of the committee. Planning and rights of way law generally. How to apply the Code of Conduct to planning issues. Declaring interests in Planning.	Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on committees acting in a semi-

		<p>Local Development Planning. Development Management. Sustainable Development principles and legislation including environmental, welfare, future generations, and design considerations.</p> <p>The respective roles of Welsh Government and Local authorities.</p> <p>Environmental impact assessment in a planning context.</p>	<p>judicial role. Transparently adheres to the Code of Conduct. Seeks appropriate professional officer advice, personal development or briefing before taking decisions.</p>
B13	Governance and Audit	<p>Statutory role of the committee. Effective Governance and performance management. The Council's and national performance reporting frameworks. Complaint handling in the Council. Scrutiny of financial performance. Risk Management and the local Risk Management Strategy. The Annual Governance Statement Internal and external audit arrangements. The relative roles of Audit and Scrutiny committees.</p>	
B14	Licensing	<p>Licensing regulations and Licensing policy. Local policies which impact in this area such as the Community Plan and wider considerations for sustainability.</p>	
B15	Democratic Services	<p>The legislative requirements for a Democratic Services committee. National and local requirements for member support and development. Role of the Head of Democratic Services/Monitoring Officer (if separate). Role of and collaboration with the Lead Member/Champion for member support and development. Diversity in Democracy.</p>	
B16	Standards	<p>The law and constitution in relation to conduct. Local resolution protocols. Needs of both County Council and Town and Community Councils for Training in relation to the Code of Conduct.</p> <p>Member behaviour, dealing with reports from Group Leaders and annual reporting</p>	

Executive Members

REF	Requirement	Knowledge and skills	Effective behaviours
B17	Collective responsibility	<p>Developing a collective vision for the Council.</p> <p>The Executive role in enabling public participation within the Public Participation Strategy.</p> <p>Information, good practice and evidence sourcing and handling.</p> <p>Taking decisions collectively.</p> <p>Prioritising issues of most importance to the Authority.</p> <p>Working with other authorities and agencies to secure services for the Council.</p> <p>Working effectively and constructively with the senior management team and Chief Executive.</p>	<p>Works collaboratively to develop the vision for the Council. Ensures the participation of the public in the decision-making process.</p> <p>Takes effective strategic decisions.</p> <p>Ensures the best possible performance of the Council.</p> <p>Guides and enables the performance of the Chief Executive and Senior Management Team.</p>
B18	Portfolio lead	<p>A thorough knowledge of local and national policy relating to the relevant service areas. Effective and respectful joint working with relevant lead officers and Scrutiny chairs.</p> <p>Developing a vision for the portfolio.</p> <p>Integrating the work of the portfolio with the wider Executive programme.</p> <p>High level media skills</p>	<p>Provides political direction to officers in the portfolio area.</p> <p>Is publicly accountable for communication, policy, and performance in the portfolio area. Works with officers to consider issues, priorities and take decisions. Represents the Council in the media</p>
B19	Working with Scrutiny	<p>Valuing and working constructively with Scrutiny, to ensure that the Executive is demonstrably accountable for decisions and takes and reviews decisions which have been rigorously scrutinised.</p>	<p>Actively seeks and values the input of Scrutiny to policy development and performance monitoring.</p>
B20	Delegated responsibilities	<p>The scheme of delegation and process for taking responsibility for decisions under the scheme.</p>	<p>Takes decisions after appropriate research and consultation.</p>

Council Leadership

REF	Requirement	Knowledge and Skills	Effective Behaviours
B21	Promoting and managing the reputation of the council	<p>Acting as an ambassador for the Local Authority.</p>	<p>Effectively represents the Council, ensuring that information about the Council and its services and citizens is communicated positively and with authenticity and integrity.</p>

B22	Leading the vision for the area.	Development of a vision for the Council area or wider region.	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the area.
B23	Leading the Council	Develop a vision for the work, culture and outcomes sought by the Council. Senior Corporate Governance	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the Council. Oversees the delivery of effective corporate governance in the Council.
B24	Relationships with the Chief Executive and Senior Management Team	Advanced communication and relationship building. Understanding of and empathy for the work of the Chief Executive and Senior Officers. Performance management and appraisal of chief officers.	Meets and communicates openly and regularly. Makes expectations clear and provides political leadership. Undertakes performance reviews with senior officers as appropriate.

Civic Leadership

REF	Requirement	Knowledge and Skills	Effective Behaviours
B25	Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement. Remote, hybrid and physical meetings. Broadcast meeting skills.	Effectively and confidently chairs meetings of the full Council through a range of channels. Sets standards and expectations for appropriate behaviour.
B26	Representing the Council at Civic functions	Tact and diplomacy. Advanced public speaking Relationship building.	Demonstrates high level interpersonal communication, and social skills, appropriate to the context.

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