

# Public Document Pack



Cyngor Sir  
**CEREDIGION**  
County Council

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

21 February 2024

Dear Sir / Madam

I write to inform you that a Meeting of the Democratic Services Committee will be held remotely on Wednesday, 28 February 2024 at 10.00am 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 any matters arising (Pages 3 - 6)**
4. **To consider a report on a discussion paper for live-streaming of additional committees (Pages 7 - 8)**
5. **To consider a report on a draft Protocol for Councillor Representing Multi-Member Wards (Pages 9 - 14)**
6. **To consider a report on the findings of a survey upon research facilities (Pages 15 - 18)**
7. **To consider a report on the progress of the Member Induction Programme 2022 and ongoing training (Pages 19 - 26)**
8. **To consider a report on Well-being and Personal Safety - a Guide for Councillors (Pages 27 - 38)**
9. **To consider items for the Forward Work Programme**
10. **Any other matter which the Chairperson decides is for the urgent attention of the Committee**
11. **Supplementary Agenda item – To Consider a report on the Draft Guidance of r Chairs / Vice-chairs on adjourning, suspending or terminating a meeting and for consideration of exempt items.**

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', written in a cursive style.

**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 Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via  
video conference on Wednesday, 20 September 2023**

**PRESENT:** Councillor Elizabeth Evans (Chair), Councillors Endaf Edwards, Gwyn James, Gareth Lloyd, Caryl Roberts and Mark Strong.

**Officers in attendance:** Lowri Edwards, Nia Jones, Elin Prysor

(10.00am - 10.47am)

**1 Apologies**  
None.

**2 Disclosure of personal / prejudicial interests**  
None.

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

It was **RESOLVED** to confirm as true the minutes of the meeting held 9 June 2023.

Matters arising

Members queried the timeline for implementation of multi-location meetings, and it was confirmed that the report will be presented to the Constitution Working group later this month, followed by Council, and that it is anticipated that it will be implemented from December 2023.

**4 To consider a report on amendments to the Democratic Services Committee Terms of Reference**

The Corporate Lead Officer for Democratic Services presented the report to Committee, noting that the amendments are proposed in order to reflect the wording of the Local Government and Elections (Wales) Act 2021, however this will not impact upon the role of the Committee.

Members noted that the legislation requires that the committee meets at least once annually, however they were pleased that the guidance states that Ceredigion County Council continue to aim to hold meetings at least 3 times a year.

It was **AGREED** to recommend the proposed amendments to Council.

**5 To consider a report on proposals to conduct a survey of all Councillors in relation to research facilities**

The Corporate Manager, Democratic Services presented the report to Committee noting that the Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales, recommends that the Democratic Services Committee should consider the provision of Research Support and Services for Councillors by identifying the baseline of support which is already available, then work with members to identify how this support and its parameters could be developed over time. This is not a statutory

requirements, however the guidance does suggest that the Democratic Services Committee 'should consider' this.

Members noted the current base-line support listed in Appendix A, and the proposed Member survey included in Appendix B, recommendation that details of the training and workshops provided is also included. It was also noted that training by Data Wales on 'Understanding and Using Data' has been scheduled during the next few weeks, and that it would be fitting for the survey to be conducted following the training.

It was **AGREED** to request that Officers survey Councillors in relation to the baseline support currently available to members and any additional support required.

**6 To consider a report on amendments to the Ceredigion County Council Petition Scheme to include e-petitions**

The Corporate Manager, Democratic Services presented the report to Committee noting that the Local Government and Elections (Wales) Act 2021 places a duty on local authorities to set out a petition scheme, to include electronic petitions. A draft revision Document O of the Council's Constitution was presented for consideration.

Members queried the rationale for the duration of petition schemes, and it was noted that the regulations do not stipulate a timeframe; however a maximum period of 3 months would allow for matters to be notified to Cabinet in a timely manner.

Members also queried the role of Overview and Scrutiny on receipt of petitions. It was noted that not all petitions would meet the criteria for consideration by an Overview and Scrutiny Committee; however information relating to petitions would be available on the Council's website and reported in Cabinet agenda and minutes and that Chairs of Overview and Scrutiny Committees may decide to discuss any matters that arise that is of relevance and interest to their committees.

It was **AGREED** to make recommendations to the Constitution Working Group in relation to the proposed amendments.

**7 To consider a report on the proposed WLGA Self-Assessment Framework**

The Corporate Lead Officer, Democratic Services presented the report to committee noting that the WLGA are currently consulting upon the draft Member Support and Development Self-Assessment Framework to supersede the current Charter.

Members noted that they were confident that Ceredigion County Council met the majority of the requirements as set out in the self-assessment framework, and did not propose any amendments to the draft document.

**8 Discussion upon a review of live-streaming additional meetings**

Councillor Gareth Lloyd led a discussion upon increasing the number of meetings that are recorded, or live-streamed as they provide an important historical record, and provide an opportunity for considerations to be reviewed at a later date.

It was noted by Officers that current live-streaming of Council and Cabinet meetings on the Council's Facebook pages are available as recordings.

It was however noted that supporting live-streaming of meetings are currently extremely resource intensive. Once ongoing issues with the hybrid system have been resolved, Ceredigion County Council plans to transfer live-streaming from Facebook to a link provided on the Council's website via the Modern.gov meeting management system. The system would need to be trialled before full implementation; however it would allow for the technical management of meetings to be transferred from ICT to Democratic Services, with an aim to gradually increase the number of meetings that are available to view via the Council's website.

It was noted that a report would be presented to the next meeting of the Democratic Services Committee on 8 December 2023 outlining the proposed developments. Members noted that their priorities in relation to an expansion to the current arrangements include the Development Management and Overview and Scrutiny Committees.

**9 To consider items for the forward work programme**

- a) Recording / live-streaming of additional committees;
- b) Guidance for Multi-Member Wards
- c) Councillor Wellbeing and Personal Safety protocol

**10 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 8 December 2023**

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

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

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## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Discussion Paper for live-streaming of additional committees

**Purpose of report:** To consider the discussion paper

### **Background**

Ceredigion County Council currently broadcasts the proceeding at all Council and Cabinet meetings. This exceeds the current requirements of the Local Government and Elections (Wales) Act 2021, which relates to principal Council meetings. These meetings are currently broadcasted via the Council's Facebook sites, which is extremely resource intensive as it required an ICT officer to attend all meetings remotely in order to facilitate the live-streaming to both the Ceredigion County Council Facebook site (which provides a broadcast with translation) and to the Cyngor Sir Ceredigion Facebook site (which provides a broadcast without translation).

In October 2023, ICT and Democratic Services Officers carried out tests to the live-streaming components of the hybrid meeting management system to ensure that it was able to meet the requirements for broadcasting before the system went live. The testing was successful, however it will require some further development by ICT to ensure that the sharing presentation functionality of the process works. Once this has been completed the Democratic Services Officers will be able to manage the broadcasting without additional support from ICT Officers. This in turn will provide an opportunity to increase the number of committee meetings that are broadcasted live and available for a specified period after the meeting, without the need for ICT Officers to be present.

During its meeting dated 20 September 2023, Members of the Democratic Services Committee requested that consideration as to the live-streaming of additional committees was included on the forward work programme. This paper has been drafted to promote discussion by Members of the Democratic Services Committee as to the priority and schedule for extending this provision in a phased approach.

Feedback received from other Local Authorities in Wales recommend that the Monitoring Officer or his/her Deputy are present in all meetings being broadcasted. Consideration has therefore been given to the capacity of the Monitoring Officer and Deputy to attend meetings and the recommendations reflect this.

### **Recommended schedule for additional broadcasting**

Council	Broadcasting provision already in place
Cabinet	Broadcasting provision already in place

Development Management Committee To commence broadcasting from May 2024

**Recommendations:**

For Members of the Democratic Services Committee to consider, and to make recommendations to the Council regarding extending the broadcasting to include additional committee meetings.

**Appendices:**

**Background documents:**

Statutory and Non Statutory Guidance for Principal Council in Wales

**Name:**

Lowri Edwards

**Job Title:**

Corporate Lead Officer: Democratic Services

**Date:**

29.12.2023



## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Draft Protocol for Councillors Representing Multi-Member Wards

**Purpose of report:** To consider the draft protocol

### **Background**

The Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales stipulates that if functions are delegated to Councillors within the same ward, councils may wish to produce guidance and support aimed at ensuring decisions undertaken in wards are co-ordinated and complementary in improving outcomes for local people.

The aim of the Draft Protocol is to set out clear guidance and protocols for Councillors and affected residents in Multi-Member Wards in order to avoid confusion and duplication of effort.

It is noted however that the Development Management Committee – Operational Procedures (Part 4 Document I) stipulates:

*Those who do speak will be allowed a maximum period of 5 minutes each to speak. This includes:*

- *Applicant/Agent*
- *Objector*
- *Town and Community Council representatives*
- *Local ward Member*

It is therefore proposed that the Democratic Services Committee recommends that Members of the Development Management Committee consider via a workshop, whether the 5 minutes allowed for Local Ward Members is shared, or 5 minutes each.

### **Recommendations:**

- a) **To approve the Draft Protocol for Councillors Representing Multi-Member Wards for circulation to all Councillors**
- b) **To recommend that Members of the Development Management Committee considers the wording of the Development Management Committee – Operational Procedures, Part 4 Document I**

### **Appendices:**

None

### **Background documents:**

Statutory and Non Statutory Guidance for Principal Council in Wales

**Name:**

Lowri Edwards

**Job Title:**

Corporate Lead Officer: Democratic Services

**Date:**

22.01.2024



# **Protocol for Councillors Representing Multi-Member Wards**

**April 2023**

## **Introduction**

The Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales stipulates that if functions are delegated to councillors within the same ward, councils may wish to produce guidance and support aimed at ensuring decisions undertaken in wards are co-ordinated and complementary in improving outcomes for local people.

## **Ceredigion Multi-Member Wards**

There are currently 34 electoral wards in Ceredigion, represented by 38 councillors. The following wards are represented by two Councillors:

- Aberporth and Y Ferwig
- Aberystwyth Morfa a Glais
- Aberystwyth Penparcau
- Beulah and Llangoedmor

## **Collaboration between councillors representing the same ward**

Those representing multi-Member Wards may be from the same or different group; however all elected members have the same status when it comes to representing their wards, and members should not identify themselves as the sole representative for that ward.

An individual constituent has the right to approach either or both the elected members representing their ward, and there may be circumstances where Members may decide to work together when campaigning or lobbying on ward-specific matters, to share ideas or concerns regarding issues and to ensure a unified approach to the public. They may also decide to share the workload, and to provide an element of mentoring for newly elected Members. This can be done informally by means of regular meetings or conversations. It can also reduce the potential of duplication of effort especially where the same matters could be referred to an appropriate Council Service twice. Alternatively, Members of multi-Member wards may wish to refer cases to each other due to a conflict of interest, or to cover each other during absences such as holidays or illness.

There may be circumstances where Members are unable to work together on specific matters due to political differences; however they may wish to contact each other as a matter of courtesy when dealing with major local matters.

## **Legislation relating to the disclosure of personal information**

Members should however be aware of legislation which governs the sharing of information. The Information Commissioner's Office 'Advice for elected and prospective councillors: Data Protection Act' states that:

*'The councillor will only be allowed to disclose to the other ward councillor the personal information that is necessary:*

- *To address the resident's concerns;*
- *Where the particular issue raises a matter which concerns other elected members in the same ward; or*

- *Where the resident has been made aware that this is going to take place and why it is necessary.*

*If a resident objects to a use or disclosure of their information, their objection should normally be honoured.*

*The councillor should not pass on personal information which is not connected to the resident's case.'*

<https://www.local.gov.uk/sites/default/files/documents/The%2BGeneral%2BProtection%2BData%2BRegulation%2B%28GDPR%29%2B-%2BGuidance%2Bfor%2BMembers.pdf>

### **Considerations as to which Member takes a lead on any matter**

From time to time, there may be circumstances where a decision will have to be made as to which of the two local members takes a lead on a particular matter, such as a representative on a School's Governing body, or other local external body representation.

In most circumstances, this will have been pre-determined as a result of a member of the public or organisation contacting the Member of their choice; however where this has not be pre-determined, elected members within a particular ward should agree amongst themselves to allocate such responsibilities in a fair and equal matter, and on the basis of the subject matter and interest or expertise.

### **Communication by Council Officers**

Any Councillor is entitled to take an interest in or take up a matter affecting their ward, and as such Officers will send copies of all general correspondence relating to that Ward to both Members, and invite both Members to any meetings arranged to discuss a general ward issue.

This will include items, but is not limited to:

- a) Considering requests received for alternative temporary or partial use of County Council owned car parks, in consultation with the relevant Corporate Lead Officer and Cabinet Member (excepting applications for complete closure of a "Pay and Display" car park): *Ceredigion County Council Constitution Part 3.5F;*
- b) The short-listing of applications for advertised farms, their letting and serving of Notices to quit, in consultation with the relevant Corporate Lead Officer and Cabinet Member: *Ceredigion County Council Constitution Part 3.5H;*
- c) Notification of petitions: *Ceredigion County Council Constitution Part 5, Document O;*
- d) Representation at Aberaeron, Aberystwyth and New Quay Harbour Users Committee: *Ceredigion County Council Constitution Part 7.*

Where a Member has been involved in a private matter affecting an individual resident or household, Officers will only notify that individual Member, unless the resident has given permission for the information to be share with both.

Contact details of all Councillors are provided on the Ceredigion County Council website, and members of the public who request details of their local representative will be given contact details for both Members in alphabetical order by surname in line with the information publicly available on the Council website.

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## CEREDIGION COUNTY COUNCIL

<b>Report to:</b>	<b>Democratic Services Committee</b>
<b>Date:</b>	<b>28.02.2024</b>
<b>Title:</b>	<b>Report on the findings of a survey upon research facilities</b>
<b>Purpose of report:</b>	<b>To consider the findings of the survey</b>

### **Background**

During its meeting dated 20 September 2023, the Democratic Services Committee delegated responsibility to Officers to survey Councillors upon the baseline support currently available to Members. It was agreed that on completion of this survey, a report would be presented to the Democratic Services Committee to review the findings of the survey.

The aim of conducting this survey was to reflect the recommendation of *The Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales*, to consider the provision of Research Support and Services for Councillors as part of its considerations as to what constitutes sufficient resources for the Head of Democratic Services to discharge their functions. The guidance anticipated that this will mainly focus on signposting individual members to existing sources of information or available training, as well as pre-meeting briefings and targeted support for example when leading on a task and finish investigation, or in response to a call for action. It should be noted that the guidance does not stipulate that this is a statutory requirement, however it does suggest that the committee 'should consider' this.

A survey based upon questions agreed by the Democratic Services Committee was sent to all Members on 8 November 2023, together with a baseline of support currently available to Members and a list of all training provided since May 2022.

To date, there has been 6 responses to the survey, as follows:

**Question 1: Having considered the base-line support to Members currently identified, are there any other areas of support that you believe should be included in this list?**

### **Responses:**

- a) *None at present*
- b) *Support and independent legal advice. The support of a specific officer to look after Councillors that are part-independent*
- c) *I think we should have a basic sign language course available*
- d) *No the list is quite extensive and broad in its approach*
- e) *Having read the support outline document provided on the original e-mail, the scale of support to members does seem sufficient and encompasses a wide range of areas*

**Question 2: What support has been useful in your role as Councillor?**

**Responses:**

- a) *Regular meetings with the Corporate Lead Officers*
- b) *Training sessions*
- c) *IT equipment*
- d) *Clic System*
- e) *Ceri net*
- f) *We have a lot of support from our council*
- g) *Data protection, safeguarding, licensing training. Development control. Could be provided with more IT training and how to interrogate information already in place*
- h) *All sorts of training etc has been useful, having an individual/officer presenting the information each time has facilitated the process*
- i) *I have received a wealth of support as a new councillor, from ICT to meeting agendas and additional information that I would find difficult to access without this direct communication*

**Question 3: What could be improved?**

**Responses:**

- a) *Occasional meetings held face to face – but not as a norm, in order to expand discussions*
- b) *System CRM Synology for highways and estates to interface with CLIC*
- c) *I can't think of anything, we get a lot of training and support*
- d) *Content with the provision in place*
- e) *Can't think of much. With regards to all the modules available to us as councillors on-line, it might be worth having an occasional introduction/briefing (5 – 10 minutes) on each module*
- f) *Nothing that I can see*

**Question 4: What information / data do you require that is not currently available on the Council's website or reports provided to committees?**

**Responses:**

- a) *CLIC reports in order to view wider challenges*
- b) *None that I can think of*
- c) *None*
- d) *Content with the current provision*
- e) *Can't think of anything at present. I'm happy that we are able to raise any subject/data for the attention of officers if anything arises in the future*
- f) *I'm still exploring the website. It does seem sufficient for both the public and for members, however, it is very difficult to lead people to information services, especially for 3<sup>rd</sup> sector activities. This is no fault of the website, as the information is already there. The issue is promotion in other ways ie within the communities including individuals social media, posters and word of mouth*

**Question 5: What information / data do you require that is not currently available via external providers such as Data Cymru, WLGA etc**



**Responses:**

- a) *None at present*
- b) *It would be useful to know more about agencies that provide services to the Council in all services*
- c) *None*
- d) *Could be useful to get data on services provided by the public sector providers e.g. Health, Police, Fire and Rescue, Welsh ambulance service. As we are in a strong agricultural area, data on general farming issues, similarly Tourism data.*
- e) *As above, happy that there is a mechanism for bringing to the attention of officers any information/data that's required if anything arises, is discussed*

**Question 6: Please list any areas of research that you may find useful to your role as Councillor, where this information is not already available in the public domain**

**Responses:**

- a) *Reports on any new thing that arises about wards from websites such as ONS maybe? A micro level and county level in order to understand that whole picture*
- b) *None*
- c) *Refer to previous response, it could well be publicly available currently but it would be great to have all Public material contained in one document / Folder*
- d) *None at present*
- e) *One example would be data for subjects such as traffic flows through wards relating to parking issues and potential solutions. Data may well be available already but there may be some potential for members/officers portal for statistics on fundamental issues that can easily be accessed and understood*

**Recommendations:**

To note the report

**Appendices:**

None

**Background documents:**

Welsh Government Statutory and Non Statutory Guidance for Principal Councils in Wales;

The Local Government Act 2000;

The Local Government (Wales) Measure 2011;

The Local Government and Elections (Wales) Act 2021.

**Name:**

Lowri Edwards

**Job Title:**

Corporate Lead Officer: Democratic Services

**Date:**

29.12.2023

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## CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Member Induction Programme and ongoing training

**Purpose of report:** To consider progress upon the Member Induction Programme 2022 and ongoing training

### Background

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

The induction Programme and ongoing training has included a total of 71 development activities, which including repeat sessions totalled 86 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.

Whilst the majority of training events provided are not mandatory, it is recommended that all Councillors / Committee Members attend the following training events:

Code of Conduct	100% attendance
Role and Responsibilities of Cabinet Member	100% attendance
Role and Responsibilities of the Ethics and Standards Committee	100% attendance
Role and Responsibilities of the Development Management Committee	100% attendance
Role and Responsibilities of the Governance and Audit Committee	100% attendance
Role and Responsibilities of Political Group Leaders	100% attendance
Role and Responsibilities of Overview and Scrutiny Committees	100% attendance
Role and Responsibilities of Licensing Committee	100% attendance
Ethics and Standards Protocols	100% attendance
Information and Data Protection*	82% attendance

\*Information and Data Protection training has been provided on 3 separate occasions and will be repeated for new Members and those that were unable to attend the original training events. Training will also be repeated following a reshuffle of committee membership in May 2024.

Additional training and workshops will be provided early 2024 to include:

- Risk Management;
- Digital Development workshop;

- Development arising from the Local Government and Elections (Wales) 2021 Act;
- Monthly Development Management workshops

The activities listed in the attached appendix were all delivered during the period from 10 May 2022 to end of January 2024. The vast majority of the training was provided in-house via zoom by council officers. 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.

<b>Recommendations:</b>	To note the report
<b>Appendices:</b>	Appendix A – formal training activities Appendix B – e-learning programmes
<b>Background documents:</b>	None
<b>Name:</b>	Lowri Edwards
<b>Job Title:</b>	Corporate Lead Officer: Democratic Services
<b>Date:</b>	28.12.2023

DATE	TRAINING SESSIONS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE OF CURRENT MEMBERS
09.05.22 19.05.22 24.06.22 10.10.22 06.01.23 24.07.23 20.11.23	Code of Conduct	In-house	41*	100%
18.05.23	Code of Conduct refresher	In-house	20	53%
10.05.22	Introduction to the Council	In-house	30*	79%
10.05.22 11.10.22 29.09.23	Information and Data Protection	In-house	31*	82%
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 02.08.23 21.11.23	Development Management Committee Training (open to all Councillors) <i>All 15 current Committee Members have completed the training</i>	In-house	35*	100%
31.05.22 11.10.22	Governance and Audit Committee Member Training	In-house	7	100%
06.06.22	Role and Responsibilities of Political Group Leaders	In-house	6	100%
08.06.22 16.10.23 23.11.23	Role of Overview and Scrutiny Committees	In-house	27	100%
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	68%
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	71%
04.07.22 13.12.22 15.01.24	Licensing Committee Member Training	External in-house provider	14	100%
06.07.22 (x 2)	Safeguarding Level 1	In-house	32	84%
09.05.23	Safeguarding Training (generic)	In-house	29	76%
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%
02.11.22	Councillor Welfare and Wellbeing	In-house	26	68%
08.11.22	Treasury Management Training	External provider	28	73%
10.11.22	Social Media Training	In-house	22	58%
12.01.23 13.01.23	Equalities Training	In-house	16	42%
27.01.23	Corporate Parenting	In-house	23	60%
10.03.23	Dementia Bus	External provider	12	32%
27.03.23	Press Interview Training for Cabinet Members	External provider	8	100%
07.06.23	Adoption Training	In-house	25	66%
25.10.23	Asylum Awareness	External provider	10	26%
10.11.23	Hate Crime Awareness	External provider	17	45%
23.11.23	Unconscious Bias	In-house	21	55%

\*figures may include attendance by previous and new Councillors following 3 by-elections

DATE	WORKSHOPS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
23.06.22	Workshop - Hywel Dda University Health Board	External provider	20	54%
13.03.23			17	45%
08.07.22	Workshop - Hydrogen Power	External provider	35	95%
13.07.22	Development Management Workshop <i>(these workshops are mainly aimed at Members of the Development Management Committee, but are open to all Councillors)</i>	In-house	16	42%
14.12.22			14	n/a
14.03.23			23	
11.04.23			16	
09.05.23			18	
13.06.23			20	
11.07.23			22	
18.10.23			21	
21.11.23			23	
19.12.23			20	
15.07.22	Workshop - Welsh in Education Strategy	In-house	19	50%
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%
10.01.23	Workshop - Budget	In-house	29	76%
19.09.23			34	90%
24.10.23			31	82%
07.12.23			31	82%
11.01.24			32	84%
30.01.23	Workshop – Refuse collection	In-house	9	69%
21.04.23	Workshop – Empty Homes Grant	In-house	19	50%

17.07.23	Workshop – Dr Simon Brookes	External provider	23	60%
22.09.23	Workshop - DATA 101 Workshop	External provider	20	53%
09.10.23	Workshop – Understanding and Using Performance Data	External provider	17	45%
18.10.23	Workshop – Integrated Impact Assessment	In-house	22	58%
11.12.23	Workshop - Biodiversity		21	55%
12.01.24			15	32%
29.01.24			20	53%
19.01.24	Workshop - Carers		11	29%

Appendix B – e-learning programme (as of 28.12.2023)

<b>E-LEARNING MODULE</b>	<b>TOTAL COMPLETION</b>
Ask and Act	2
Chairing Meetings Effectively	2
Community Leadership and Casework	2
Connect to Kindness	3
Corporate Parenting	3
Data Protection	15
Display Screen Equipment	3
Effective Scrutiny	2
Emergency Rest Centre Training	1
Equality and Diversity	2
Equality and Diversity - Elected Members	5
Ethics and Standards	3
Governance, Audit and Risk Management	2
Health and Safety	15
Identifying Mental Health Difficulties in Children and Young People	2
Information Security	15



Introduction to Care and Personal Care	1
Introduction to Corporate Governance	2
Introduction to Licensing	2
Introduction to Planning	2
Local Government Finance	2
Mental Capacity Act Awareness	2
Planning for Planning Committees	2
PREVENT	1
Protecting Individuals at Risk of Vulnerability Crimes	2
Public Speaking and Working with the Media	2
Risk Management	3
Safeguarding Children and Adults - Level 1	10
SCaN	3
Social Media Awareness	5
Social Services and Well-Being Act	2
Understanding Autism	3
Autism – Understanding Effective Communication	2
Understanding Tourette Syndrome	1
United Nations Convention on the Rights of the Child	1
VAWDASV (Violence Against Women - Domestic Abuse & Sexual Violence)	14
Well-Being of Future Generations	3
Well-Being of Future Generations Act - Elected Members	2
Welsh Language Awareness	1
Welsh Language Standards	3
Whistleblowing	16

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## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Well-being and Personal Safety – a Guide for Councillors

**Purpose of report:** To consider the draft guidance

### **Background**

The Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales states that Councils should take every opportunity to support the well-being and personal safety of councillors and their families.

The aim of the Draft Guidance is to set out clear guidance and protocols for Councillors on the support and training provided. It also sets out guidance on how to deal with social media and online abuse, assessing risks and incident reporting.

Appendix A contains a Personal Safety checklist for running a Safe Surgery, your safety out and about and your security at home.

It is therefore proposed that the Democratic Services Committee considers the draft guidance, which will be distributed to all Councillors.

### **Recommendations:**

- a) **To approve the draft guidance and Personal Safety Checklists for circulation to all Councillors**

### **Appendices:**

None

### **Background documents:**

Statutory and Non Statutory Guidance for Principal Council in Wales

### **Name:**

Lowri Edwards

### **Job Title:**

Corporate Lead Officer: Democratic Services

### **Date:**

29 December 2023

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# **Well-being and Personal Safety – a Guide for Councillors**

**January 2024**

## **Councillor Wellbeing**

The Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales states that Councils should take every opportunity to support the well-being and personal safety of councillors and their families.

### **Support staff**

All Councillors have access to the Health and Wellbeing Officer, based in the People and Organisation Service. Councillors can contact the Health and Wellbeing Officer directly for advice and support, however where adaptations are required, the Councillor must notify the Corporate Lead Officer, Democratic Services in order that an assessment can be conducted, and appropriate arrangements are put in place.

Councillors are also able to access the Employee Assistance Package (counselling). Details for accessing the Employee Assistance Package is available on Cerinet.

### **Training**

Ceredigion County Council provides training to all Councillors on 'Welfare' and 'Health and Safety and Lone Working for Elected Members'. In addition there are e-learning courses available on a whole host of subjects including 'Display Screen Equipment' and 'Health and Safety'. Councillors are encouraged to complete all training provided as it may highlight issues where we can support you.

### **Financial Support**

Where Councillors have chronic health conditions and/or are disabled, and where circumstances make councillors less able to engage with their roles and duties (for example due to caring responsibilities), Councillors should consider the support that is available to them.

Councillors are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. Such contributions must be linked to official business or approved duty and be for additional costs incurred to enable them to carry out those approved duties. Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the Member as part of their family and who cannot be left unsupervised.<sup>1</sup>

### **Further information**

If you require further information, or would like to discuss your personal circumstances, please contact the Corporate Lead Officer: Democratic Services or the Corporate Manager: Democratic Services.

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<sup>1</sup> For more information, refer to the Members' Schedule of Remuneration.

## **Personal Safety**

### **Contact Addresses and Sensitive information**

#### **Provision of electronic and postal addresses**

Section 43 of the Local Government and Elections (Wales) Act 2021 requires councils to provide electronic and postal addresses to ensure members' privacy and that of their families is preserved and protected.

Ceredigion County Council provides an electronic e-mail address to all Councillors. The Canolfan Rheidol address is published for each Councillor on the Council's website, and all mail is forwarded to Councillors electronically. Where mail has been marked as 'PRIVATE', it will be placed unopened in an allocated mail-box for individual Councillors at Penmorfa.

#### **Removal of the members' addresses from the register of members' addresses available for public inspection**

The Local Authorities (Amendments Relating to Publication of Information) (Wales) Regulations 2022 amend sections 100G (4) of the Local Government Act 1972 and the Regulation 12 (1) of the Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001 to remove the requirement to make the register of members addresses and the register of members of the executive addresses available for public inspection.

Councillor addresses is not available for public inspection.

#### **Register of personal interest and addresses**

Part 4, paragraph 15 of the Model Code of Conduct requires members to register personal interests in the authority's register of members interests falling within a category mentioned in paragraph 10(2)(a), by providing written notification to the members' authority's monitoring officer. This includes any land and property in the authority's area in which members have a beneficial interest (or a licence to occupy for more than 28 days). However, it is sufficient for members to state that they own a property in the authority's area (for example identifying the road or ward) in order to discharge their duties under paragraph 15 of the Code.

The Ceredigion County Council Register of Interest form states that '*the full primary address is not required – identifying the road will suffice*'

#### **Register of personal interest and sensitive information**

Under paragraph 16 of the Model Code, members with their agreement, need not include information relating to any of the members' personal interests that is deemed sensitive information. In the code, "sensitive information" means the availability of the information for inspection by the public creates, or is likely to create, a serious risk that the member or a person who lives with the member may be subjected to violence or intimidation.

## **Lone Working**

Lone workers are people who work alone for some or all of the time without direct or close supervision or support. This applies to Councillors when conducting surgeries, meeting residents or when they are out and about in their communities.

## **Working in isolated/rural areas**

Mobile phones may not work in some areas. Before you start your journey, you should always consider how you could contact others if a problem arises, or if your car breaks down on a rural road. Always make sure that someone knows where you are going, and what time you are expected to return. Walk away from situations you consider threatening.

## **Ward Surgeries**

Try not to hold surgeries alone in an otherwise empty building. If you are currently doing surgeries alone, discuss how this can be changed with fellow Councillors. Multi-Member Ward representatives may wish to arrange surgeries at the same time at the same location. Alternatively, you could book a room at one of the Council Offices, or community centre. If you are a member of a political party or group, they may have office facilities that you can use where other staff will be present in the building at that time, or if you are a Member of the Town or Community Council, you may wish to arrange to meet a member of the public immediately prior to the Town or Community Meeting, when you know that others are present in the vicinity.

## **Assessing Risk**

The Suzy Lamplugh Organisations provides an useful tool for employees for assessing potential risk when working alone, which can be just as relevant to Councillors:

<https://www.suzylamplugh.org/Handlers/Download.ashx?IDMF=046a0410-030a-4b90-89bb-a48bed7b07d7>

It suggests the following questions for your checklist:

- Do I really need to make this visit/meeting and do I have to make it alone?  
Could I ask the client to come to the office/centre?*
- Have I left all the relevant information on the white-board, in my diary and with a buddy? (If using a buddy).*
- Have I done my personal safety checks? (Considered the risks and thought through the 'what ifs').*
- Do I have a mobile phone that I can take, with emergency numbers programmed in? Is it charged and topped up?*
- Do I feel confident to go?*

It recommends that unless you can answer **YES** to all of the above questions or you are happy that you have put in other measures to keep yourself safe, then you should not go.

**Please see the Personal Safety Checklist in Appendix A.**



## **Social Media and Online Abuse**

Training is provided to Members on Communication and Social Media. Members are advised to keep their personal social media and Councillor pages separate and to use a statement outlining the 'rules of engagement' for social media. Members are welcome to replicate Ceredigion County Council's statement:

*"We ask that contributors respect fellow resident, businesses and our staff by following our community contributors guidelines.*

*We welcome comments and information that is relevant to the post topic.*

*Comments including those that insult or attack a person or organisation, those unrelated to the post, bad language or posts that are deemed offensive or extreme will be deleted with immediate effect.*

*Libellous or slanderous comments will be deleted with immediate effect.*

*Ceredigion County Council has a right to block a person or page and/or report to Facebook. Action to block a person or page and/or report to Facebook will be considered following a breach of these Community Guidelines or due to that person following or liking purely to promote a product or service, or merited spam."*

The WLGA has also produced a document which provides guidance on social media, as well as useful tips on how to deal with online abuse, and it is recommended that all Councillors read and familiarise themselves with this document if they are using social media: [Microsoft Word - 130805 WLGA social Media Guidance for Councillors.doc](#)

If a Councillor has any concerns regarding online abuse, they should notify the Corporate Lead Officer: Democratic Services immediately.

## **Risk of Serious Harm**

Ceredigion County Council has a role in supporting the presence of an open, accountable and respectful political culture in local areas, however there is a need to be aware of the risks that come with high profile public service. Councillors may at times be at physical risk of harm – particularly where they are associated with unpopular or controversial decisions or issues.

Ceredigion County Council pro-actively seeks to understand where such risks emerge, such as controversial reports to be considered during meetings, and work closely with local police and other community safety partners to – where necessary – put in place protective arrangements for councillors.

There may be times when a member is in need of targeted, unplanned support for example, where councillors are the subject of attacks on social media which go beyond acceptable political discourse.

Ceredigion County Council provides training to Councillors on the safe use of social media, and further advice and guidance is available on the WLGA website, and an in-house e-learning module on 'Social Media Awareness'.

Where a Councillor believes that they are at risk of serious harm, they must notify the police immediately, and inform the Corporate Lead Officer: Democratic Services to highlight their concerns in order that the Council can support police action where appropriate. Political parties may also provide advice to councillors on these subjects.

### **Incident reporting**

All incidents reported to the Corporate Lead Officer: Democratic Services will be recorded on the Council's Incident Management system. It is important that you share this information, in order that an appropriate assessment may be carried out, and to ensure that there is a record of any potential threats, should further issues arise.

### **Emergency Contact Details**

Upon election, Members provided their contact details via the Ceri System. You need to ensure that these details are accurate, in order that we can contact your family / next of kin in the event of an emergency, should it be necessary. Please check the Ceri Self-Service pages to ensure that the information is up to date.

### **Useful CCC Contact Details**

The main enquiry lines are:

CLIC (General Enquiries): 01545 570881

Council Tax / Housing Benefit Enquiries: 01970 633253

Social Housing / Homelessness: 01545 574123

Opening hours for the Contact Centre:

Monday to Thursday: 08:45 – 17:00

Friday: 08:45 – 16:30

Emergency numbers for out of hours:

Highways and Environmental Services emergencies:

North Ceredigion: 01970 625277

South Ceredigion: 01239 851604

Social Services emergencies: 030 456554

### **Other useful information:**

#### **WLGA**

- [Personal Safety for Members](#)
- [Social Media: a guide for councillors](#)
- [Councillors guide to handling online abuse](#)

### **Local Government Association:**

- [Personal Safety Guidance for Councillors \(LGiU\)](#)
- [Basics on communicating with residents, colleagues and officers](#)
- [Councillors' guide to handling harassment, abuse and intimidation](#)
- [Practical advice for handling online abuse](#)
- [Practical advice for handling physical abuse and personal security](#)
- [Practical advice for handling psychological abuse and impact on wellbeing](#)

#### **Other Resources**

- [The Suzy Lamplugh Trust](#)
- [Get Safe Online](#)
- [Recognising the terrorist threat guidance](#)

### Personal Safety Checklist

#### Running a Safe Surgery – Risk Assessment

Members hold surgeries and meetings with constituents in a wide range of locations and there is no one-size-fits-all approach to security. Nevertheless, there are some practical points to consider, many of which are likely to be relevant – and remember REVIEW each surgery after it has finished – do you need to change anything?

Think about the following	Tick
Liaise with and get to know local neighbourhood police and, if applicable, any on-site security staff; ensure that these contacts know the dates and times of surgeries.	
Ensure that a partner/colleague/friend is aware of the location of proposed meetings and the expected time of return; have a prearranged system of what to do if that time has passed; carry a mobile phone/phone card and ensure that someone is notified if there is a change of plan, you are delayed, or that you have returned safely.	
Wherever possible have someone else present during meetings so that they can assist or call for help if necessary.	
Check the mobile phone signal in the room and other parts of the building which you will use	
When choosing a venue also identify a safe area with an escape route which can be used in an emergency	
Ensure that the table or desk to be used is positioned between you and your constituent and that your chair is nearest the door/exit and ensure that your pathway is not blocked, for example by furniture, if you need to leave in an emergency.	
Remove any articles that could be used to cause harm e.g. water glasses and jug; or sharp objects.	
Have a plan for what you and your colleagues would do in an emergency and review it with them regularly	
If appropriate leave the door ajar; or use a room with a door with a view panel; never lock yourself into a room with a stranger	
Agree a key phrase to alert staff in the event of an emergency.	
Have a mobile phone at hand with a pre-dialled number for use to call for assistance	
If using a regular venue, consider installing a panic button, preferably attached to a monitored alarm system.	
If you are arranging to meet a constituent you have concerns about, consider the option of arranging the meeting in a Council managed location such as Council Offices, Libraries or Wellness Centres where there are arrangements in place for visitors and an individual can be screened on arrival.	

Consider the risks of advertising your whereabouts in advance on social media (e.g. Twitter) where your intended movements can be monitored anonymously by fixated individuals.	
Ensure your GPS is disabled on social media apps such as Facebook that have public access that enable your movements to be tracked.	
Make sure you alert the Corporate Lead Officer: Democratic Services if you start to receive threatening or malicious communications from individuals or groups as this merits further investigation. You can ask the Corporate Lead Officer if you have any concerns about a person; or raise concerns that can be investigated about a person who has been threatening and violent to you	
Where a constituent requests a meeting concerning a grievance against the Council, it is suggested that the Service Area be contacted prior to any meeting to confirm factual information. If there has been threatened or actual violence to Council staff, Councillors will be informed and appropriate steps taken e.g. only meet in Council premises, have two persons present.	
Do not carry cash or valuables and do not openly display 'desirable' objects such as mobile phones, laptops etc. If challenged, comply with any demand to hand over valuables	
If there is a confrontation and members of the public are abusive or violent, contact the Police where appropriate, but ensure that an Incident Report is completed. It is foreseeable that staff will also be required to deal with this person following your meeting and they may need to be informed that there is a grievance and potential for abuse/violence.	

### Your safety Out & About – Risk Assessment

Think about the following	Tick
As a recognisable figure, you may be stopped by constituents or others in the street and other public places. In such circumstances it is important to adopt a pragmatic approach to your personal safety and where applicable, that of your family and your staff.	
Be conscious of people's body language and behaviour, trust your instincts and remove yourself from the situation if something does not feel right.	
Do not isolate yourself.	
Do not arrange to meet an unknown constituent without staff/colleague/partner or friend knowing where you are, how long you expect to be and how to contact you.	
Check the mobile phone signal	
Report suspicious behaviour, concerns or threats to the Police.	

## Security at Home – Risk Assessment

It is important to be aware of your surroundings at home and at your office and to encourage your family and staff to do the same so that unusual or suspicious behaviour may be easier to spot. You may also wish to consider the following:

<b>Think about the following</b>	<b>Tick</b>
Check security and robustness of external doors and consider fitting lever mortice deadlocks to external doors if replacing; ensure windows are fitted with a good lock appropriate for the window type.	
Check for signs of a break in before entering and call the police if you think someone might have broken in or if you notice anything unusual such as an open door or window.	
Ensure you have adequate lighting around the perimeter of your home at night and consider using an automatic device or leaving some lights on if it will be dark when you get home.	
If you use a car, be alert to any visual changes to your vehicle.	
If you notice anything suspicious, contact the police and do not enter the vehicle.	

## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Draft Guidance for Chairs / Vice-Chairs on adjourning, suspending or terminating a meeting and for considering exempt items

**Purpose of report:** To consider the draft guidance

### **Background**

A request was received by Chairs of Scrutiny Committees for written guidance outlining the circumstances and procedures for adjourning, suspending or terminating meetings.

The attached draft guidance also incorporates the consideration of exempt items.

It is therefore proposed that the Democratic Services Committee considers the draft guidance, which will be distributed to all Committee Chairs and Vice-Chairs for information.

### **Recommendations:**

- a) **To approve the draft guidance for circulation to all Council Committee Chairs and Vice-Chairs**

### **Appendices:**

Appendix A: Ceredigion County Council Constitution, section 10.4 Meaning of Exempt Information

### **Background documents:**

None

### **Name:**

Lowri Edwards

### **Job Title:**

Corporate Lead Officer: Democratic Services

### **Date:**

29 December 2023

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## **GUIDANCE FOR CHAIRS / VICE CHAIRS**

### **Adjourning / suspending or terminating a meeting and for considering exempt items**

This guidance provides guidance only to Chairs / Vice Chairs of Council Committees on whether to suspend / adjourn or terminate a meeting; or for considering exempt items and the role of Senior Officers at meetings.

#### **Terminology**

‘Going into committee’ – the meeting continues, but any press or public present are excluded and webcasting stopped only for the duration of time that the exempt information is being discussed;

Suspending / adjourning a meeting – a temporary suspension / adjournment of the meeting (and if webcasted, this is also suspended);

Adjournment – suspension / pause of proceedings to another time or place.

Terminating a meeting - if the Chair ‘ends’ a meeting, 3 clear days will need to be allocated in order to call a further meeting to continue with the agenda.

This list is not exhaustive and are only examples.

#### **Confidential / Exempt information**

Exempt matters are laid out in legislation and fall into 10 categories which are listed in the Council’s Constitution. These are listed in Appendix A.

#### ***Exempt papers***

If the agenda includes papers that are exempt, then these will be clearly marked. Chairs / Vice Chairs will have been briefed on the need to exclude the public and press should there be a discussion on these papers.

1. The Chair must first of all seek agreement by the Committee that they are happy to go ‘into committee’;
2. It is advised that the Chair reads the paragraph on the agenda, prior to asking for a proposer and seconder and then going to the vote;
3. If it is agreed that the Public Interest Test has been met, and that the exempt item must remain exempt; if the Committee wishes to consider the item in private, then the Chair must ensure that the public and press have left the meeting (both in the Chamber and remotely).

If the meeting is being webcasted, the Chair must await confirmation that this has been stopped prior to discussing the exempt information.

All Councillors and Council Officers can remain in the meeting to discuss exempt information with the exception of those that have declared a personal and prejudicial interest;

4. Following discussion regarding the exempt information, the press and public are invited to re-join the meeting and the webcasting can resume;
5. The Chair must make it clear than on returning to an 'open committee' they cannot refer to the information contained in the exempt paper;
6. Any decision, should be made in the 'open meeting'.

***Exempt/confidential information is discussed at a meeting (without a paper)***

The same categories listed in Appendix A apply to any information that is discussed during a meeting, even if there is no accompanying paper on the agenda.

In the event that this should happen, the Chair must immediately bring the discussion to an end.

He/she must then ascertain whether the information is exempt/confidential based on the 10 categories. If so, then steps 1 – 6 above must be taken.

**Quorum**

Chairs / Vice Chairs should ensure that meetings remain quorate at all times. In the event that the meeting is inquorate, the meeting will need to be terminated and reconvened when the meeting is quorate.

The Chair / Vice Chair should become familiar with what is quorum for their respective committees. This information is available in the Council's Constitution [The Council's Constitution - Ceredigion County Council](#)

The Chair should make it clear that the meeting is being terminated as the committee is inquorate.

**Suspending / adjourning a meeting**

***Disruption by members of the public***

If a meeting is disrupted by member of the public, the Chair should seek to resolve such matters initially with the support of Officers present; however, if it cannot be resolved, the Chair has discretion to remove members of the public.

The Chair may want to consider adjourning/suspending the meeting whilst the disruption is dealt with.

The Chair should make it clear that the meeting is being adjourned/suspended and if known, for what duration. A return time should be given.

### ***Other examples of interruption to a meeting***

There are other examples where a Chair may decided to suspend or terminate a meeting. These could include:

- Comfort breaks;
- Lunch breaks;
- Disruption to electricity supply or internet, including significant issues with the hybrid system;
- Adverse weather;
- Where a Councillor, Officer or member of the public is taken ill
- Where a Councillor, Officer or member of the public is visibly distressed and continuation of the meeting would be likely to lead to further distress or embarrassment. In such circumstances, the meeting will be adjourned / suspended for a maximum of 30 minutes to allow the individual to compose themselves or withdraw from the meeting to allow it to proceed.

If the meeting is suspended / adjourned, the Chair should make it clear that the meeting is being suspended / adjourned and if known, for what duration. A return time should be given.

### **Broadcasting meetings**

If a meeting is being broadcast, that too should be paused in the event of a meeting 'going into committee' or if a meeting is being suspended or adjourned.

### **Code of Conduct**

All Councillors will have agreed to follow the Code of Conduct to ensure high standards in the way they undertaken their duties. They will at all times observe the Code of Conduct and the Protocol for Member/Officer Relations.

At meetings, there is a role for the Chair, Group Leader and the Monitoring Officer (or Deputy) to ensure that the Code of Conduct is observed at all times.

If the Chair, Group Leader or the Monitoring Officer (or Deputy) believes that there may have been a potential breach of the Code at the meeting, the Councillor in question should be given the opportunity to apologise and to rescind their comments / actions.

### **The role of Senior Officers at meetings**

Senior Officers may have to interject at a meeting to ensure that procedure rules are followed correctly.

If a Senior Officer wishes to speak, they should seek the attention of the Chair (and/or the Democratic Services Officer supporting the meeting). The Chair will add that Officer's name to the list of those wishing to speak.

There may be occasions where the Senior Officer will need to interject urgently. They should first attempt to seek the attention of the Chair; however, where this is not possible the Senior Officer must interject to ensure correct procedures are followed.

(Senior Officers are defined as Chief Executive, Corporate Directors and Corporate Lead Officers – specifically the Monitoring Officer and the Head of Democratic Services).

Other Senior Officers may also be present at meetings to support their Cabinet Member and to present information to the Council, Cabinet or Committee,

DRAFT

**10.5 Meaning of Exempt Information**

Exempt information means information falling within the following 10 categories (subject to any qualification):

CATEGORY	QUALIFICATION
12. Information relating to any individual	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
13. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
<p>14. Information relating to the financial or business affairs of any particular person (including the Council)</p> <p><i>Note : 'financial or business affairs' includes contemplated, as well as past or current, activities</i></p>	<p>Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>Information falling within paragraph 14 is not exempt information by virtue of that paragraph if it is required to be registered under –</p> <ul style="list-style-type: none"> <li>(a) the Companies Act 1985</li> <li>(b) the Friendly Societies Act 1974</li> <li>(c) the Friendly Societies Act 1992</li> <li>(d) the Industrial and Provident Societies Acts 1965 to 1978</li> <li>(e) the Building Societies Act 1986</li> <li>(f) the Charities Act 1993</li> </ul>
<p>15. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Minister of the Crown and employees of, or office holders under, the Council</p> <p><i>Note : 'Labour relations matters' are as specified in paragraphs (a) to (g) of</i></p>	Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

<p><i>Section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 i.e. matters which may be the subject of a trade dispute</i></p>	
<p>16. Information in respect of which a claim to legal professional privilege could be maintained in legal Proceedings</p>	
<p>17. Information which reveals that the Council proposes –  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment</p>	<p>Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
<p>18. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>	<p>Exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>