

# DRAFT AGENDA

ID	2379
Committee	Pwyllgor Gwasanaethau Democrataidd
Date	17/09/2021
Attendees	<p>Cynghorwyr John C. Morgan (Cadeirydd)</p> <p>Cynghorwyr Bob Summers (Is-gadeirydd)</p> <p>Cynghorwyr Joanne Collins (Aelod Pwyllgor)</p> <p>Cynghorwyr Garth Collier (Aelod Pwyllgor)</p> <p>Cynghorwyr Martin Cook (Aelod Pwyllgor)</p> <p>Cynghorwyr Malcolm Cross (Aelod Pwyllgor)</p> <p>Cynghorwyr Gareth A. Davies (Aelod Pwyllgor)</p> <p>Cynghorwyr Gareth L. Davies (Aelod Pwyllgor)</p> <p>Cynghorwyr Malcolm Day (Aelod Pwyllgor)</p> <p>Cynghorwyr Keith Hayden (Aelod Pwyllgor)</p> <p>Cynghorwyr Stewart Healy (Aelod Pwyllgor)</p> <p>Cynghorwyr Hedley McCarthy (Aelod Pwyllgor)</p> <p>Cynghorwyr Lee Parsons (Aelod Pwyllgor)</p> <p>Cynghorwyr Keith Pritchard (Aelod Pwyllgor)</p> <p>Cynghorwyr Tim Sharrem (Aelod Pwyllgor)</p> <p>Cynghorwyr John Hill (Aelod Pwyllgor)</p> <p>Cynghorwyr Julie Holt (Guest)</p> <p>Cynghorwyr Clive Meredith (Guest)</p> <p>Cynghorwyr Amanda Moore (Guest)</p> <p>Cynghorwyr Keri Rowson (Guest)</p> <p>Cynghorwyr Stephen Thomas (Guest)</p> <p>Cynghorwyr Haydn Trollope (Guest)</p> <p>Bernadette Elias (Swyddog)</p> <p>Richard Bridge (Swyddog)</p> <p>Andrea Prosser (Swyddog)</p> <p>Gemma Wasley (Swyddog)</p> <p>Leeann Turner (Secretary)</p> <p>Gwasanaethau Democrataidd (Monitor)</p> <p>Pob Cynghorydd (Monitor)</p>

Item ID	5315
Item Title	Cyfieithu ar y Pryd
Summary	Mae croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod, ond mae angen o leiaf 3 diwrnod gwaith o hysbysiad ymlaen llaw os dymunwch wneud hynny. Darperir gwasanaeth cyfieithu ar y pryd os gwneir cais.

Item ID	5316
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Item Title	Ymddiheuriadau
Summary	Derbyn ymddiheuriadau.

Item ID	5317
Item Title	Datganiadau Buddiant a Goddefebau
Summary	Ystyried unrhyw ddatganiadau buddiant a goddefebau a dderbyniwyd.

Item ID	5319
Item Title	Pwyllgor Gwasanaethau Democrataidd
Summary	Ystyried cofnodion y cyfarfod o'r Pwyllgor Gwasanaethau Democrataidd a gynhaliwyd ar 16 Gorffennaf 2021.  (Dylid nodi y cyflwynir y Cofnodion er pwyntiau cywirdeb yn unig).

Item ID	5335
Item Title	Dynodiad Pennaeth Gwasanaethau Democrataidd
Summary	Ystyried adroddiad y Rheolwr Gyfarwyddwr.

Item ID	5334
Item Title	Cynllun Gweithredu Cyngor Amrywiol
Summary	Ystyried adroddiad y Rheolwr Gwasanaeth Perfformiad a Democrataidd.

**COUNTY BOROUGH OF BLAENAU GWENT**

**REPORT TO: THE CHAIR AND MEMBERS OF THE  
DEMOCRATIC SERVICES COMMITTEE**

**SUBJECT: DEMOCRATIC SERVICES COMMITTEE –  
16<sup>TH</sup> JULY, 2021**

**REPORT OF: DEMOCRATIC & COMMITTEE SUPPORT  
OFFICER**

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**PRESENT: COUNCILLOR J.C. MORGAN (CHAIR)**

Councillors B. Summers (Vice-Chair)  
J. Collins (Executive Member)  
G. Collier  
G.A. Davies  
M. Day  
K. Hayden  
S. Healy  
L. Parsons  
K. Pritchard

**Scrutiny Chairs and Vice-Chairs**

Chair and Vice-Chair of Education Scrutiny Committee  
Councillors H. Trollope & J. Holt

Chair and Vice-Chair of Social Services Scrutiny Committee  
Councillor S. Thomas & K. Rowson

Vice-Chair of Community Services  
Councillor C. Meredith

Chair of Regeneration Scrutiny Committee  
Councillor J. Hill

**AND: Chief Officer Resources  
Service Manager, Performance & Democratic  
Organisational Development Manager Payroll, Health & Safety**

ITEM	SUBJECT	ACTION
No. 1	<p><b><u>SIMULTANEOUS TRANSLATION</u></b></p> <p>It was noted that no requests had been received for the simultaneous translation service.</p>	
No. 2	<p><b><u>APOLOGIES</u></b></p> <p>The following apologies were received from:-</p> <p>Statutory Head of Democratic Services Councillor T. Sharrem</p>	
No. 3	<p><b><u>DECLARATIONS OF INTEREST AND DISPENSATIONS</u></b></p> <p>A Member asked if Elected Members who received a remuneration for their various activities needed to declare an interest in their respective outside representations. The Chief Officer advised that Members could declare an interest, however the Chief Officer felt that there was not a need on this occasion as no decisions were being required.</p> <p>The following declarations of interest was made:-</p> <p><u>Item No. 7</u> <u>Statement of Payments made to Members in 2020/2021</u></p> <p>Councillor M. Day – Tai Calon Board Member Councillor G.A. Davies – Tai Calon Board Member Councillor J. Hill – Brecon Beacons National Park Councillor B. Summers – Silent Valley Board Councillor C. Meredith – Police and Crime Panel</p>	
No. 4	<p><b><u>TIME OF FUTURE MEETINGS</u></b></p> <p>The Committee AGREED that future meetings be held at 9.30 am and proposed that as there was a little flexibility with Democratic Services Scrutiny Committee that the date be altered accordingly to ensure there was no clash in the Council Diary to allow for the meeting to proceed at 9.30 am.</p>	

<p><b>No. 5</b></p>	<p><b><u>DEMOCRATIC SERVICES COMMITTEE MINUTES</u></b></p> <p>Consideration was given to the minutes of the meeting held on 22<sup>nd</sup> March, 2021.</p> <p>The Committee AGREED that the Minutes be received as a true record of proceedings.</p>	
<p><b>No. 6</b></p>	<p><b><u>ACTION SHEET - 22<sup>ND</sup> MARCH, 2021</u></b></p> <p>Consideration was given to the Action Sheet from the meeting held on 22<sup>nd</sup> March, 2021.</p> <p>The Organisational Development Manager Payroll, Health &amp; Safety outlined the Action Sheet and noted the responses accordingly.</p> <p><u>Payments to Representatives on Outside Bodies</u></p> <p>A Member referred to payments made to Elected Members on outside organisations and felt that these should all be published. The Chief Officer Resources advised that the information was not requested as part of the publication requirements of the Independent Remuneration Panel however if Members wished the information to be included it would be at the discretion of the respective organisation and therefore the Authority could ask, however it may not be disclosed.</p> <p>The Committee AGREED that the attempts be made to obtain the information for inclusion on future reports. Upon clarification the Committee specified that the request related to Tai Calon.</p> <p>The Committee, subject to the foregoing AGREED the Action Sheet.</p>	

<p><b>No. 7</b></p>	<p><b><u>STATEMENT OF PAYMENTS MADE TO MEMBERS IN 2020/2021</u></b></p> <p>Consideration was given to the report of the Head of Organisational Development.</p> <p>The Organisational Development Manager Payroll, Health &amp; Safety spoke to the report which sought approval of the publication of the Statement of Payments made to Members for 2020/2021. The report outlined the reporting requirements for the publication of the annual schedule of payments made to Members for 2020/21. The Officer advised that the Council was required to produce an annual schedule of payments which had been made to its members and co-opted members.</p> <p>An overview of the information contained in Appendix 1 was provided. The Organisational Development Manager Payroll, Health &amp; Safety noted an amendment to the Appendix in terms of the amount paid from Brecon Beacons National Park. The Officer confirmed that the amount was £4,000.92 and the report had been updated in readiness for consideration at Council.</p> <p>The Committee AGREED that the report be accepted and to publicise the statement of payments made to Members (Option 1).</p>	
<p><b>No. 8</b></p>	<p><b><u>SCHEDULE OF MEMBERS REMUNERATION 2021-22</u></b></p> <p>Consideration was given to the report of the Head of Organisational Development.</p> <p>The Organisational Development Manager Payroll, Health &amp; Safety spoke to the report which detailed the Schedule of Members Remuneration for 2021-22 and provided an overview of the proposed schedule for Blaenau Gwent County Borough Council provided at Appendix 1. The report outlined the Schedule which included the arrangements for the payment of salaries, allowances and fees to all members and co-opted members.</p>	

<p>The Organisational Development Manager Payroll, Health &amp; Safety noted a change in Appendix 1 and confirmed that T. Edwards had now been appointed Chair of the Audit and Governance Committee. The Officer added that this amendment had been made to the report to be considered at full Council.</p>	
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<p>The Committee AGREED that the report be accepted and it was agreed that the Schedule of Members Remuneration for 2021/0222 be published (Option 1).</p>	
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# Agenda Item 5

*Executive Committee and Council only*

Date signed off by the Monitoring Officer: N/A

Date signed off by the Section 151 Officer: N/A

Committee: **Democratic Services Committee**  
Date of meeting: **17th September 2021**  
Report Subject: **Designation of Head of Democratic Services**  
Portfolio Holder: **The Leader/Executive Member Corporate Services – Cllr Nigel Daniels**  
Report Submitted by: **The Managing Director – Michelle Morris**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
				17.09.21				

1. **Purpose of the Report**
  - 1.1 The purpose of the report is to seek affirmation for the designation of the Council's statutory Head of Democratic Services.
2. **Scope and Background**
  - 2.1 The Local Government (Wales) Measure 2011 (The Measure) requires each County Borough Council in Wales to designate one of its officers to the statutory post of 'Head of Democratic Services'. The Measure prescribes one of the functions of the Democratic Services Committee to designate the Head of Democratic Services. On the 11<sup>th</sup> September 2013 the Democratic Services Committee agreed the designation of the Head of Democratic Services to the post of "Head of Policy and Performance".
  - 2.2 The post of "Head of Policy and Performance" has since been re-named "Head of Governance & Partnerships" but the designation of Head of Democratic Services remained alongside the post.
  - 2.3 The post of Head of Governance & Partnerships is currently the subject of a recruitment exercise. There is now a requirement for this Committee to reaffirm that the "Head of Democratic Services" be designated to the post of "Head of Governance & Partnerships".
  - 2.4 It should be noted that, in accordance with legislative requirements, the person designated as Head of Democratic Services cannot be the Head of Paid Service, the Section 151 Officer or the Monitoring Officer.
3. **Options for Recommendation**
  - 3.1 **Option 1:** (Preferred option)  
To agree the designation of the statutory post of Head of Democratic Services to the Head of Governance & Partnerships.  
**Option 2:**  
To consider an alternative designation within the Council.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**  
There is statutory responsibility to designate the post as outlined in the report.
5. **Implications Against Each Option**
  - 5.1 ***Impact on Budget (short and long term impact)***  
There are no specific costs associated with the designation; there is no creation of a new post.
  - 5.2 ***Risk including Mitigating Actions***  
The existing designation should be reviewed and updated regularly to ensure compliance with legislative requirements.
  - 5.3 ***Legal***  
The Local Government (Wales) Measure 2011 requires the Council to designate an officer to the post of Head of Democratic Services (HDS). The role is set out in the Council's Constitution as a statutory function.
  - 5.4 ***Human Resources***  
The report seeks affirmation for the designation of the statutory post of Head of Democratic Services to the Head of Governance & Partnerships.
6. **Supporting Evidence**
  - 6.1 ***Performance Information and Data***  
N/A
  - 6.2 ***Expected outcome for the public***  
By providing a democratic function that has been identified as having sufficient support and resources means that Elected Members are provided with the support that they need to operate effectively, which in turn should support them in their role with the community.
  - 6.3 ***Involvement (consultation, engagement, participation)***  
Consultation with relevant officers has been undertaken.
  - 6.4 ***Thinking for the long term (forward planning)***  
The role of the Head of Democratic Services provides support to Elected Members to enable them to fulfil their roles.
  - 6.5 ***Preventative focus***  
The role of HDS is to undertake a review of the support provided to members and identify if further support is required in order to prevent ineffective delivery of the democratic function.
  - 6.6 ***Collaboration / partnership working***  
The HDS works with both officers and members to ensure a comprehensive package of support is provided to members.
  - 6.7 ***Integration(across service areas)***  
All Council services are involved with the democratic functions of the Council. Forward Work Programmes and agendas are developed jointly with Members and Officers.

6.8 ***EqIA***

There is no adverse impact on the protected characteristics.

7. **Monitoring Arrangements**

The Head of Democratic Services provides an annual monitoring report to the Democratic Services Committee and Council as part of the Committee's Forward Work Programme.

**Background Documents /Electronic Links**

N/A

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# Agenda Item 6

*Executive Committee and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Democratic Services Committee**  
Date of meeting: **17<sup>th</sup> September 2021**  
Report Subject: **Diverse Council Action Plan**  
Portfolio Holder: **Leader / Executive Member Corporate Services**  
Report Submitted by: **Gemma Wasley, Service Manager Performance and Democratic**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
	09/09/21			17/09/21			30/09/21	

1. **Purpose of the Report**  
To present to Democratic Service Committee the Draft Diverse Council Action Plan for consideration.
2. **Scope and Background**
  - 2.1 Background  
Providing opportunities to become a more diverse Council can lead to better engagement with individuals and communities, in turn leading to greater levels of confidence and trust and better decision making informed by a wider range of perspectives and lived experiences.
  - 2.2 The WLGA has committed to making a change in local government diversity at the 2022 Local Elections as it is acknowledged that despite previous action and campaigns, progress has been slow and it is recognised that there remains a lack of diversity in councils.
  - 2.3 The evidence base, barriers and challenges to attracting more diverse councillors has been identified as:
    - Time-commitment and meeting times;
    - Political and organisational culture;
    - Childcare and other caring responsibilities;
    - Public criticism and online abuse;
    - Remuneration and impact on employment; and
    - Lack of diverse role models and incumbency.
  - 2.4 On 29<sup>th</sup> July 2021, Council signed up to becoming a diverse Council to:
    - Provide a clear, public commitment to improving diversity;
    - Demonstrate an open and welcoming culture to all;
    - Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and
    - Set out an action plan of activity ahead of the 2022 local elections.

## 2.5 Action Plan

There are a number of expectations on Councils to support diversity in the democratic process and also with political parties to support the process of becoming a councillor and supporting councillors once they become elected. Some of this activity includes:

- to encourage all political parties, through the WLGA Political Groups, to commit to proactive and coordinated activities to improve diversity in local government democracy;
- a formal position calling for the introduction of resettlement grants for all councillors and senior salary holders;
- to encourage all councillors to claim any necessary allowances or expenses;
- that councils should set targets to be representative of the communities they serve at the next elections;
- to support the use of voluntary quotas for Welsh local elections; and
- the WLGA reviews the impact of voluntary quotas following the next local elections.

## 2.6 In addition, as part of the Local Government and Elections (Wales) Act 2021 there are expectations, including:

- job sharing in some offices in principal councils (including the offices of executive member and executive leader);
- a duty on principal councils to publish an electronic and postal address for correspondence for each council member;
- a duty on principal councils to produce a Public Participation Strategy and for it to be reviewed regularly;
- a duty on political group leaders to promote and maintain high standards of conduct by members of their group;
- electronic broadcasting of certain meetings;
- extended provision for remote attendance at local authority meetings;
- provisions enabling the maximum period of absence for each type of family absence for members of local authorities to be specified within regulations to enable the provision to be kept up to date.

## 2.7 As part of the above, a draft action plan has been developed and is attached at appendix 1. The action plan sets out intended activity ahead of the 2022 local elections and the work to be progressed in the longer term.

## 3. **Options for Recommendation**

3.1 The report and action plan were considered by CLT at their meeting on 9th September who endorsed the action plan for implementation.

### 3.2 **Option 1**

For Democratic Services Committee to endorse the action plan, attached at appendix 1, before submission to Council on 30th September for approval.

### **Option 2**

For Democratic Services Committee to consider the action plan, attached at appendix 1, and provide comment for amendment before submission to Council on 30th September for approval.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The Council has a responsibility to support more diverse Councils and to work with partners and the community to encourage people from under-represented groups to stand for election. Political parties across Wales are also encouraged to support this process.

Being a diverse Council supports the Corporate Plan Objective, 'an ambitious and innovative Council delivering the quality services we know matter to our communities'.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

There are no direct financial implications from implementing the Diverse Council Action Plan and all activity will be undertaken within current resources.

5.2 ***Risk including Mitigating Actions***

There is a reputational risk to the Council if it does not support actions to becoming a diverse Council.

5.3 ***Legal***

There are no legal implications arising from this report.

5.4 ***Human Resources***

The WLGA is working with the Welsh Government and Councils on promoting and supporting greater diversity.

The Council is looking to address the areas required for becoming a diverse Council by implementing the action plan up to the local elections in May 2022 and beyond by providing a package of training, development and support for councillors when elected as part of the induction programme.

6. **Supporting Evidence**

6.1 ***Performance Information and Data***

6.1.1 Blaenau Gwent data\*:

Population

Total Blaenau Gwent population – 69,814.

Male population – 34,325

Female population – 35,489

### 6.1.2 Age

The median age of both the Blaenau Gwent and Wales population is 41.

Age	Blaenau Gwent	Wales
0-4	5.8%	5.8%
5-14	10.9%	11.1%
15-24	13.3%	13.4%
25-29	6.1%	6.1%
30-44	19.4%	18.6%
45-59	20%	19.9%
60-64	6.6%	6.7%
65-74	10%	9.8%
75+	7.9%	8.6%

### 6.1.3 Ethnicity

98.4% of the population are white.

0.5% are Asian or Asian British

0.1% are Chinese

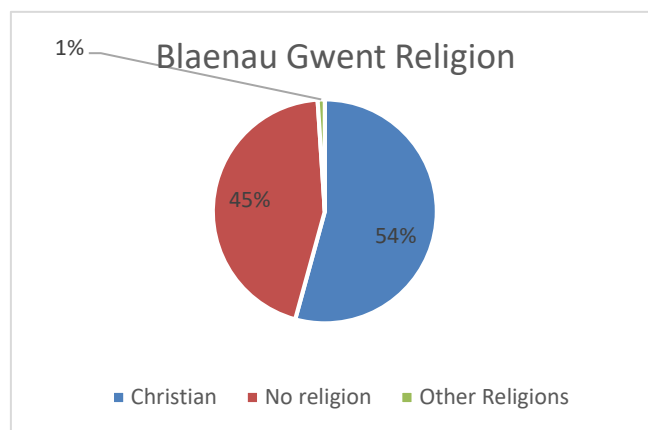
0.6% have a mixed ethnicity

0.1% other ethnicity

### 6.1.4 Disability

Blaenau Gwent continues to have significantly above average levels of disability with a total of 31.6% of working age people being defined as disabled (EA core or work-limiting disabled) compared to 22.8% for Wales.

### 6.1.5 Religion



- 54% of the Blaenau Gwent population identify as being Christian
- 45% have no religion
- 1% identify as a different form of religion (Muslim, Hindu, Sikh, Jewish, Buddhist, other).

### 6.1.6 Sexual Orientation

Statistics on sexual orientation for Blaenau Gwent are not available with any level of accuracy. However, the Annual Population Survey includes data on sexual identity for Wales on a calendar year basis. In 2017, this survey showed that in Wales:



- 95.0% of people identified as heterosexual;
- 1.3% as gay/lesbian;
- 0.7% as bisexual;
- 0.5% as 'other'; and
- 2.5% of people did not answer the question.

Trends across Wales are stable with no significant change.

6.1.7 Performance information across Wales shows that there are many underrepresented groups when looking at the makeup of local Councils.

6.1.8 Data shows that there remains a significant lack of diversity in Welsh councils. In Wales' local authorities:

- 28% of councillors and 29% of Cabinet members are women.
- Councillors are proportionately older than the general adult population (47% of councillors were aged 60 years or older) and a higher proportion of councillors were retired (31%).
- Only about 1.8% of councillors are Black, Asian and Minority Ethnic (BAME) compared to 4.7% for the Welsh population and few hold senior positions.
- 11% of councillors stated that they had a disability, and there remain a range of challenges for disabled people participating in the democratic process.

## 6.2 ***Expected outcome for the public***

It is widely acknowledged that equal representation is not only an issue of representational fairness but essential for the quality of policy development and decision making. Decisions will be better when they are taken by people with lived experience of an issue. The 'right person for the job' of councillor needs to be a member of the community they serve, in order to fully and consistently understand the lives and needs of that community.

## 6.3 ***Involvement (consultation, engagement, participation)***

The development of the initial Action Plan has been progressed with involvement with a range of internal and external partners. It is anticipated that involvement will be a continuing part of the review and delivery of the plan moving forward.

## 6.4 ***Thinking for the Long term (forward planning)***

By supporting a more representative approach to democracy the Council will be supporting long term thinking.

## 6.5 ***Preventative focus***

By supporting a more representative approach to democracy the Council will be able to make decisions that support all aspects of the community and that won't negatively impact any underrepresented groups in the community.

6.6 ***Collaboration / partnership working***

The Council will work alongside the Welsh Government, WLGA and other Local Authorities to support diverse Councils.

6.7 ***Integration (across service areas)***

In order to develop the draft action plan a cross service area group was developed and will be maintained in order to deliver the identified actions to becoming a diverse Council.

6.8 ***Decarbonisation and Reducing Carbon Emissions***

The action plan supports the promotion and delivery of holding remote committee meetings and using IT rather than paper to support a reduction in travel and printing.

6.9a ***Socio Economic Duty Impact Assessment***

The Professional Lead for Engagement, Equalities & Welsh Language has been involved in the development of this action plan.

The action plan looks to support those from all under represented backgrounds.

6.9b. ***Equality Impact Assessment***

The Professional Lead for Engagement, Equalities & Welsh Language has been involved in the development of this action plan.

The action plan looks to support those from all under represented backgrounds.

7. ***Monitoring Arrangements***

7.1 The action plan will form part of the Forward Work Programme for the Democratic Services Committee.

The plan will be kept under review with additional actions considered during the life of the plan.

Actions will be included within the relevant business plans.

**Background Documents /Electronic Links**

- *Appendix 1 Diverse Council Action Plan*

## Diversity in Democracy Programme – Action Plan

Requirement	Blaenau Gwent Action	Lead/s	Timeline
<p><b>Increase engagement with the public and support communication and awareness to potential candidates:</b></p> <ul style="list-style-type: none"> <li>• to raise awareness of the role and activities of the Council</li> <li>• to provide clarity about how the public can better inform local decision making</li> <li>• building greater community cohesion through a greater presence at community events</li> <li>• creating and building upon community networks</li> </ul>	<p>1. Promote national marketing materials on becoming a Councillor including communication and awareness, training and development, remuneration, safe and flexible work and targeted support on the Council’s website.</p> <ul style="list-style-type: none"> <li>• Be a Councillor website <a href="https://www.beacouncillor.wales/">https://www.beacouncillor.wales/</a></li> <li>• WLGA online Councillors Guide to be developed for Councillors for the 2022 elections.</li> <li>• National Competency framework for elected members is now being developed prior to the 2022</li> <li>• LGA have produced a tool to enable women, parents and carers to become councillors <a href="https://www.local.gov.uk/twenty-first-century-councils">https://www.local.gov.uk/twenty-first-century-councils</a></li> </ul>	Election Team Communications	September onwards
	<p>2. Promote national marketing materials on becoming a Councillor and how to vote with local engagement forums (Citizens Panel, BG Youth Network and Youth Forum, 50+ Forum, Democracy Box)</p>	Engagement Team	September onwards
	<p>3. Develop Public Participation Strategy Scheme (for compliance with duty under the 2021 Act). Encouraging people to participate in decision making and promoting awareness of how to become a Member, what membership entails, promoting / facilitating processes.</p>	Engagement Team Democratic Team Election Team Communications	September onwards
	<p>4. Recommend for Political parties to identify Diversity Champions.</p>	Group Leaders	October 21 / May 22
	<p>5. Develop a BG election plan in line with any regional or national approaches</p>	Election Team	September onwards
	<p>6. Dissemination and promotion of Welsh Government guidance / materials / educational resources for 16 and 17 year olds regarding Democracy in Wales.</p>	Engagement Team Education	September onwards
	<p>7. Publication of Council’s Constitution on the Council’s website.</p>	Monitoring Officer	In line with national work
	<p>8. Development of a Constitution guide and inclusion on the website (a requirement under the Local Government and Elections (Wales) Act 2021).</p>	Monitoring Officer	In line with national work
	<p>9. Improve awareness of opportunities to participate – promote the options available via local groups, the website and various social media platforms.</p>	Communications Democratic Team Engagement Team	May 2022 onwards
	<p>10. Provide opportunities to engage on specific topics – include forward work programmes on the Council’s Website, promote ways to engage, promote that meetings are available online</p>	Communications Democratic Team	May 2022 onwards
	<p>11. Include on the website and social media platforms the decisions being made by Committees</p>	Communications Democratic Team	May 2022 onwards
	<p>12. Work more closely with the Youth Forum to create more opportunities for young people to feed into decision making.</p>	Engagement Team Democratic Team	May 2022 onwards

## Diversity in Democracy Programme – Action Plan

	<ul style="list-style-type: none"> <li>• Identify for a young person to sit on committees.</li> <li>• Inform the youth forum of the topics for discussion over the year for them to highlight the areas that they feel they would like to be included with.</li> </ul>		
	13. Improve the feedback loop to young people who participate		
	14. Respond to the WG Race Equality Action Plan Consultation and subsequent implementation	Democratic Team Engagement Team	Spring 2021 Onwards
Provide a <b>comprehensive training and awareness programme</b> available through a variety of routes available for members to support them in their role.	15. Undertake a review of the Member Development Strategy identifying areas and development available for Members.	Democratic Team	January to April 2022
	16. Review areas of training and development which can be made available online, core set of training materials which can be used for all Members. <ul style="list-style-type: none"> <li>• National e Learning modules freely available via the NHS learning@wales website to be updated for the 2022 elections</li> </ul>	Democratic Team	In line with Induction Programme
	17. Development of the Members Induction Programme - work with the WLGA and share good practices with other councils.	Democratic Team	Early 2022
	18. Provide the opportunity for mentoring / shadowing for newly Elected Members	Democratic Team	Post May 2022
	19. Review the Members Competency Framework	Democratic Team	January to April 2022
	20. Undertake Personal Development Reviews for Senior Salary Holders and offer to non SRAs.	Democratic Team	Post May 2022
	21. Promoting the WLGA's online "Councillor Guide" for the 2022 elections and the suite of National e-learning modules specifically developed for Members and freely available.	Democratic Team	In line with Induction Programme
Promote <b>health and safety</b> with Members including, lone working, providing access to counselling services, safety and wellbeing while performing their role and taking a zero-tolerance approach to bullying and harassment by members including through social networks.	22. Promote, as part of the Member Induction Programme, that members undertake health and safety training, lone working training, cyber security and social media training. online Councillors guide for handling intimidation <a href="https://www.local.gov.uk/councillors-guide-handling-intimidation">https://www.local.gov.uk/councillors-guide-handling-intimidation</a>	Democratic Team Health and Safety Communications	In line with Induction Programme
	23. Publish official addresses on council website rather than personal addresses for Members (where requested).	Communications Team	Post May 2022
	24. Include in the Members library the WLGA's advice and support service to individual Members who receive online abuse.	Democratic Team	October 21 / In line with Induction Programme
	25. Include in the Members library the "Personal Safety of Councillors" which has been developed by Swansea Council and the Welsh Local Government Association.	Democratic Team	In line with Induction Programme

## Diversity in Democracy Programme – Action Plan

Agrees that councils should <b>set targets</b> to be representative of the communities they serve at the next elections	26. Undertake a diversity and inclusion survey with Members which will provide a benchmark for future elections and allow the feedback to be reviewed to support / barriers that may have been experienced by a Member during their term of office.	Elections Team Democratic Team	Post May 2022
	27. Share survey feedback with Members.	Elections Team Democratic Team	Post May 2022
Maximise opportunities for Members to work in ways that enable them to achieve a <b>work / life balance</b> which protects their <b>welfare and wellbeing</b> and allows them to manage any caring / dependency relationships.	28. Agree at AGM to have an August recess and for no formal meetings during school holidays.	Members	May 2022
	29. Provide flexibility in council business by: <ul style="list-style-type: none"> <li>• Undertaking a review of meeting times each year with each committee at the first meeting of each cycle, including the option to stagger meeting times</li> <li>• Encourage members, officers, public and press to attend meetings remotely.</li> <li>• Promote job-sharing by executive leaders and other office holders.</li> </ul>	Members Democratic Team Organisational Development Communications	Ongoing and post May 2022
	30. <ul style="list-style-type: none"> <li>• Promote the remunerations that are available to Members on the Council website and to candidates standing for Election</li> <li>• Promote family absence provisions.</li> <li>• Promote the IRPW Contribution Towards Costs of Care and Personal Assistance</li> <li>• Encourage all Members to claim any necessary allowances or expenses incurred.</li> <li>• Support the Welsh Government's and IRPW's commitment to explore Resettlement grants or 'parachute payments' payments for Members who lose their seats at election.</li> </ul>	Organisational Development	Ongoing and post May 2022
	31. Hold a Member awareness raising session, as part of the induction process on members remuneration and allowances		In line with Induction Programme

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