

# Public Document Pack



Cyngor Sir  
**CEREDIGION**  
County Council

Neuadd Cyngor Ceredigion, Penmorfa,  
Aberaeron, Ceredigion SA46 0PA  
[ceredigion.gov.uk](http://ceredigion.gov.uk)

29 November 2024

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held remotely on Thursday, 5 December 2024 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Disclosure of Personal and Prejudicial Interests**
3. **Chair Announcements**
4. **To consider the Minutes of the previous meeting and any matters arising (Pages 3 - 6)**
5. **To consider a report upon proposals in relation to e-learning modules available to all Members (Pages 7 - 12)**
6. **To consider a report upon the protocols for Members of the Public attending Local Authority Meetings in person (Pages 13 - 20)**
7. **To consider items for the Forward Work Programme**
8. **Any other matter which the Chair 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

A handwritten signature in black ink, appearing to read '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 the Democratic Services Committee held remotely via video-conference on Friday, 31 May 2024

**PRESENT;** Councillors Elizabeth Evans (Chair), Councillors Endaf Edwards, Eryl Evans, Gwyn James and Gareth Lloyd

**Officers in attendance:** Elin Prysor and Nia Jones

**(10.00am - 11.00am)**

Councillor Elizabeth Evans, Chair of the Democratic Services Committee gave an outline of the role and function of the Democratic Services Committee. She welcomed Councillor Eryl Evans to her first meeting, and thanked Councillor Caryl Roberts for her contribution to this committee over the past two years.

**1 Apologies**

Lowri Edwards, Corporate Lead Officer, Democratic Services apologised for her inability to attend the meeting due to other Council commitments.

**2 Disclosure of personal / prejudicial interests**

None.

**3 To consider the Minutes of the previous meeting and any matters arising**

It was **RESOLVED** to confirm as true the minutes of the meeting held on 28 February 2024.

Matters arising

Item 4: It was noted that the broadcasting of the Development Management Committee commenced in May 2024.

Item 5: It was noted that a recommendation had been sent to Officers of the Development Management Committee to consider the application of the time-allowance for Councillors representing Multi-Member wards, and that this would be considered as part of the current work being undertaken to review operational procedures by the Task and Finish group. It was also noted that the Protocols for Councillors representing Multi-Member wards had been circulated to the relevant Members.

Item 8: It was noted that the Councillor Guide on Well-being and Personal Safety had been circulated to all Members.

Item 9: It was noted that the Guidance for Chairs/Vice-Chairs on adjourning, suspending or terminating a meeting had been circulated to all relevant Members.

**4 To consider a report on an addition to the Constitution - Part 4 Document D - Cabinet Procedure Rues - Emergency Decisions**

Elin Prysor, Corporate Lead Officer for Legal and Governance presented the report to the Committee outlining the background, and the considerations given to the proposed amendments to the Constitution, which are highlighted in Appendix 1 of the report.

She noted that at the outbreak of the Covid pandemic, it had not been possible to conduct in-person Cabinet meetings for a short period, and that

Records of Urgent Decision Notices signed by the then Leader and Deputy Leader in event of their absence were published on the Council's website.

Advances in technology and legislative changes during this time, facilitated remote meetings which allowed for public meetings to be resumed. Subsequently, it was considered that there was a need for a review the Cabinet Procedure Rules in order to strengthen the Cabinet emergency delegation process within the Constitution.

A proposed amendment was drafted and had been considered by the Constitution Working Group, the Leader and Deputy Leader of Cabinet, Group Leaders and the Leadership Group.

Following discussion, Members noted that the draft text clearly stipulated the separation between the political mandate aspect of Executive decision making, and that of the operational aspects of emergency response which are covered by the Civil Contingencies Act.

It was **RESOLVED** to note the contents of the report, and to recommend that Council approve the addition of the text in Appendix 1.

**5 To consider a report on Chair's Announcements - other Committees**

Nia Jones, Corporate Manager, Democratic Services presented the report to the committee noting that the proposal by the Democratic Services Committee to supersede the 'Personal Matters' item on the Council agenda with 'Chair's Announcements' was approved by Council on 14 December 2023 by a majority vote.

During a subsequent meeting of the Cabinet, Members asked whether this amendment should be extended to include all Committees. She noted that the purpose of this report was to facilitate a discussion, to glean the views of Members of the Democratic Services Committee.

Members noted that there is currently disparity between committees, and that there should be a standard approach across all. They noted that the Council is the appropriate forum for all announcements, and that Members should be encouraged to filter their messages via the Chair of Council and avoid duplication by announcing at other committees also. However, they noted that they did not wish to restrict Members from submitting items for the consideration of the Chair at other committees if they are urgent, for instance noting their condolences following a death.

Councillor Elizabeth Evans noted that the Chair does have discretion in terms of the announcements, and it was agreed by all Members that Councillors should notify the Chair in advance of the meeting of any urgent matters that they wish to include, as per the Council meeting.

Following discussion is was **REOLVED** to recommend to Council that:

- The protocol for Chair Announcements is replicated by the Cabinet and all other Committee structures, and that the relevant Chairs are ably to apply their own discretion where there are exceptional

circumstances, and that Chairs are notified of all announcements in advance of the meeting.

**To consider the Democratic Services Committee Annual Report**

Nia Jones, Corporate Manager, Democratic Services presented the report to the Committee, noting that subject to comments by Members of the committee, the report will be presented to Council during its meeting on 17 July 2024.

Members thanked the Officers for preparing the Annual Report that is attractive and easy to read. Councillor Elizabeth Evans also thanked Members of the Committee for all their hard work during the year which has contributed to the delivery of this report.

**7 To consider items for the Forward Work Programme**

A report on the guidance for Members representing External Bodies will be presented at the next meeting of the Democratic Services Committee.

**8 Any other matter which the Chairperson decides is for the urgent attention of the Committee**

None.

**Confirmed at the Meeting of the Democratic Services Committee held  
on 5 December 2024**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Democratic Services Committee</b>
<b>Date:</b>	<b>05.12.2024</b>
<b>Title:</b>	<b>e-learning modules</b>
<b>Purpose of report:</b>	<b>To consider the proposals in relation to e-learning modules available to all Members</b>

### **Background**

In addition to the 100+ face-to-face training sessions provided to all Members, Ceredigion County Council provide a platform of 57 e-learning modules that are available to all employees and Members. Of these, employees are required to complete 9 mandatory modules, namely:

- Equality and Diversity
- Fraud Awareness and Code of Conduct
- Health and Safety
- Protecting Personal Data
- PREVENT
- Safeguarding Children and Adults – Group A
- VAWDASB (Violence Against Women – Domestic Abuse and Sexual Violence)
- Welsh Language Awareness
- Whistleblowing

Employees also complete the modules that are relevant to their individual roles / areas of interest, for example 'Food Hygiene' or 'Infection Prevention and Control'.

Whilst all of these courses are accessible to Members, some are more relevant than others, and as a comprehensive suite of face-to-face training is provided to Members, the e-learning modules may be viewed as supplementary or as reinforcement of the detailed learning received.

### **Prioritisation of the e-learning modules.**

The e-learning modules listed in Appendix A have been categorised as follows:

- Mandatory
- Priority
- Desirable
- (Non-essential)

### **Mandatory**

As noted above, there are 9 mandatory modules that all employees are required to complete. Of these, 6 are mandatory for Members also. They include:

- **Health and Safety** (renew every 3 years)
- **PREVENT** (under development)

- **Protecting Personal Data** (renew every 2 years)
- **Safeguarding Children and Adults – Group A** (renew every year)
- **VAWDASV** (renew every 3 years)
- **Whistleblowing** (renew every 3 years).

It is proposed that the following module are also included as mandatory for Members:

- **Corporate Parenting;**
- **Equality and Diversity – Elected Members;**
- **Social Media Awareness** (this has been included due to a request from the Ethics and Standards Committee that all members who use social media complete this module).

It is therefore proposed that a total of 9 modules are mandatory for members. As mandatory modules, reminders will be sent to Members asking them to complete the training.

### **Priority**

A package of 17 All Wales Elected Members Modules have been developed specifically for Elected Members. These modules should be completed by all members once every election cycle by new and returning members. Three of these, marked with an Asterix have been included in the Mandatory list above.

- Introduction to Corporate Governance
- Ethics and Standards
- Equality & Diversity for Elected Members\*
- Welsh Language Standards
- Community Leadership and Casework
- Local Government Finance
- Social Media Awareness\*
- Effective Scrutiny
- Charing Meetings Effectively
- Governance, Audit and Risk Management
- Well-Being of Future Generations Act – Elected Members
- Introduction to Planning
- Planning for Planning Committees
- Social Services and Well-Being Act
- Corporate Parenting\*
- Introduction to Licensing
- Public Speaking and Working with the Media
- 

In addition, it is proposed that the following two modules are also included in the Priority list. This means that it is highly recommended that Members complete these 16 modules, however they are not mandatory, therefore reminders will not be sent if modules have not been completed. They include:

- **Data Protection** (not a mandatory module for employees but this modules has been included due to relevance for all Members as Data Controllers);



- **Welsh Language Awareness** (this is also a mandatory module for employees).

### **Desirable**

5 modules are included in this list. The aim of this listing is to differentiate between the modules that are relevant to members, and those that are not. It is recommended that Members complete the training that is relevant to their role, such as 'Chairing Meetings Effectively' or 'Effective Scrutiny'. Appendix A provides information regarding the modules where face-to-face training is also required. They include:

- Ask & Act - Children & Young People
- Connect To Kindness
- Display Screen Equipment
- Information Security
- Protecting Individuals at Risk of Vulnerability Crimes

### **Non-essential**

The remaining 27 e-learning modules are non-essential, however they are accessible to members, should they have a specific interest in the relevant field, or wish to learn more about the topic in question. They include:

- Autism - Understanding Effective Communication
- Cleaning in the Workplace
- Direct Payment Recipients – Be Data Aware
- Emergency Rest Centre Training
- Equality and Diversity\* (*note, there is a module specific to members included in the mandatory list*)
- First Aid Awareness for Personal Assistants
- Fleet Driver Training
- Food Hygiene
- Fraud Awareness and Code of Conduct for Local Authority Staff
- Health and Safety in the home for Personal Assistants
- Identifying Mental Health Difficulties in Children and Young People
- Infection Prevention and Control
- Introduction to Care and Personal Care
- Manual Handling of Objects
- Manual Handling of People for Care Workers
- Mental Capacity Act Awareness
- PREVENT for Schools
- Risk Management
- Safe Administration of Medicines
- SCaN – See, Check, Notify
- Unconscious Bias for Teachers
- Understanding ADHD
- Understanding Assessment and Autism
- Understanding Autism
- Understanding Tourette Syndrome
- United Nations Convention on the Rights of the Child
- Well-Being of Future Generations (*note, there is a module specific to members included in the desirable list*)

**Recommendation:**

To recommend that Council approves that:

- a) The following e-learning modules are mandatory, for completion by all members
  - Health and Safety
  - PREVENT
  - Protecting Personal Data
  - Safeguarding Children and Adults – Group A
  - VAWDASV
  - Whistleblowing
  - Corporate Parenting
  - Equality and Diversity – Elected Members
  - Social Media Awareness
  
- b) The following e-learning modules are a priority, and that all members should aim to complete them
  - Introduction to Corporate Governance
  - Ethics and Standards
  - Welsh Language Standards
  - Community Leadership and Casework
  - Local Government Finance
  - Effective Scrutiny
  - Charing Meetings Effectively
  - Governance, Audit and Risk Management
  - Well-Being of Future Generations Act – Elected Members
  - Introduction to Planning
  - Planning for Planning Committees
  - Social Services and Well-Being Act
  - Introduction to Licensing
  - Public Speaking and Working with the Media
  - Data Protection
  - Welsh Language Awareness
  
- c) The categorisation of modules listed as desirable

**Appendices:**

Appendix A, list of e-learning modules and categorisation.

**Background documents:**

None

**Name:**

Lowri Edwards

**Job Title:**

Corporate Lead Officer: Democratic Services

**Date:**

8 November 2024

<b>COURSE TITLE</b>	<b>FACE-TO-FACE TRAINING ALSO PROVIDED</b>	<b>MANDATORY (M), PRIORITY (P), DESIRABLE (D), NONE (N)</b>
Ask & Act - Children & Young People	✓	D
Autism - Understanding Effective Communication		N
Chairing Meetings Effectively	✓	P
Cleaning in the Workplace		N
Community Leadership and Casework		P
Connect To Kindness		D
Corporate Parenting	✓	M
Data Protection	✓	P
Direct Payment Recipients – Be Data Aware		N
Display Screen Equipment		D
Effective Scrutiny	✓	P
Emergency Rest Centre Training		N
Equality and Diversity		N
Equality and Diversity - Elected Members	✓	M
Ethics and Standards	✓	P
First Aid Awareness for Personal Assistants		N
Fleet Driver Training		N
Food Hygiene		N
Fraud Awareness and Code of Conduct		N
Governance, Audit and Risk Management	✓	P
Health and Safety	✓	M
Health and Safety in the home for Personal Assistants		N
Identifying Mental Health Difficulties in Children and Young People		N
Infection Prevention and Control		N
Information Security	✓	D
Introduction to Care and Personal Care		N
Introduction to Corporate Governance	✓	P
Introduction to Licensing	✓	P
Introduction to Planning	✓	P
Local Government Finance	✓	P
Manual Handling of Objects		N
Manual Handling of People for Care Workers		N
Mental Capacity Act Awareness		N
Planning for Planning Committees	✓	P
PREVENT	✓	M
PREVENT for Schools		N
Protecting Individuals At Risk of Vulnerability Crimes	✓	D
Protecting Personal Data	✓	M

Public Speaking and Working with the Media	✓	P
Risk Management	✓	N
Safe Administration of Medicines		N
Safeguarding Children and Adults - Group A	✓	M
SCaN		N
Social Media Awareness	✓	M
Social Services And Well-Being Act		P
Unconscious Bias for Teachers		N
Understanding ADHD		N
Understanding Assessment and Autism		N
Understanding Autism		N
Understanding Tourette Syndrome		N
United Nations Convention on the Rights of the Child	✓	N
VAWDASV (Violence Against Women - Domestic Abuse & Sexual Violence)	✓	M
Well-Being of Future Generations		N
Well-Being of Future Generations Act - Elected Members	✓	P
Welsh Language Awareness	✓	P
Welsh Language Standards	✓	P
Whistleblowing	✓	M

## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 05.12.2024

**Title:** Draft protocol upon members of the public attending Local Authority Meetings in person

**Purpose of report:** To consider the draft protocol, and make recommendations to Council

### **Background**

A request was received from Members to produce a draft protocol for consideration by Members of the Democratic Services Committee in relation to Members of the public attending Local Authority Meetings in person at the Council Chamber in Penmorfa.

Democratic Services Officers consulted the Health and Safety Team for advice regarding fire exits and capacity, and a draft protocol was shared with the H&S team for their comments.

The draft protocol considers the current legislation, and alternative methods of attending and viewing committee meetings. It also considers the privacy for members of the public, capacity translation facilities, councillor safety and conduct.

The draft protocol has also been shared with Dyfed-Powys Police for comment and they have confirmed that they are satisfied with its content and that it covers all relevant areas.

Officers also reviewed practices elsewhere, including the Senedd and the UK Parliaments. It was noted that some organisations required pre-booking, however it was felt that Democratic Services Officers do not have the capacity to manage a booking system, whilst setting up the hybrid system and the live-streaming immediately prior to the meetings.

### **Recommendation:**

To recommend that Council approves the draft protocol for members of the public attending Local Authority Meetings in public

### **Appendices:**

Appendix A, draft protocol

### **Background documents:**

None

### **Name:**

Lowri Edwards

### **Job Title:**

Corporate Lead Officer: Democratic Services

**Date:**  
8 November 2024



# Protocol for Members of the Public attending Local Authority Meetings in person

## October 2024

<b>Fersiwn: Version</b>	<b>Dyddiad: Date</b>	<b>Natur y diweddariad: Nature of update:</b>
V1	17/09/2024	First draft
V2	02/10/2024	Second draft following advice from Health and Safety
V3	02/10/2024	Third draft following comments received from the Monitoring Officer
V4	15/10/2024	Fourth draft following comments from the Leadership Group

## Content

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## **Introduction - Purpose of document**

The purpose of this document is to set out the provisions and arrangements for members of the public attending Council meetings that are open to the public, as well as the correlating reciprocating expectations.

### **1. Methods of Attendance**

Ceredigion County Council has adopted a protocol for multi-locations meetings which sets out the arrangements in terms of members of the public attending meetings of the Council that are open to the public.

Meetings of the full Council, Cabinet and Development Management Committee are broadcasted during the meeting and recorded for viewing at a later date. All other Committees of the Council that are open to the public can be viewed remotely by requesting a link.

Members of the public and press can attend all Committee meetings that are open to the public in person at the Council Chamber.

### **2. Provision of a physical public gallery and press gallery**

The Local Government and Elections (Wales) Act 2021 paragraphs 15.67 guidance stipulates that:

Where a relevant authority decides that physical arrangements will be made for certain meetings or classes of meetings, a multi-location meetings policy will need to determine what those arrangements will be. They may include:

- The availability of a meeting room which is publicly accessible, along with the provision of a physical public gallery (and press gallery);  
.....

Although all meetings of the Council that are open to the public can be accessed electronically, Ceredigion County Council also provides a public area in the Council Chambers at Penmorfa, Aberaeron where the public can view the meeting.

### **3. Privacy for Members of the Public attending in person.**

At the commencement of meetings, the Chair reminds everyone present that members of the public seated in the public area, will not be visible to those attending meetings remotely, or during live-streaming or subsequent recordings, with the exception of those that have been given prior permission to address Overview and Scrutiny Committees or the Development Management Committee.

However, in order to provide a guarantee of this assurance, members of the public must remain within the public area prior, during and after the termination of the meeting.

#### **4. Capacity**

Attendance in person may be subject to a restriction on numbers due to limited spaces, health and safety regulations, and any legislative requirements that may be in place at that time such as social distancing rules. Priority will be given to Committee Members, Officers presenting or advising on reports, facilitating officers, translators and members of the public addressing the committee.

Ceredigion County Council reserves the right to refuse entry to those not on the priority list if the Council Chamber has reached its capacity. There are no arrangements for booking a seat in the public area in advance of the meeting, therefore spaces are allocated on a first come, first served basis.

The total capacity figure for the Council Chamber as calculated by the Health and Safety Team, based upon fire exits is 100. There are 73 units with mics and camera located in the Members' area, specifically for Councillors, Officers and members of the public provided with prior permission to address committees. 2 further units are allocated within the translation booth for translators. The remaining capacity of 25 are allocated to the public area. At present, there are 9 fixed seats which are located in the public area, and an additional 16 seats are provided (or spaces if required for wheelchair access), which are located immediately in front of the public area, when required.

#### **5. Attendance by individuals under the age of 16**

Any person under the age of 16, attending a meeting in person must be accompanied by an appropriate adult, or local authority staff and must be supervised at all times. Children should not be allowed to roam through the Chamber, or roam/play in the area outside the Chamber/public toilets or unsupervised in any other internal or external areas including the car park and access road to Penmorfa.

#### **6. Translation**

A translation facility is provided to Members of the public when attending remotely (by selecting the English channel via zoom) or in person. However, there are a limited number of translation headsets available in the public gallery area, and priority will be given to those taking part in the meeting.

If a member of the public wishes to use the headsets provided, they should raise their hand to draw the attention of the translation team, who will assist them.

#### **7. Councillor safety**

Members of the public may **only** access the public area of the Council Chamber. They should not enter the Councillors' meeting area before, during or after a Council meeting or approach a Councillor or Officer during the meeting to discuss matters on the agenda. Members of the public must not sit/stand immediately behind any Councillor.

If a member of the public enters this area, they may be asked to leave the Council Chamber. Similarly, if the behaviour of a member of the public is deemed to be threatening, dangerous or if it is deemed that they are interfering with the elected Members' ability to carry out their duties, they may be asked to leave the Council Chamber.

## **8. Terminating filming of the Meeting**

The Chair has the discretion to terminate or suspend filming, if, in his/her opinion continuing to do so would prejudice the proceedings or that continued filming might infringe the rights of any individual.

## **9. Exclusion of Public and Press**

There are times when council meetings are not open to the public, when confidential, or "exempt" issues (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. Members will be reminded that the item is an exempt report and if they wish to discuss the content of the exempt report, members of the public and press will be asked to leave the Council Chamber if attending in person, or to leave the meeting if attending remotely.

## **10. Removal of member of the public or clearance of part of the meeting room**

The Ceredigion County Council Constitution stipulates that:

### ***"20.1 REMOVAL OF MEMBER OF THE PUBLIC***

*If a member of the public interrupts proceedings, the Chairperson will warn the person concerned. If they continue to interrupt, the Chairperson will order their removal from the meeting room or their removal from the online platform by which they are accessing the meeting from another location.*

### ***20.2 CLEARANCE OF PART OF MEETING ROOM***

*If there is a general disturbance in any part of the meeting room open to the public, the Chairperson may call for that part to be cleared. If there is a general disturbance on the online meeting platform, the Chairperson may call for the online meeting platform to be muted, temporarily suspended or closed"*

If a member of the public has been asked to leave the meeting, and continue to cause disruption from immediately outside the Council Chamber, they will be asked to leave the premises.

## **11. Conduct in, and in the vicinity of meetings**

Members of the public must abide by the capacity specifications outlined above, and cannot insist that they may attend the meeting, if the total capacity for the Council Chamber has been met, or cause disruption from outside the Council Chamber, or to any other member of staff outside of the Council Chamber.

All electronic devices, such as mobile phones, laptops and pagers must be switched to silent.

The Chairperson will use his discretion when considering the type of behaviour that is unacceptable. This may include, but is not limited to:

- Disruption of the meeting either physically or verbally;
- Speaking loudly, shouting, clapping or otherwise disrupting the meeting;
- Interfering with the Council's proper conduct of its business;
- Indecent or grossly offensive comments;
- Abuse, harassment or intimidation of Councillors or Officers prior or during the meeting;
- Physical abuse of any Councillor or Officer (any such behaviour will also be reported to the Police);
- Threats of harm, threatening behaviour during or prior to the meeting;
- Distribution of misinformation including malicious communications prior or during the meeting;
- Display of graphic images that aim to cause distress or anxiety;
- Damage to council property, or private property belonging to Councillors or Officers (any such behaviour will also be reported to the Police);
- Behaviour which causes offence to other visitors,
- Bringing food or drinks into the meeting;
- Using e-cigarettes during the meeting;
- Taking photographs during the meeting;
- Behaviour that would suggest that an individual is the influence of alcohol or drugs.