

# **BLAENAU GWENT COUNTY BOROUGH COUNCIL** **GUIDANCE NOTES FOR COUNCILLORS** **ANNUAL REPORTS**

## **Background**

The Local Government Measure requires Local Authorities to ensure that all their elected members are able to make an annual report on their council activities during the previous year. The purpose of the report is to help improve local people's understanding of what their Local Councillor does, and the important role they serve.

The reports should be factual, interesting and non-political, and be no larger than 2 sides of A4 paper. The Blaenau Gwent County Borough Council 'model' for Councillors Annual Reports allows Councillors to make comment on 5 specific areas of activity as follows:-

- Role and Responsibilities
- Constituency Activity
- Major Projects
- Training and Development
- Other Activities

The Authority will arrange to publish Councillors' Annual Reports via links from the BGCBC website each year (by 31<sup>st</sup> July). This will allow for compilation of annual activity, including attendance at Council, Committee meetings and Training & Development records. Annual reports will be removed from the web site for a period preceding any Local Government Elections, thus providing equity for both incumbent and prospective Councillors.

## **Role and Responsibilities**

The Democratic Services Team will provide information on the following aspects associated with this section:

- Attendance at Council and Committee meetings.

Individual Councillors will be expected to provide information on any external bodies or committees that they represent or sit on, including levels of attendance. Individual Councillors should ensure that they personally keep a record of attendance or that the external body/committee can provide accurate records. Examples of external bodies/committees include the following:-

- School Governing Bodies
- Local Authority Committees
- Local Authority Consortium Committees
- College Committees
- Special Interest Groups
- Management Committees

*(this list is not exhaustive)*

### **Constituency Activity**

This is where Councillors have an opportunity to identify the work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, details of key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest. The Council provides no information for this section.

### **Executive and Scrutiny Activities**

This is where Councillors have the opportunity to describe any Executive and Scrutiny activities that they have been associated with on behalf of Blaenau Gwent County Borough Council which have a direct impact on local constituents. Examples of this could include being part of a working party associated with a particular topic or issue, part of a regeneration project and activity associated with improved facilities for part of the community.

### **Training and Development**

This is an opportunity for Councillors to demonstrate their appetite for personal development over the past year. Examples could include training/briefing sessions attended, attendance at seminars, WLGA workbooks. The Democratic Services Section

can provide a record on the activity that has been undertaken which was arranged by Blaenau Gwent County Borough Council.

*(this list is not exhaustive)*

### **Initiatives, Special Activities & Issues**

This is an opportunity for Councillors to offer information on themselves, which they believe, would be of interest to their constituents or which constituents should be made aware.

Examples of this could include the role you have undertaken in fund-raising events, support for local business or areas of personal special interest e.g. support for local sports clubs or organisations. It is the opportunity to show the 'personal' aspect of your role as a Councillor.

## **BLAENAU GWENT COUNTY BOROUGH COUNCIL** **COUNCILLORS ANNUAL REPORT**

This is the report by the Councillor named below regarding their key activities over the year ending 30<sup>th</sup> April 2018. It is provided for the information of all constituents and for no other purpose.

*Completion instructions: Councillors are free to include as much or as little information as they wish in each section, however the report is to be kept to this 2 page maximum format.*

**Councillor:**

**Party:**

**Ward:**

<b>Section 1 – Roles and Responsibilities</b>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>* Figures supplied by Councillor</span> <span>^Figures supplied by BGCBC</span> </div>
<b>Section 2: Constituency Activity</b>

**Section 3: Executive and Scrutiny Activities**

**Section 4: Training and Development**

**Section 5: Initiatives, Special Activities and Issues**

**Signature of Councillor:**

**Date:**