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Agenda

Democratic Services Committee

Date: Thursday, 18 February 2021

Time: 10.00 am

Venue: Microsoft Teams Live Event

To: Councillors C Ferris, M Whitcutt, P Hourahine, J Hughes, J Clarke, T Watkins, K Thomas, M Evans and C Evans

Item   **Wards Affected**

1   Apologies

2   Declarations of Interest

3   Minutes of the Last Meeting *(Pages 3 - 8)*

4   Review of Standing Orders *(Pages 9 - 12)*

5   Competency Framework and Induction Training *(Pages 13 - 38)*

6   Developing a Democracy Handbook *(Pages 39 - 40)*

7   Draft Work Programme *(Pages 41 - 44)*

8   Date of next Meeting
     29 April 2021 at 10am

9   Webcast of Committee
     Democratic Services Committee, 18 February 2021 - YouTube

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Date of Issue: Thursday, 11 February 2021

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NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

Draft Minutes

Democratic Services Committee

Date: 22 October 2020

Time: 10am

Venue: Microsoft Teams Live Event

Present: Councillors C. Ferris (Chair), M. Whitcutt, K. Thomas, P. Hourahine, J. Hughes, C. Evans, M. Evans, T. Watkins, J. Clarke.

In Attendance: G. Price (Head of Law and Regulation), A Jenkins (Governance Team Leader), P. Tasker (Governance Officer)

Apologies: None

1   **Apologies**

None.

2.   **Declarations of Interest**

None

3.   **Minutes of the Last Meeting.**

Agreed:

The minutes of the 20 February 2020 were accepted as a true record.

4.   **Annual Report of the Democratic Services Committee.**

The Head of Law and Regulation confirmed for the committee that there were two parts to this agenda item, which contained the Head of Democratic Services Report as well as the Annual Report of the Democratic Services Committee.

The Head of Law and Regulation referred members to the Annual Report of the Head of Democratic Services Committee, item 4a on the agenda. This report summarised the support provided to the committee and in an unprecedented year with the Covid 19 pandemic, it was an overview of the first part of the year and the restructure of Democratic Services.

Last year it was the intention to restructure the management within the Governance Team with more focus on the statutory role. The Covid Lockdown had affected this process and the previous post holder covered both Democratic Services and other functions related to PR, Communications and Events. When the previous post holder left, it was felt that the post

then needed to be focused more on the statutory role. This post was now merged with the Scrutiny & Governance manager's role, which was also vacant. Therefore, a single Head of Democratic Services post was now available which just dealt with members support, governance and mayoralty. The other parts of the service were to be dealt with separately.

This post was advertised last year and there have been two Scrutiny Advisor post vacancies since then. However in March lockdown occurred, so there were no interviews in that period as the recruitment process was suspended.

Interviews were supposed to have taken place for the Democratic Services Manager post when the local lockdown came into effect so those interviews would now be held remotely and it was hoped that the post would be appointed in the next couple of weeks.

The Scrutiny Advisor posts would then be interviewed and the posts filled before the end of December 2020. In the interim there were arrangements made to cover. The Head of Law and Regulation had been covering the Democratic Services manager role, supported by the Governance Team in terms of Scrutiny meetings.

Meetings that were suspended in March 2020 due to the Covid 19 pandemic were now reinstated remotely and more support would be needed for members as those remote meetings become more defined.
The Head of Law and Regulation gave thanks to the Governance Team for their hard work over the last 9 months in establishing remote meetings in terms of member training, technology and getting procedures in place etc.

Questions:

- Councillor Evans paid tribute to all the staff who had been working very hard in difficult times. They expressed concern about the manager's post as the previous post holder left in 2018 and they felt like the section was too short staffed for too long. The Chief Executive Post interview was completed remotely in the summer and those remote interviews should be continued in the meantime. They also commented that there should be a sense of urgency in filling those vacant posts.

The Head of Law and Regulation explained that the Democratic Services Manager post was advertised last October 2019 after the previous post holder left and the first set of applications that were received were not suitable as it was a critical post. It was acknowledged that it would have been favourable if the post was filled earlier however as the first round of applicants were not suitable the post was advertised again in December 2019. Interviews were due to be conducted in March 2020 and then lockdown occurred.

The Head of Law and Regulation assured the Committee that interviews were due to be held remotely very soon and that it was imperative that the correct person was appointed due to the role being such a crucial one.

The Head of Law and Regulation stated that other Councils held remote meetings earlier as they did not have the Scheme of Delegation that Newport Council had. It was important at the time to make sure that technology was being done correctly. Other Councils such as Torfaen and Monmouthshire expressed difficulties with their early remote meetings so it was felt that Newport Council had the timing correct.

- Councillor Thomas raised a point in Appendix A in the fourth paragraph down and objected to the phrase "new normal" and they suggested the phrase 'reappraised standard way of working' instead as they felt 'new normal' didn't explain how things were likely to turn out, as things were different and that it was now the standard way of working.

The Head of Law and Regulation advised that the report was there to advise the committee on resource implications.

- Councillor Hughes stated that they were very grateful for the work that the Governance Team had been doing so far but that they were concerned about the number of people that had left at the same time and wondered whether the staffing level was right for the team at the current time.

The Head of Law and Regulation confirmed that exit interviews had been completed with all members of staff that had left and it was acknowledged from the previous manager that the role had been too broad which was previous feedback taken on board. It was difficult to compare staffing levels with other Councils as other Councils operate in very different ways. For example, Cardiff Council had a full team of Scrutiny advisors as they had a large number of Scrutiny committees. It was felt that there would be enough Scrutiny Staff present when the recruitment was completed but it was acknowledged the recruitment needed to happen as soon as possible but the right staff was needed.

- Councillor Whitcutt commented on remote meetings and that they were very familiar with them and stated that these had been picked up well within the Council and it was important to understand the interruption the pandemic has caused across the public sector. Councillor Whitcutt also thanked staff for their hard work.

- Councillor T. Watkins mentioned the issue of the supply of Scrutiny officers and that it seemed that there was just enough and that the Governance team were filling in and they expressed concern as to what would happen if other staff left in the future.

The Head of Law and Regulation explained that there had been an element of succession planning from the last turnover of staff from the previous Governance Team and that some things were not planned for. In all other sections there was no slack there and there was enough staff to deliver services but there was not enough resources in the budget to build in the resilience and when new posts were filled, it would be better.

The Chair confirmed that there seemed to be a recurrent theme about the level of Scrutiny in Newport and that Cardiff was an example of great resources in Scrutiny that Newport maybe could not match.

The Head of Law and Regulation explained that other councils have different governance processes and so it was very difficult to make comparisons. Many Councils have a call in process with Scrutiny Committees where in relation to their cabinet executive decisions, everyone was subject to the call in process so there was far more work for those Scrutiny committees. In Newport, our challenge process in terms of pre decision Scrutiny was to send every Councillor every report so they could comment on it. In the report in terms of the Scrutiny function, it was felt that there was enough staff now to support Councillors in that role.

- Councillor Thomas questioned as to whether the Councils delivery of services have been adequately scrutinised or have the pressures of administration processes meant delays or failure to ensure services and delivery was satisfactory.

The Head of Law & Regulation stated that despite the disruption, the service area has continued to operate in an effective way and there have been no failures in this period. The report was sent to Cabinet when the reintroduction of remote meetings was being looked at and Newport was fortunate as our Governance procedures allowed us to have no formal meetings for the first 3 months of lockdown. There was still a Scrutiny function as written reports were still being sent out and communication was still being had with Members in terms of Scrutiny. During that period, we still conducted business in a clear manner. Remote meetings regulations did not come into effect until May 2020 and technology had to be in place before remote meetings were introduced.

- Councillor Thomas stated that few members of the public understand how the new Council processes have changed. It was noted that ward Councillors have had a big increase in enquiries and a lot of this fed into commenting on processes, which was not open to Councillors at that time. Councillor Thomas expressed concerns that the public could understand and were satisfied, that while things were difficult, Councillors were able to catch up and why Councillors were not completing their role as normal. Councillor Thomas also wished that constituents could know that there were reasons why Councillors were not playing the normal role at the moment and asked whether current processes were going to cover the shortfall which may put pressure on staff.

The Head of Law & Regulation stated that there were still effective procedures in place to help Councillors to fulfil their democratic role. During the period, these were unprecedented times and the focus was on emergency planning. The PR and Communications team were producing updates on social media and on the website to inform members of the public of what the Council were doing. If Councillors felt there could be improvements made in this area that Councillors could recommend then these could be considered.

Councillor Evans stated that in relation to recommendations, that a line could be added that stated recruitment should be carried out as a matter of urgency if agreed with the committee. The Head of Law & Regulation stated that this did not need to be a recommendation as they were happy to take this on board and for it to be recorded in the minutes.

Agreed:

That the Annual Report of the Head of Democratic Services be noted and approved by the Council's Democratic Services Committee.

The Committee then discussed the second part of item 4 which was the Annual Report of the Democratic Services Committee.

The Head of Law & Regulation stated that the report was presented to full Council in November and followed on from the previous report.

The Chair stated that they were satisfied with the report.

Councillor Evans stated that there was huge amount of work completed last year and that the Committee worked well as a team.

Agreed:

That the Annual Report of the Democratic Services Committee be noted and approved by the Council's Democratic Services Committee.

5. Independent Remuneration Panel for Wales Draft Annual Report 2021

The Head of Law & Regulation stated that this report was received at this time every year from the IRP and comments were invited by the 23 November 2021.

The cover report summarised the full IRP report, which was attached, in case the Democratic Services Committee wished to make any comments to the IRP .

Main Points:

-Members allowances have been uplifted again in line with inflation- a flat rate increase of all basic salaries of £150 for all members.
-All senior salaries are also to be uplifted and will go up by 1.06%, which was listed in the schedule.
-The allowances for co-opted members have also gone up by a similar percentage.

The only other difference was that there was a section of the report devoted to the reimbursement of costs of care for Members. It was retitled again this time to a Contribution towards Costs of Care and the cap was removed on what could be claimed, as it was recommended that Members should be fully reimbursed for costs claimed.

There was also a section as to how this should be publicised to Members.

Councillor Thomas stated that in relation to Determinations 34-39 omitting 38 where it stated Members may wish to agree proposals; Councillor Thomas stated that they were happy to agree these proposals. It was recognised that Members were following these recommendations already.

Agreed:

That the report be noted and approved by the Council's Democratic Services Committee.

6. Any Issues for Discussion with the IRP

The Chair was due to meet with the IRP on the 27th October 2020 and the Chair asked the Committee whether any Members had any issues that needed to be brought forward to the meeting.
Councillor T. Watkins asked whether the IRP had any concerns in their role and do they have any concerns or reservations as to whether Councils adhered to their recommendations.

The Head of Law & Regulation stated that there was no choice, we have to by law, adhere to the recommendations regarding allowances and that their role was legislative so we have to follow it.

- Councillor T. Watkins questioned whether the IRP wanted to go further but didn't have the authority to and whether the IRP had any concerns in not being able to go further and whether they had concerns about their own limitations.

The Chair stated that they would bring this to the Chair of IRP at their meeting.

The Head of Law & Regulation stated that before Covid the IRP used to meet with Councillors to make sure they had enough support to carry out their role, that the allowances were sufficient and there was enough IT support and provision etc.

The Chair stated that carers allowances was raised previously and the Head of Law & Regulation stated that this was the Equality agenda and was all about diversity and making sure certain Councillors weren't disadvantaged due to caring responsibilities and commitments. In terms of remote meetings, Welsh Government were keen to continue these, as this could assist members who could not always travel in.

- Councillor Hughes questioned as to what were the barriers in becoming a Councillor and what were the barriers to accessing the support. Could there be a more in depth look into barriers by the Committee.

It was discussed how there was a mix of Councillors in Newport but maybe there was not enough to bring in more members from ethnic backgrounds and Councillors with a disability.

The Chair also agreed to take this to the meeting with the IRP.

The Head of Law & Regulation asked whether any members of the Committee wanted to mention anything specific to go on the Forward work programme to be reviewed.

Councillor Evans stated that there could be a look at inclusion of the people we represent and as ward meetings were suspended maybe remote surgeries could be held in future to connect with people.

Councillor Watkins requested feedback for the committee from the IRP at the next Democratic Services Committee.

5   **Date of Next Meeting**

18 February 2021 at 10am

NEWPORT
CITY COUNCIL
CYNGOR DINAS
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Report

Democratic Services Committee

Date: 18th February 2021

Item: 4

Subject **Council resolution – Review of Standing Orders**

Purpose To consider the referral from Council regarding the review of Standing Orders

Author Head of Law & Regulation

Ward General

Summary Council meeting on 26th January 2021 resolved that Democratic Services Committee review both the impacts of the Local Government and Elections (Wales) Act 2021, and any proposed changes to the standing orders together in line with the work plan of the said committee within their normal reporting to full Council

Proposal **To consider the referral from full Council regarding the review of Standing Orders and to determine how the Committee wish to undertake this review.**

Action by Head of Law & Regulation

Timetable In line with the consultation deadline

This report was prepared after consultation with:

- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

Background

1.   A notice of motion was tabled and moved at Council on 26th January 2021 to amend Council Standing Order 4.2(b) to change the time limit for Questions at Council to the Leader from 15 minutes to 30 minutes. This was proposed on the basis that the current time limit did not afford a sufficient opportunity for Opposition members to ask questions of the Leader in Council.

2.   Under the current standing orders, each opposition group is allocated one question each, to be asked in order of group membership, with the largest opposition group going first, followed by the second largest opposition group and so on. Each of the Group Leaders or their appointed deputies are invited to put their questions to the Leader in turn and they are allowed one supplemental question to clarify anything arising from the response. After all the allocated opposition group questions are completed, questions are opened up to all members and are allocated according to a ballot. Councillors wishing to ask a question of the Leader must notify the Governance Team in writing by midday on the day of the Council meeting. The content of the question does not need to be submitted in advance. Question notifications are grouped according to opposition/majority party members and the order for questions is then selected by a ballot, with the questions alternating between opposition and majority party members. The Leader's question time ends when the 15 minute time is over, or when the list of balloted questions is complete, whichever is the earliest.

3.   However, the following amendment was proposed, seconded and carried at the Council meeting:-

        "This Council Believes:

        The Local Government and Elections (Wales) Act 2021 will affect the way that we as a Council operate.

        This Council further believes:

        ▪   The Council is committed to improving democracy and believes that any changes must be scrutinised within the terms of reference of the Democratic Services Committee.

        ▪   That this is the opportune time to review the proposed standing order 4.2(b) within the context of the introduction of the Local Government and Elections (Wales) Act 2021 and existing procedures including the Newport City Council Remote Meeting Attendance protocol.

        This Council resolves that:

        The Democratic Services Committee review both the impacts of the Local Government and Elections (Wales) Act 2021, and any proposed changes to the standing orders together in line with the work plan of the said committee within their normal reporting to full Council."

4.   Therefore, the Committee is asked to consider the referral from Council and to determine the scope for this review and how this should be undertaken.

5.   The Local Government and Elections (Wales) Act 2021 contains a number of measures that will require changes to the Council's governance arrangements and Standing Orders, prior to May 2022. The implementation of these legislative requirements will be addressed as part of the forward work programme for Democratic Services Committee, together with any consequential amendments to the Constitution. The following provisions are of particular relevance to the current Standing Orders and the way in which business is conducted and managed in Council meetings:-

(a) Duty to encourage local people to participate in local government decision making to include the making of decisions in partnership or in conjunction with any other person (Section 39);

(b) Prepare and Publish a Strategy on encouraging people to participate in local government decision and review the strategy following every local government election (Sections 40–41);

(c) Duty to make and publish a petition scheme and review the scheme from time to time (Section 42);

(d) Publish Constitution and a guide to accompany the Constitution and make copies of the guide available on request (Section 45);

(e) Electronic broadcasts of meetings open to the public (Section 46);

(f) Remote Attendance at local authority meetings (Section 47)

6.   The duty to encourage public participation and engagement could include examining options for public speaking and public questions at Council, as well as member questions. The petition scheme would also have to enable public petitions to be submitted electronically and provide a mechanism for responding. In addition, a bid had already been submitted to the local Government Digital Democracy Fund for £52k grant funding to develop and upgrade the technology in the Council Chamber and Committee rooms to provide for "hybrid" meetings, to enable some members to dial-in remotely to face-to-face meetings. The Council Standing Orders will need to be reviewed and updated to accommodate these changes in governance processes.

7.   There may also be other provisions within existing Standing Orders that the Committee would wish to review and reconsider.

Financial Summary

There are no financial implications in relation to the scope and timing of this review of Standing Orders but the implementation of some of the legislative changes may require additional funding, if they cannot be accommodated within existing budgets.

Risks

Failure to review standing orders in the light of the legislative requirements will have a reputational impact on the openness and transparency of the governance processes.

Links to Council Policies and Priorities

The principles of open and transparent governance are consistent with the Council's Strategic Recovery aims and support the Council's Corporate Plan 2017-22. They are also enshrined in the well-being plan and objectives under the Well-being of Future Generations (Wales) Act.

Options Available

The Committee is asked to consider the referral from Council and to determine the scope for this review and how it should be undertaken.

In particular, the Committee may wish to consider whether to review the operation of Standing Order 4.2(b) now or await further guidance on the other requirements of the Local Government and Elections (Wales) Act before undertaking a more comprehensive review of existing Standing Orders.

Comments of Chief Financial Officer

There are no financial implications of undertaking the review of standing orders

Comments of Monitoring Officer

Set out in the report.

Staffing Implications: Comments of Head of People and Business Change

There are no staffing or HR implications. The principles of open and transparent governance are consistent with the Council's Strategic Recovery aims and support the Council's Corporate Plan 2017-22. They are also enshrined in the well-being plan and objectives under the Well-being of Future Generations (Wales) Act

Background Papers

Local Government & Elections (Wales) Act 2021 and associated guidance

Dated: 11th February 2021

NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

Report

Democratic Services Committee

Date: 18th February 2021

Item: 5

Subject   **Competency framework and Induction Curriculum Consultation**

Purpose   To consider the draft Competency Framework and Induction Curriculum for Members following the May 2022 local elections.

Author   Head of Law & Regulation

Ward   General

Summary   The WLGA have issued revised drafts of the updated competency framework for councillors and the new induction curriculum for members following the May 2022 local elections. Both have now been updated since they were last revised in 2017 to reflect the changes in members' roles and new legislative requirements. The draft documents were presented at a meeting of the Lead Members and Officers for Member Support and Development Network 2nd February 2021, which was attended by the Chair of the Democratic services committee and Governance Support officers. The Committee is asked to consider these draft documents and formulate any comments or suggested revisions.

Proposal   **To consider the draft Competency Framework and Induction Curriculum for Members following the May 2022 local elections and formulate any comments or suggested revisions.**

Action by Head of Law & Regulation

Timetable In line with the consultation deadline

This report was prepared after consultation with:

- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

Background

1. The WLGA have issued revised drafts of the updated competency framework for councillors and the new induction curriculum for members following the May 2022 local elections. Both have now been updated since they were last revised in 2017 to reflect the changes in members' roles and new legislative requirements. The draft documents were presented at a meeting of the Lead Members and Officers for Member Support and Development Network 2nd February 2021, which was attended by the Chair of the Democratic services committee and Governance Support officers.

2. Competency Framework.

   The revised draft competency framework for elected members is set out at Appendix 1. This framework outlines the knowledge and behaviours required by Councillors and has been developed by elected members and officers working with the WLGA. It will be used by councils when providing member support and training and to assist individual members in identifying their priorities for continuing personal development. It is not intended to be exhaustive or prescriptive, and can be adapted to reflect the priorities of different councils.

3. The Framework links to the *Wales Charter for Member Support and Development*, which provides councils with a structure for local self-assessment and provision of member development. The framework also fits with the WLGA model role descriptions and the induction curriculum for new members. It takes account of legislative requirements for members including those set out in the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021.

4. The Framework includes a range of generic competencies required by all Councillors and separate sections for specific roles on the Council. For each theme, the framework sets out the information that Councillors need to know, understand, and be able to do (knowledge and skills), together with examples of how they should act (behaviours). **Part A** will be useful for all councillors. **Part B** should be used selectively depending on additional specialist roles.

5. Induction Curriculum

   The draft induction programme for new elected members, leading up to and following the local elections in 2022, is set out at Appendix 2. It sets out the potential local and national activities to support potential and new members. It is not designed to be prescriptive as the needs of each Council and Councillor are different. It should however provide a guide for what should be considered when developing local programmes.

6. The Induction Framework has been developed by Local Authorities working with the WLGA. It has been designed to fit with the *Development Framework for Members*, a competency framework for members which provides more information about the subjects which should be covered in both induction and ongoing member development. It also fits with the *Wales Charter for Member Support and Development* and takes account of the legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

7. Following the delivery of an induction programme, further development for councillors should be informed by personal development review. Councils will seek to procure and share learning opportunities with each other and with community and town councils wherever possible.

8. Most of the induction training modules will be delivered by way of remote on-line learning. With this in mid, the WLGA have raised specific questions about the NHS learning @Wales Platform which hosts the e-learning modules for members:-

(a)　　Do councillors in your Authority use e-learning generally, if so, has this included the AWA e learning modules for members?

(b)　　How would you rate the existing e-learning member modules developed for 2017?

(c)　　How would you rate the quality of the platform for use by members?

(d)　　When the new e-learning modules are developed to be used by all the new councillors in Wales in 2022 how much use do you think they will have?

(e)　　What qualities are required for the new modules and platform for them to be used in future by members?

9.　　The Committee are asked to consider these questions and formulate any response in relation to the e-learning platform.

Financial Summary

There are no financial implications. The member training and induction programme will be delivered within exiting budgets.

Risks

Failure to consider and respond to the draft documents will mean that the Committee loses the opportunity to influence the development of these member development frameworks

Links to Council Policies and Priorities

Member training and development is a requirement of the Local Government (Wales) Measure 2011 and the Local Government and Elections (Wales) Act 2021 and underpins good corporate governance. These principles are also enshrined in the Council's well-being plan and objectives under the Well-being of Future Generations (Wales) Act.

Options Available

The Committee is asked consider the draft Competency Framework and Induction Curriculum for Members following the May 2022 local elections and formulate any comments or suggested revisions.

The Committee are also asked to formulate any response to the questions on the e-learning platform.

Comments of Chief Financial Officer

There are no financial implications.

Comments of Monitoring Officer

Set out in the report.

Staffing Implications: Comments of Head of People and Business Change

There are no staffing or HR implications.

Background Papers

<u>**Appendix 1**</u>

A Development Framework for Councillors in Wales 2021

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

It has been developed by Councillors and officers working with the WLGA.
It will be useful for Councils when providing support and training for members and for Councillors to identify their priorities for continuing personal and professional development.
It is not intended to be exhaustive or prescriptive, it can also be locally adapted to reflect the priorities of different councils.

The Framework fits with the *Wales Charter for Member Support and Development*. The Charter provides Councils with a structure for local self-assessment and provision of member development, this framework provides a suggested content for that development.
The framework also fits with the WLGA model role descriptions and the induction curriculum for new members. It takes account of legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021.

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

For each theme, the framework sets out the information that Councillors need to know, understand, and be able to do (knowledge and skills), together with examples of how they should act (behaviours).
Part A will be useful for all councillors. **Part B** should be used selectively depending on additional specialist roles.

Part A - relevant to all councillors

Fundamentals: A range of general skills required by all members

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

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

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

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

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

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

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

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

Casework on behalf of the public

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

Partnership and representation

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

Working in the Political environment

	Requirement	Knowledge and Skills	Effective Behaviours
A35	**Party policy (if a party member)**	Awareness of values and manifestos both nationally and locally.	Balances the needs of local people, Party, Group and Council
A36	**Liaison with the UK Government, Welsh Government and the Senedd**	Understanding of the functions of the different tiers of government and methods of engagement.	Liaises with local MPs and MS. Brings local issues to the attention of the WG when appropriate.
A37	**Party Group membership**	Party rules and constituency group structure and policies.	Works effectively and respectfully with Party Group members and officials.

Scrutiny

REF	Requirement	Knowledge and Skills	Effective behaviours
B1	**The role of Scrutiny**	The value of Scrutiny as an essential part of the Council's corporate governance. The role of the Scrutiny function in: Contributing to better outcomes - driving improvements in services. Better decisions - ensuring that democratic decision making is accountable, inclusive and robust. Better engagement – ensuring that the public is meaningfully engaged in democratic debate about the current and future delivery of public services.	Contributes to the development of forward work programmes. Selects topics where Scrutiny can have most impact. Promotes the work of Scrutiny within the council. Acts in a non-parochial and non-Party Political manner when undertaking Scrutiny.
B2	**Policy development and review**	General understanding of the policies, plans, services and functions in development or review.	Makes informed and evidence-based recommendations for policy development.
B3	**Holding the Executive to account**	Understanding of the remit of the Executive in general and items on the Executive Forward Work Programme. Processes for the constructive challenge of Executive decisions and when and how to use the power to call in decisions.	Monitors and constructively challenges the decision-making process of the Executive, in the best interests of the community.
B4	**Monitoring performance**	Interpreting data, financial information. Risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.	Identifies and challenges poor performance based on evidence, to improve services.
B5	**Individual Scrutiny skills**	Data handling and research. Meeting preparation for formal and informal scrutiny meetings and groups. Contributing to questioning strategies and asking questions. Active listening.	Prepares thoroughly for every Scrutiny activity and meeting by reading reports, preparing lines of enquiry and undertaking personal research. Contributes to questioning strategies and asks relevant, effective questions. Actively seeks outcomes for every Scrutiny activity.
B6	**Engaging the public in Scrutiny**	How the Public Participation Duty, to encourage local people to participate in decision making is supported by Scrutiny. Appropriate local individuals and organisations who can contribute to	Raises public awareness of the work of Scrutiny and work programmes. Encourages the public to become involved in the

REF	Requirement	Knowledge and Skills	Effective Behaviour
		the work of Scrutiny, especially those traditionally excluded.	policy and decision-making process through Scrutiny.
B7	**Collaborative Scrutiny**	Joint Scrutiny - Understanding of the remit and terms of reference of any joint Scrutiny committees. Scrutiny of joint arrangements - the role, responsibilities and accountability of regional bodies, partnerships and organisations outside of the Council which are subject to Scrutiny.	Seeks outcomes from effective joint working with scrutiny members from other authorities, partnerships, and organisations.

Chairing

REF	Requirement	Knowledge and Skills	Effective Behaviour
B8	**Committee leadership**	An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members, and agencies. Commitment to enabling all committee members to develop skills and participate effectively in meetings.	Promotes the work and value of the committee in the Council and to the public. Works with the committee outside of meetings to make it work more effectively. Communicates with members and officers with an interest in committee proceedings. Builds relationships with the relevant Heads of Service/ Directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.
B9	**Work programme development and management**	The subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees. Any Council and community priorities which should inform the work programme.	Works with officers and committee members to develop the work plan. Ensures that the work programme takes account of The Executive Work Plan, risks to the Council, other committee programmes, national, regional and local plans and policies, and the expressed needs of the community for services. Makes sure that the committee uses reports from audit, inspection and regulatory bodies.
B10	**Meeting preparation and management**	Meeting management in a variety of settings and using different channels for physical, hybrid and remote meetings. Broadcasting.	Chairs act clearly and authoritatively to enforce meeting rules and encouraging fair and focussed participation.

REF	Requirement	Knowledge and Skills	Effective behaviours
		Meeting protocols and the rules of debate. Agenda management including fair contributions and time. Public and press participation.	Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes. Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.
B11	**Committee support**	The support, appropriate level and variety of information and finances the committee needs to function effectively.	Negotiates and ensures the support required by the committee.

Serving on statutory/regulatory committees

REF	Requirement	Knowledge and Skills	Effective behaviours
B12	**Planning**	Statutory role of the committee. Planning and rights of way law generally. How to apply the Code of Conduct to planning issues. Declaring interests in Planning. Local Development Planning. Development Management. Sustainable Development principals and legislation including environmental, welfare, future generations, and design considerations. The respective roles of Welsh Government and Local authorities. Environmental impact assessment in a planning context.	Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on committees acting in a semi-judicial role. Transparently adheres to the Code of Conduct. Seeks appropriate professional officer advice, personal development or briefing before taking decisions.
B13	**Governance and Audit**	Statutory role of the committee. Effective Governance and performance management. The Council's and national performance reporting frameworks. Scrutiny of financial performance. Risk Management and the local Risk Management Strategy. Internal and external audit arrangements. The relative roles of Audit and Scrutiny committees.	
B14	**Licensing**	Licensing regulations and Licensing policy. Local policies which impact in this area such as the Community Plan and wider considerations for sustainability.	
B15	**Democratic Services**	The legislative requirements for a Democratic Services committee. National and local requirements for member support and development. Role of the Head of Democratic	

REF	Requirement	Knowledge and skills	Effective behaviours
		Services/Monitoring Officer (if separate). Role of and collaboration with the Lead Member/Champion for member support and development. Diversity in Democracy.	
B16	**Standards**	The law and constitution in relation to conduct. Local resolution protocols. Needs of both County Council and Town and Community Councils for Training in relation to the Code of Conduct.	

Executive Members

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

Council Leadership

REF	Requirement	Knowledge and Skills	Effective Behaviours	
B21	**Promoting and managing the reputation of the council**	Acting as an ambassador for the Local Authority.	Effectively represents the Council, ensuring that information about the Council and its services and citizens is communicated positively and with authenticity and integrity.	**Civic Leadership**
B22	**Leading the vision for the area.**	Development of a vision for the Council area or wider region.	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the area.	
B23	**Leading the Council**	Develop a vision for the work, culture and outcomes sought by the Council. Senior Corporate Governance	Works collaboratively with the community, members, officers and Political Party (if a member) to create and communicate a shared vision for the Council. Oversees the delivery of effective corporate governance in the Council.	
B24	**Relationships with the Chief Executive and Senior Management Team**	Advanced communication and relationship building. Understanding of and empathy for the work of the Chief Executive and Senior Officers. Performance management and appraisal of chief officers.	Meets and communicates openly and regularly. Makes expectations clear and provides political leadership. Undertakes performance reviews with senior officers as appropriate.	
REF	Requirement	Knowledge and Skills	Effective Behaviours	
B25	**Chairing Full Council**	Advanced chairing skills. In depth understanding of standing orders and rules of engagement. Remote, hybrid and physical meetings. Broadcast meeting skills.	Effectively and confidently chairs meetings of the full Council through a range of channels. Sets standards and expectations for appropriate behaviour.	
B26	**Representing the Council at Civic functions**	Tact and diplomacy. Advanced public speaking Relationship building.	Demonstrates high level interpersonal communication, and social skills, appropriate to the context.	

Appendix 2

Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022

This framework outlines the curriculum for the induction of members in Wales leading up to and following the local elections in 2022.

It sets out the potential local and national activities to support potential and new members. It is not designed to be prescriptive as the needs of each Council and Councillor are different. It should however provide a guide for what should be considered when developing local programmes.

The Induction Framework has been developed by Local Authorities working with the WLGA. It has been designed to fit with the *Development Framework for Members*, a competency framework for members which provides more information about the subjects which should be covered in both induction and ongoing member development. It also fits with the *Wales Charter for Member Support and Development* and takes account of the legislative requirements for members including those set out in the Local Government (Wales) measure 2011 and the Local Government and Elections (Wales) Act 2021. Following the delivery of an induction programme, further development for councillors should be informed by personal development review.

Councils will seek to procure and share learning opportunities with each other and with community and town councils wherever possible.

When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
			<mark>Possible collaboration or shared workshop materials</mark>		
POTENTIAL CANDIDATES					
2020	WG Diversity in Democracy and Democratic Renewal Programme	Potential Candidates. Voters	Comms and media initiative encouraging understanding of the democratic process, voting, participation and standing for office.	Currently education resources available for newly enfranchised young people on the Hub. **Hwb (gov.wales)**	WG with steering group including WLGA. LAs.
2019	WLGA be a Councillor information	Potential Candidates	Be a Councillor Website **https://www.beacouncillor.wales/**	E learning in production Councillor videos in production to be added to the website early 2021	WLGA
2018	IRP information	Potential Candidates	Website **https://www.youtube.com/watch?v=h3o0eKrX2Ds&feature=youtu.be**	no	IRP
2021 onwards	Council Information and promotion activities.	Potential Candidates	Open evenings, information sessions, mentoring and shadowing schemes.	no	All Councils

2019 onwards	National mentoring initiatives for people from underrepresented groups. Mentors will include serving councillors.	Potential Candidates	Through national organisations	Training for mentors from national organisations.	Currently, Ethnic Minorities and Youth Support Team Wales. Women's Equality Network Wales. Soon to develop in to a 4 way collaboration with Stonewall Cymru and Disability Wales 2021
NEW MEMBERS					
Week One	General introduction to the role and local government. WLGA Councillors Guide.	Signposted to all Members on election.	Online Guide, developed from Be a Councillor Website.		WLGA
Week One	Orientation (Council offices and County facilities, access and security.	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority.	Councils
Week One	Introduction to the Council, and local Corporate Governance, how decisions are taken, structures and meetings working with officers, working with the community and other bodies, joint arrangements.	All members (M)	Workshop/webinar Chief Executive, Head of DS. Leader	To be developed by staff locally. E learning in production.	Councils and Merthyr Tydfil/WLGA/NHS. All Wales Academi e learning module corporate governance.
Week one	ICT induction including for remote working and issue of equipment	All members (M)	Workshop and individual sessions.	Session and guidance to be developed by staff locally	Councils
Week one	Code of Conduct and Ethics including civility and respect	All members(M)	Workshop/webinar Monitoring Officer.	E learning in production	Councils and AWA (e-learning) Carmarthenshire Ethics, standards and code of conduct

Week one	Meeting Participation Rules of engagement, multi-location meetings, etiquette, broadcasting.	All members(M)	Workshop/dry runs HODS/DS officers/Digital staff/Lead Member	Locally produced materials	Councils
1st 2 months	"Market Place" Introduction to service areas	All members	Market place, all senior officers with "stalls" sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Councils
1st 2 Months	Introduction to Equalities and Diversity including personal awareness and behaviour.	All members(M)	Workshop /webinar Equalities Officers, Lead Member.	e- learning in production	Councils and AWA (E-learning) Denbighshire
1st 2 Months	Safeguarding children and vulnerable adults.	All members(M)	Workshop/webinar - Directors of Education/SS	e- learning in production	Councils and AWA (E-learning) Pembrokeshire
1st 2 Months	Personal safety and self-care Stress management, personal resilience, work-life balance. Bullying and harassment, online abuse. Sources of help and support within and beyond the Council.	All Members (M)	Local Workshop/Webinar MOs, HODS, Health and Safety and Digital officers. Senior members	Guidance notes and signposting for some topics available now from WLGA website	Councils and AWA (e-learning) Time and workload management Wrexham. Managing stress and coping with bullying and harassment Blaenau Gwent.
1st 2 Months	Community Leadership and Casework	All members (M)	Workshop/Webinar Senior member with HODS. e- learning. External facilitators.	e-learning in production	Councils and AWA (e-learning) Conwy
Prior to first meeting of committee	Planning. Local planning and development management	Planning Committee(M)	Workshop/Webinar Planning Officer	e-learning in production	Councils and AWA (E learning) Bridgend
Prior to first meeting of committee	Standards. Responsibilities of the committee and the standards regime.	Standards Committee(M)	Workshop/Webinar Monitoring Officer		
Prior to first meeting of committee	Licensing. Responsibilities of the committee and licensing law.	Licensing Committee(M)	Workshop/Webinar Licensing Officer	e-learning in production	Councils and AWA (e learning) Powys)

Prior to first meeting of committee	Governance and Audit	Governance and Audit Committee(M)	Local Workshop/Webinar Finance and HODS Officer.	e-learning in production	Councils and AWA (e learning) Audit and Risk Isle of Anglesey
Prior to participating	Appointments, appeals and interview skills	Panel members(M)	Local Workshop/Webinar HR Director		Councils
Prior to first scrutiny meetings	The role of Scrutiny and how to be an effective scrutiny member	All members(M)	Workshop/Webinar HODS/Scrutiny officers Or external provider	e-learning in production	Councils and AWA (E-learning) Monmouthshire and WLGA
Prior to chairing first meeting	Chairing Skills (meeting management)	All chairs (M)	Workshop/webinar DS Leads/External facilitators	E learning available on AWA	Councils commissioned external facilitators AWA (E-learning) Cardiff
Prior to chairing first scrutiny meeting	Scrutiny chairing (committee and meeting management)	All Scrutiny Chairs (M)	Workshop/Webinar Scrutiny leads/ External facilitators		Councils and commissioned external facilitators
1st 6 Months	Data Management and FOI including GDPR	All members(M)	Workshop/Webinar – DP officers	e- learning in production	Councils and AWA (E-learning) Caerphilly
1st 6 Months	Corporate Parenting	All members(M)	Workshop/webinar Directors of SS	e- learning in production	Councils and AWA (E learning) Flintshire
1st 6 Months	Finance including budgeting and treasury management	All members(M)	Local practical Workshop/webinar with local data. Finance Directors	e-learning in production	Councils and AWA (E eLearning) Torfaen
1st 6 Months	Operating within the Welsh Language Act and Local Standards	All Members (M)	Local workshop/webinar Briefing from Welsh Language Leads	e-learning in production	Councils and AWA (e-learning) Gwynedd

1st 6 Months	Violence against Women and Domestic Violence	All Members (M)	National/local Workshop/webinar from lead officers and/or Welsh Government	e-learning in production	Councils and AWA (e-learning) Rhondda Cynon Taff
1st 6 months	Planning for non-planning members – protocols	All members (M)	Local workshop/webinar Planning officers/experienced member	e-learning in production	Councils and AWA (e-learning) Bridgend
2nd 6 Months	New Cabinet Development. Team building, developing a political vision, working with officers, working with Scrutiny.	Cabinet	External facilitators. Academi Wales.	Materials from external facilitators.	Councils and commissioned external facilitators.
2nd 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG/WLGA briefings when available	Councils
2nd 6 Months	Effective Scrutiny and individual scrutiny skills. Collaborative scrutiny and scrutiny of joint arrangements.	All Scrutiny Members	Workshop/Webinar Scrutiny lead officers and members External facilitators		Councils and commissioned external facilitators
2nd 6 Months	The role of members in relation to the Social Services and Well-being (Wales) Act	All members (M)	Local Workshop - Directors of SS and Lead Member.	e-learning in production	Councils and AWA (E-learning) Newport
2nd 6 months	Using Social Media	All Members	Hands on Workshop Comms and DS staff Local SM strategies Or External facilitators	e- learning in production	Councils and AWA (e-learning) Swansea
2nd 6 months	Public Speaking and working with the media	All Members	Comms and DS officers . External facilitators	e-learning in production	Councils and AWA (e-learning Wrexham)

| 2nd 6 months | The role of members in relation to the Wellbeing of Future Generations Act | All Members(M) | Workshop/Webinar - Appropriate senior officers and Lead Member. | e- learning in production | Councils and AWA (E-learning) Ceredigion |

Note:
(M) = Mandatory AWA https://learning.wales.nhs.uk/
Section of AWA to load and view e learning modules here https://learning.wales.nhs.uk/course/view.php?id=313

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Working together to support councils on local democracy

The Local Government and Elections (Wales) Act 2021 has just received Royal Assent.

As well as permitting 16 and 17 year olds to vote in Welsh elections for the first time, the Act will also make some changes to the governance landscape in local authorities.

The Welsh Government has identified this as an opportunity to revisit all the existing guidance on local democracy produced by WG, and others, over the years. The ultimate aim is to revisit and review this guidance and to bring it together in the form of a "Democracy Handbook" – a suite of material which will provide a one-stop resource for councillors and officers, but also local people seeking to better understand their rights and how councils work.

We have been commissioned by Welsh Government to assist in the first phase of this project. Between now and March, we will be reviewing the primary legislation, statutory instruments and guidance which apply to councils on matters relating to democracy, and setting out a roadmap for how the Handbook can be developed. We will also be leading on the drafting of a piece of substantive guidance on local authority meetings, which will ultimately form a part of the Handbook.

In doing this work we recognise the importance of working closely with the local government sector. We are planning three stakeholder events at the end of February and the beginning of March to understand what people's expectations for a Handbook might be. We will be following this up with individual conversations with those who need it. This will begin a process of wider engagement which will continue through to future phases of this project.

These particular events are all being delivered remotely, and are invite-only. This is because in the first instance we are focusing our engagement on councils' Heads of Democratic Services and Chairs of Democratic Services: we want to make sure that an officer and a councillor from each authority has an opportunity to contribute to this exercise. However, if councils want to substitute other individuals or send different or additional people who are likely to have particular insights, please get in touch.

Event 1: for national bodies: 24 February, 11am – 1pm

Event 2: for councillors: 26 February, 11am – 1pm

Event 3: for officers: 1 March, 11am – 1pm

If there are particular issues you want to highlight with regard to the guidance, please let us know in advance so that we can build this into the sessions. Please also let us know if you would prefer to participate using the Welsh medium, as simultaneous translation can be provided.

Those signing up will receive full joining instructions and an agenda prior to the meeting.

For more information please contact ed.hammond@cfgs.org.uk.

Ed Hammond and Dave Mckenna, Centre for Governance and Scrutiny

Rebecca David-Knight, Public Governance Wales

Catherine Farrell and Rachel Ashworth, Cardiff University

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NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

Report

Democratic Services Committee

Part 1

Date: 18th February 2021

Item: 7

Subject **Draft Work Programme**

Purpose To present a suggested work programme for the Committee.

Author Head of Law and Regulation

Ward All Wards

Summary The purpose of a work programme is to enable the Committee to plan, organise and prioritise its workload.

Previously, reports have been brought to the Committee on an ad hoc basis, as and when work was referred. By adopting the suggested work programme in this report, the Committee will be able to plan out its projects and meetings, be clear on its aims and objectives, and properly assess at the end of the year the extent to which its aims have been achieved.

Proposal **To agree the Committee's Work Programme.**

Action by Head of Law and Regulation

Timetable Immediate

This report was prepared after consultation with:

- Chief Officers
- Head of Finance
- Head of People and Business Change

Background

The purpose of a work programme is to enable the Committee to plan, organise and prioritise its workload.

Previously, reports have been brought to the Committee on an ad hoc basis, as and when work was referred. By adopting the suggested priorities in this report, the Committee will be able to plan out its projects and meetings, be clear on its aims and objectives, and properly assess at the end of the year the extent to which its aims have been achieved.

The Democratic Services Committee annual report, presented to council in November 2020 included the following priorities for the current year:

1. **Constitution Review**

   There is a need to continue the work of systematically reviewing the various parts of the Council's Constitution, with a view to changing to the new modular style of document previous agreed by the Committee.

2. **Local Government & Elections (Wales) Act 2021**

   The Committee will need to review the current governance arrangements regarding the conduct of remote meetings and recommend any proposed changes to protocols and procedures. It will also need to review future governance arrangements to meet the requirements of legislative changes in the Local Government and Elections (Wales) Act, for example in relation to hybrid meetings, remote access and live broadcasting and public participation and engagement.

3. **Covid-19 Recovery Aims and Objectives**

   The Committee will also need to consider any corporate governance issues arising from the Council's Covid-19 response and the recovery aims and objectives.

4. **Democratic Services Annual Reports**

   Both the Committee and the Head of Democratic Services are required to produce an annual report to Council each year, so this will be built into the programme for the autumn of 2021. As part of the reporting process, the Committee will keep under review the adequacy of resources to meet any changing statutory duties.

5. **Independent Remuneration Panel for Wales (IRPW) Annual Report**

   The IRPW's draft annual report will be submitted to Committee for consideration, subject to the timetable for any consultation responses. The final report will be to Council in April/May together with the Draft Schedule of Remuneration for approval for 2021/22.

Once the Committee's priorities are agreed and adopted, the support team will plan the reports and meetings for the rest of the year.

Financial Summary

There is no direct cost to adopting a programme of work.

Risks

Risk	Impact of Risk if it occurs*	Probability of risk	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for

	(H/M/L)	occurring (H/M/L)		dealing with the risk?
No action taken	M	L	Work programming arrangements are in place to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.	Head of Law & regulation and Democratic Services Manager
The process is not embraced by report authors and members	M	M	If there is proliferation of unplanned or late items, the opportunity to ensure work programming is timely, meaningful, informative, and transparent, balanced, monitored, and joined up will diminish	Head of Law & Regulation and Democratic Services Manager

Links to Council Policies and Priorities

These proposals will help the Council provide the best possible service to members and will provide information to the public and elected members.

Proposal

To agree the Committee's Work Programme.

Comments of Chief Financial Officer

There are no financial implications in adopting a programme of work.

Comments of Monitoring Officer

There are no legal implications in adopting a programme of work.

Staffing Implications: Comments of Head of People and Business Change

There are no specific staffing implications in adopting a programme of work.

Background Papers

None.

Dated: 11th February 2021

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