

## **CEREDIGION COUNTY COUNCIL**

**Report to:** Democratic Services Committee

**Date:** 15<sup>th</sup> October 2021

**Title:** Ceredigion County Council Candidates' Guide

**Purpose of report:** To receive the view of the Committee in relation to the planned County Council Candidates' Guide in advance of the elections in May 2022.

### **Background**

In advance of the Ceredigion County Council elections in May 2022, Democratic Services has developed a guide for prospective candidates to provide information regarding the role, and process for nominations.

The guide will be available electronically, and hard copies will be available at the Council libraries from November of this year. Information relating to the Candidate's Guide will also be promoted via the Council's social media page.

The document will be updated electronically as and when further information is known regarding the outcome of the consultation regarding the draft Local Elections (Principal Areas) (Wales) Rules 2021 and further information is made available.

**Recommendations:** That the Committee approves the guidance document

**Appendices:** A: Guidance Document for County Council Candidates' Guide

**Background documents:** None

**Name:** Nia Jones  
**Job Title:** Corporate Manager – Democratic Services  
**Date:** 27.09.2021



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**CEREDIGION**  
County Council

## Prospective Candidate Guide

Are you passionate about your local community?  
Is there something you want to change?  
Can you make challenging decisions?

**Why not stand up for what matter to you and become a  
local Councillor**

Version 1: Date: 05.10.2021

# Information about Ceredigion County Council

Ceredigion County Council is one of the 22 unitary local authorities in Wales. We are responsible for a wide range of services including Schools, Libraries, Social Care, Promoting the Economy, Planning and Development, Environmental Health, Public Protection, Emergency Planning, Tourism, Leisure and Cultural Services, Public Footpaths, Highways, Waste Collection, Housing Benefits and the Council Tax Reduction Scheme.

Our main officers are located in Aberaeron and Aberystwyth and there are also customer service centres in Cardigan and Lampeter.

The Council is divided into 34 electoral wards, represented by 38 Councillors elected every 5 years. 5 of these wards are represented by 2 Councillors.

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# What can I do as a Councillor?

Here are some comments made by our present Councillors

*"the rural economy is important to me, so I always make sure the voice of the small businesses is heard"*

*"I want to see our language and culture take precedence and prospers in our communities"*

*"Ceredigion is an agricultural area, and it is important than we support our farmers"*

*"the environment is a priority for me, and Ceredigion is leading the way on these issues"*

*"our young people are our future, so it is important to ensure a first class education and opportunities"*

*"being a Councillor has enabled me to help individuals in my area"*

*"....."*

*"....."*

# What is the role of a Councillor?

Councillors represent the residents living in their ward, by listening and holding conversations with them so that the needs of the community can be identified when making decisions on how local services are provided, funded and prioritised, including having to choose between the different demands on services and allocation resources.

It's important that you can speak on behalf of everyone in your community and we need a range of different people and skills to represent different communities including women, young people, disabled people, minority groups and LGBTQ+.

You will be required to sit on the Council's Committees. Your responsibilities may also vary with the committees you have been chosen to be a member of.



# Ceredigion County Council Committees

In terms of governance arrangements, the Council has adopted a “Cabinet” approach, which includes the Leader of the Council and portfolio members.

Perhaps you will be selected to be a Member of one of the following Committees:

- 5 Overview and Scrutiny Committees including:
  - \* Coordinating
  - \* Corporate Resources
  - \* Thriving Communities
  - \* Healthier Communities
  - \* Learning Communities
- Development Control Committee
- Licensing Committee (statutory and non-statutory)
- Ethics and Standards Committee
- Governance and Audit Committee
- Democratic Services Committee
- Language Committee
- Charity Trustee Committee

Every meeting is open to the public unless there is discussion on a confidential matter

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# How to get elected?

- Do you want to represent your local community and help local people?
- Are you concerned about the future of local services and feel you can be a voice for your community?

If so, perhaps you should consider standing for election as a local Councillor.

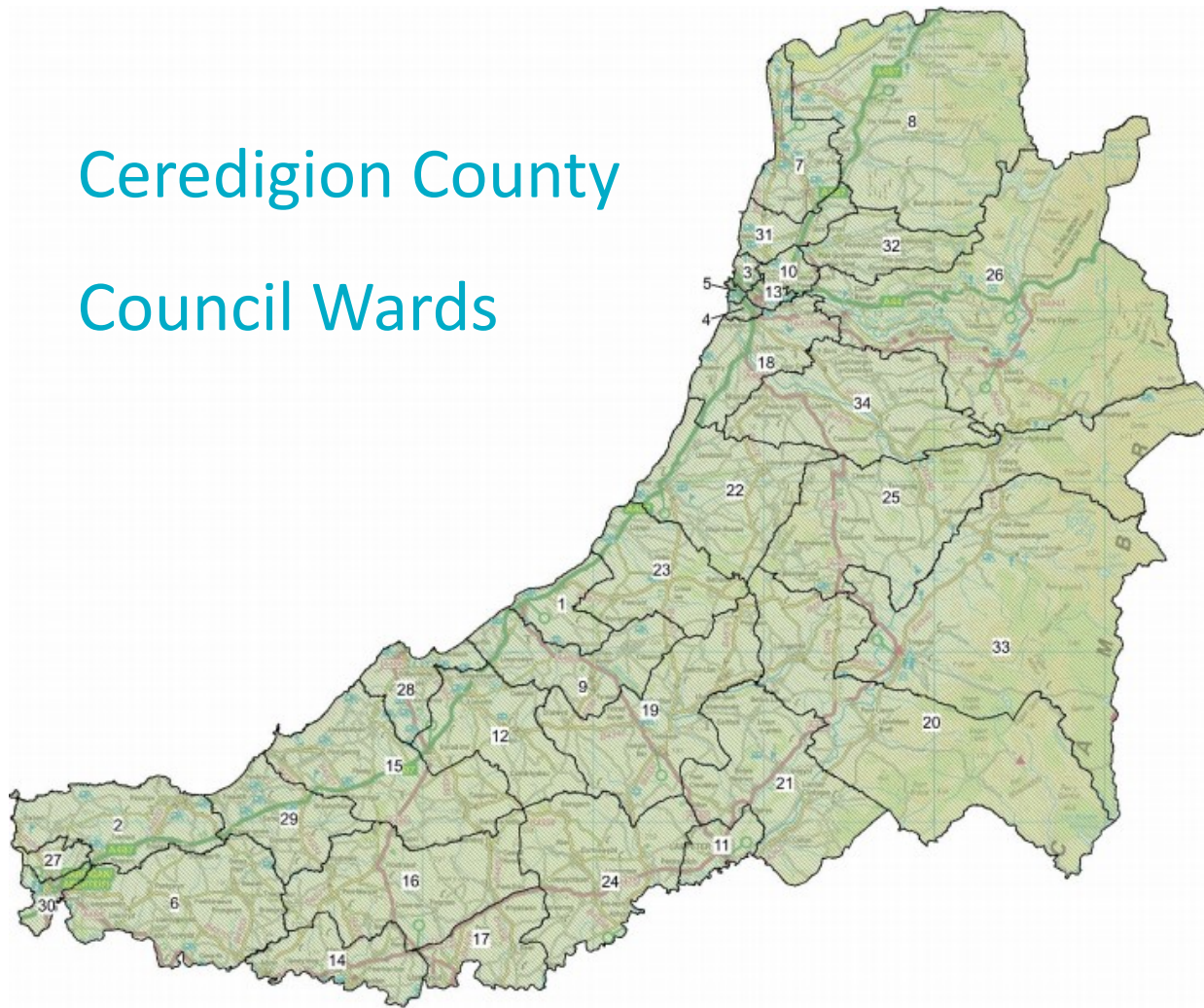
Councillors are elected by residents living in their ward to represent them.

**The next local election is held on 5 May 2022.**

This is an exceptional opportunity to contribute to the work of a progressive Council that has a unique place in Welsh culture and geography.



# Ceredigion County Council Wards



- 
1. Aberaeron and Aberarth
  2. Aberporth and Y Ferwig
  3. Aberystwyth Morfa a Glais
  4. Aberystwyth Penparcau
  5. Aberystwyth Rheidol
  6. Beulah and Llangoedmor
  7. Borth
  8. Ceulanamaesmawr
  9. Cilliau Aeron
  10. Faenor
  11. Lampeter
  12. Llanarth
  13. Llanbadarn Fawr
  14. Llandyfriog
  15. Llandysiliogogo and Llangrannog
  16. Llandysul North and Troedryaur
  17. Llandysul South
  18. Llanfarian
  19. Llanfihangel Ystrad
  20. Llangeitho
  21. Llanybi
  22. Llanrhystyd
  23. Llansantffraed
  24. Llanwenog
  25. Lledrod
  26. Melindwr
  27. Mwldan
  28. New Quay and Llanllwchaearn
  29. Penbryn
  30. Teifi
  31. Tirymynach
  32. Trefeurig
  33. Tregaron and Ystrad Fflur
  34. Ystwyth



# Do you need special qualifications or skills to become a Councillor?

A Councillor can be of any background or ability. What is important is that you can represent your community, have good people skills and a willingness to listen to what they need.

The Councillor must agree to abide by the Members' Code of Conduct in order to ensure high standards in the way they carry out their duties.

Councillors need to be able to understand reports in order to make decisions, and most of the work will be expected to be done by computer. Equipment will be provided, and the Council will make appropriate arrangements for accessibility and practical support where required for anyone that has a disability.



# What is the expected time commitment?

Councillors spend the equivalent of 3 days a week on Council business. However, not all the Council's commitments are during the working day, especially some of your Ward duties. Council meetings can be attended remotely, and a job can be shared in the Council's Cabinet and Executive including the role of the Leader.

If you work for another employer, check their terms and conditions for time off to attend Council meetings.

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# Independent or group / party candidate?

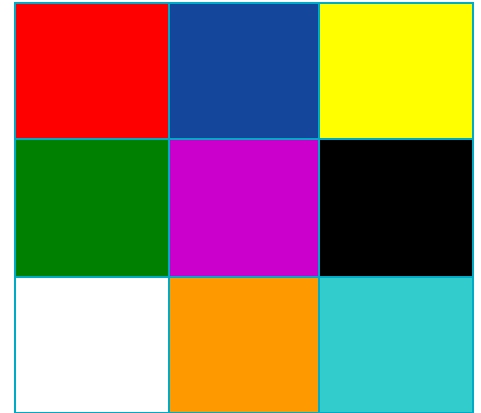
You can stand for election as in independent or group / political party candidate.

If you are a party member or plan to join or stand as a member of a political party it's possible that an agent will work on your behalf.

If you want to know more about the role of an independent councillor, the Local Government Association has a [group](#) for independent members

A full list of registered political parties is available from the [Election Commission](#).

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# What support will you get?

When Councillors are first elected, Council officers will arrange training, and an induction programme for you to get to know everyone, to understand your role, council procedures, laws, policies and practicalities for example chairing meetings, using programmes for virtual meetings etc.

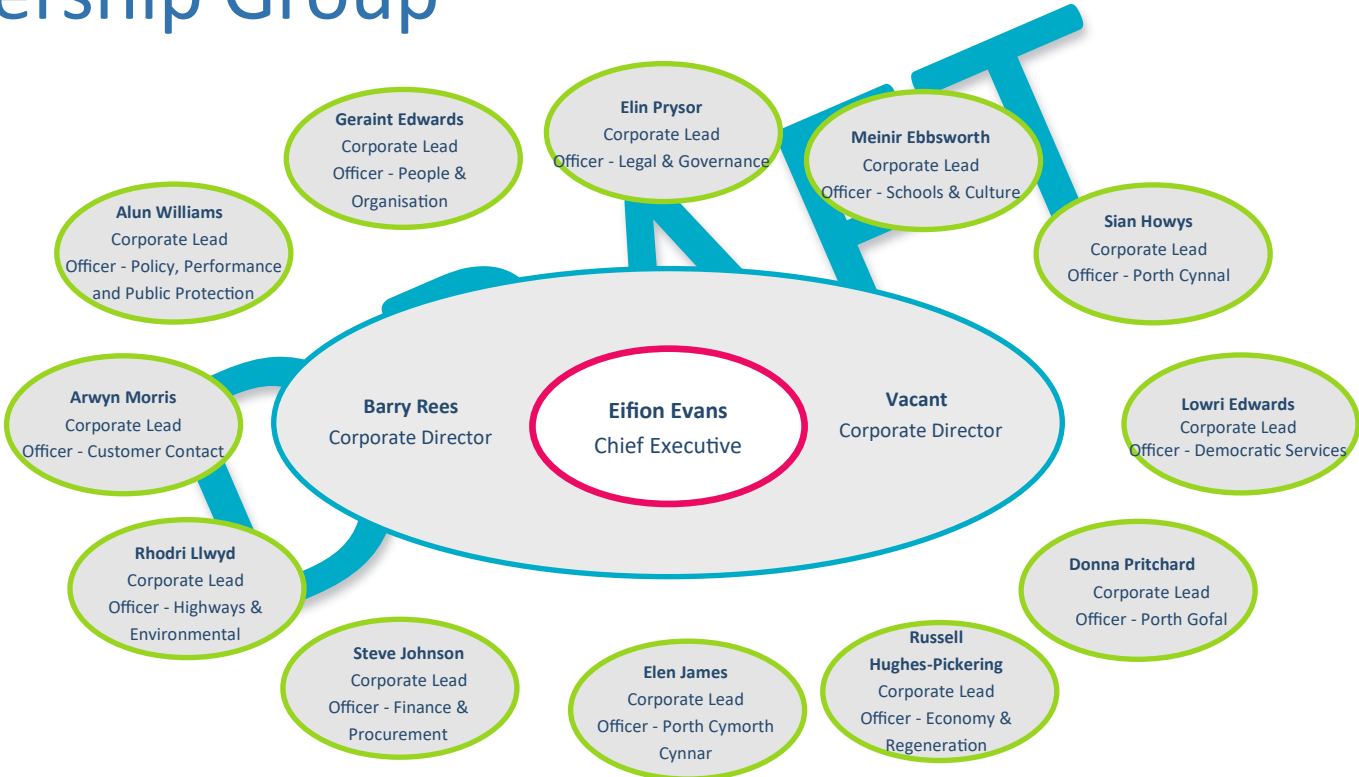
Ongoing training will be provided to suit your needs.

All Councillors receive a basic salary, with additional payments to Councillors who take on additional responsibilities such as Committee Chair, Political Group Leader and so on. You will be entitled to a pension scheme, family leave allowance and support towards the costs of caring.





# Our Leadership Group



# How do you go about standing as a candidate?

You or your agent (if you have one) will need to complete a nomination form which can be found on the 'Elections and Electoral Registration' page of the Ceredigion County Council website. You will need to submit the form shortly after the date of issue of the Notice of Election with your full name and home address.

The nomination form must be signed by 10 registered electors from the ward in which you are standing as a candidate. The first two to sign will be the proposer and seconder and the other eight registered electors will be witnesses. Please note that the names of the 10 subscribers will be published.

**The nomination period begins on 21 March 2022, and closes at 4pm on 5 April 2022.**

You will need to arrange an appointment by contacting: [wyddogcanlyniadau@ceredigion.gov.uk](mailto:wyddogcanlyniadau@ceredigion.gov.uk), or you can telephone the main reception on 01546 570887, and ask the service to contact you.



# The nomination process

If you have been selected by a party as a candidate or are standing as an independent candidate, you must ensure that you are officially 'nominated' and give your nomination permission in writing.

If you are a candidate for a registered political party, you must also submit a certificate from the party's nominating officer, authorizing you and your use of the party's description and emblem. If you are independent, you can only describe yourself as 'independent' (or a bilingual version) or not provide a description at all.

Candidates standing for political parties can have an election 'agent'. This is the person legally responsible for running your campaign and negotiating with the council. Independent candidates can be their own agent. If no election agent is appointed, then the candidate automatically becomes their own agent.

Further information can be found on the Electoral Commission website.

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# Contact details:

Ceredigion County Council  
Penmorfa  
Aberaeron  
Ceredigion  
SA46 0PA

Tel: 01545 570881

The information contained in this document will be revised as information is made available.

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