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COUNTY COUNCIL
Thursday, 3rd March, 2022

The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

S U P P L E M E N T A R Y P A C K

1.	PETITIONS SCHEME
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To consider a report by the Head of Legal and Democratic Services.
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2.	APPOINTMENTS TO THE STANDARDS COMMITTEE
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To consider a report by the Head of Legal and Democratic Services.
(Pages 15 - 22)

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CYNGOR SIR POWYS COUNTY COUNCIL

County Council
3 March 2022

REPORT AUTHOR: Head of Legal and Democratic Services

SUBJECT: Petition Scheme

REPORT FOR: Decision

1. Purpose

- 1.1 The Council is asked to consider approving a Petition Scheme [Appendix A] which was considered and approved by the Democratic Services Committee [DSC] at its meeting on 21 February 2022. A Petition Scheme will enable individuals, community groups and organisations to express their views and concerns about something for which the Council is responsible, so enabling them to become involved in the democratic process.

2. Background

- 2.1 The Local Government and Elections (Wales) Act 2021 Section 42 states that the Council must publish a petition scheme that includes:
- (a) how a petition may be submitted to the Council;
 - (b) how and by when the Council will acknowledge receipt of a petition;
 - (c) the steps the Council may take in response to a petition received by it;
 - (d) the circumstances (if any) in which the Council may take no further action in response to a petition;
 - (e) how and by when the Council will make available its response to a petition to the person who submitted the petition and to the public

The petition scheme should be reviewed from time to time and if the Council considers it appropriate to revise or replaces the scheme any revised or new scheme must be published.

- 2.2 The Commencement Order No1 to the Act states that the petition scheme should take effect on 5 May 2022. Currently paper petitions can be received by council, but there is no publicised procedure for accepting or responding to such petitions. In addition, the Modern.Gov systems, used for publishing agendas and minutes etc. has a facility for e-petitions.

3. Proposed Petitions scheme

- 3.1 The draft petition scheme is attached at Appendix 2.
- 3.2 DSC considered the draft petition scheme and in particular considered the following issues:
- i. The minimum age of an individual submitting or signing a petition and recommends to Council that this should be set at 10 years or above. DSC considered that a higher age limit would discriminate against younger

- people. The views of the Childrens Commissioner have been sought on this issue but have not yet been received.
- ii. The minimum number of valid signatures for a valid petition and the thresholds for managing petitions. DSC considered the information in Appendix 1 as the thresholds set in other Local Authorities. DSC commends to Council the thresholds used by Bridgend Council should be adopted ie
 - 50 - 200 signatures - Response from the relevant Director / lead Member (treated as normal correspondence)
 - At least 200 signatures - Referred to the Leader / Executive for a response
 - At least 500 signatures - Referred for a debate at a meeting of the Full Council
 - At least 500 signatures - Senior Officers called to provide evidence at a meeting of the Overview and Scrutiny Committee where such action is requested in the petition.
 - iii. The Democratic Services Committee recommends that it should undertake a review of the scheme after 12 months of operation.

4. Recommendation

4.1 That Council considers and approves a Petition Scheme as detailed in Appendix 2;

4.2 That the Petition Scheme takes effect from 5 May 2022; and

4.3 That the Democratic Services Committee undertakes a review of the scheme after 12 months of operation.

Contact Officer:	Wyn Richards, Scrutiny Manager and Head of Democratic Services
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Tel:	01597-826375
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Email:	wyn.richards@powys.gov.uk
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Head of Service:	Clive Pinney, Head of Legal and Democratic Services.
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Corporate Director:	Dr Caroline Turner, Chief Executive.
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The minimum number of valid signatures for a valid petition and the thresholds for managing petitions proposed/used by other local authorities

The number of Powys Residents [September 2021] 16 and over is 111961.

Council	Minimum number of signatures and other thresholds
Blaenau Gwent	<ul style="list-style-type: none"> • at least 10 people but the Council will use its discretion where there are fewer than 10 signatories in cases where there is clear local support for action (e.g. where the residents of a small community have petitioned for traffic calming measures). • at least 1,500 signatures, the relevant senior officer will give evidence at a public meeting of the relevant overview and scrutiny committee • signed by more than 5,000 people it will be debated by the full council (unless it is a petition asking for a senior council officer to give evidence at a public meeting).
Bridgend	<ul style="list-style-type: none"> • 50 - 200 signatures - Response from the relevant Director / lead Member (treated as normal correspondence) • At least 200 signatures - Referred to the Leader / Executive for a response • At least 500 signatures - Referred for a debate at a meeting of the Full Council • At least 500 signatures - Senior Officers called to provide evidence at a meeting of the Overview and Scrutiny Committee where such action is requested in the petition.
Cardiff	To be determined
Ceredigion	To be determined - referred to thresholds used by Manchester and Guildford – see below
Rhondda Cynon Taf	<p>Petitions of 60 or more signatories, where the issue could reasonably be expected to:</p> <ol style="list-style-type: none"> i. affect the Communities living or working in an area comprising two or more wards or electoral divisions; or ii. result in the Council incurring expenditure which is, or the making of savings which are, significant.
Hereford	If a petition is signed by 5% (approximately 7,000 residents) of the people on the electoral roll and has not been rejected, the lead petitioner can request that it is debated at the next ordinary meeting of full Council.
Telford	<p>Any petition must contain 100 or more valid signatures</p> <p>A petition with signatures of more than 5% of the population of the Borough will automatically be debated at a meeting of the Full Council.</p>
Hull	<ul style="list-style-type: none"> • at least 50 for a petition to be accepted as valid into the petitions

	<p>procedure</p> <ul style="list-style-type: none"> • 50 but less than 1500 signatures - for a referral of a petition to council without debate • At least 1500 signatures - for a petition to be debated at a meeting of the council.
Guilford	<ul style="list-style-type: none"> • Fewer than 50 signatures - response from relevant director/ service leader [treated as standard correspondence] • 50 - 299 signatures - Response from the relevant councillor • At least 300 signatures - referred to Leader/ Executive for response • At least 500 signatures - Referred for a debate at a meeting of the Full Council • At least 500 signatures - Senior Officers called to provide evidence at a meeting of the Overview and Scrutiny Committee where such action is requested in the petition.
Manchester	<ul style="list-style-type: none"> • 100 signature - any other, non excluded, petition, requesting action or response within six weeks • 1000 signatures - any petition above the threshold will trigger a debate at a scrutiny committee • 4000 - any petition above threshold will trigger a debate at a full council meeting.
Warwickshire	<ul style="list-style-type: none"> • Less than 1000 signatures - the Monitoring Officer will decide whether the petition should be referred to a Cabinet member, Local Forum or Officer for response. • 1000 or more signatures - formal presentation of a petition to a meeting of the Council

Powys County Council – Petition scheme

1. Introduction

Powys County Council welcomes petitions and recognises that they are one way in which individuals, community groups and organisations can express their views and concerns about something for which the Council is responsible. The Council's Public Participation Strategy [currently under development] explains the other ways you can get involved in the democratic process.

Before considering whether or not to raise a petition, you may want to discuss your issue with your local Ward Councillor. They may be able to help you with it or explain how to make representations on a particular subject to the right person at the Council. Details on how to contact your local Councillor are available on the Council's website: [Your Councillors](#).

2. What is a petition?

Petitions are one of the most direct ways to suggest how something could change. Petitions can:

- Raise awareness of an issue;
- Bring about a change in Council policy or a different way of delivering services;
- Lead to, or influence, a debate in the Council;
- Prompt a Committee or individual Members of the Council to take further action themselves, for instance by asking questions.

3. Who can raise a petition?

Anyone aged 10 or above who lives, works or studies in the Powys County Council area can submit or sign a petition.

4. How do I submit my petition?

Petitions can be submitted in one of the following ways:

- e-petition facility—on the Powys County Council website – where you can create, sign and submit online. Use the following link [add link when system is live](#)
- email – to the email address democraticservicesandscrutiny@powys.gov.uk
- paper petitions can be sent to the Monitoring Officer, Democratic Services, Powys County Council, County Hall, Llandrindod Wells, Powys LD1 5LG.

The requirements of this Petition Scheme will apply to whichever of the above is used. Please ensure you follow the information below and the more detailed information provided in Appendix A. By following this you will provide the information we need to consider your petition under this scheme.

Petitions will not be accepted from other on-line petition systems.

5. What can petitions be about?

A petition should include a clear statement of your concerns and exactly what you would like the Council to do. It must relate to something the Council has responsibility for or can reasonably and proportionately influence to create an improvement in the economic, social or environmental wellbeing of the local area.

Where the subject matter of a petition affects particular wards, the councillors representing those wards will be notified of the receipt of the petition.

6. Can petitions be submitted to specific Committees?

Petitions can be submitted to Full Council, Cabinet, Scrutiny Committees and other Committees [excluding Regulatory Committees in respect of specific applications, such as planning, licensing or rights of way].

7. Do petitions need to have a minimum number of signatures and how will the petition be considered?

The minimum number of valid signatures should be at least 50 (including the petition organiser) for a petition to be accepted as valid. The petition will be considered as follows:

- 50 - 200 signatures - Response from the relevant Director / lead Member (treated as normal correspondence)
- At least 200 signatures - Referred to the Leader / Executive for a response
- At least 500 signatures - Referred for a debate at a meeting of the Full Council
- At least 500 signatures - Senior Officers called to provide evidence at a meeting of the Overview and Scrutiny Committee where such action is requested in the petition.

Signatories from outside Powys will be taken into consideration in respect of the issue being raised but will not count towards the numbers required for formal debates under the scheme.

8. What could be the possible outcome of my petition?

Your petition could result in one or a combination of the following:

- raising publicity for and awareness of an issue
- implementing the action requested in the petition
- considering the petition at a Full Council meeting
- undertaking research into the matter
- referring the matter to Cabinet, a Scrutiny Committee or other Committees
- responding to the petition organiser setting out the council's view on the request set out in the petition
- some other appropriate response.

9. Are there reasons for not accepting a petition?

Your petition may be rejected if the Council's Monitoring Officer considers it:

- Contains intemperate, inflammatory, abusive or provocative language
- Is defamatory, frivolous, vexatious, discriminatory or otherwise offensive or contains false statements
- Is too similar to another petition submitted within the past six months, particularly where further action has been taken as a result of receiving the petition.
- Discloses confidential or exempt information, including information protected by a court order or government department or discloses information that could be considered commercially sensitive
- Names individuals or provides information where they may be easily identified and is contradictory to GDPR regulations.
- Contains advertising statements or is nonsense.
- Refers to an issue that is currently the subject of a formal Council complaint, consultation, public services ombudsman for Wales complaint or any legal proceedings
- Does not relate to an issue upon which the Council has powers or duties or on which it has shared deliver responsibilities
- Relates to planning or licensing decisions and where there is an appeals procedure in place.
- Refers to a complaint about the conduct of a councillor – complaints need to be made to the Public Service Ombudsman for Wales [PSOW] [How to complain](#)
- Relates to employee matters, as they will be addressed via existing internal frameworks.
- Is either a Freedom of Information [FOI] request, or comments, compliments or complaints. Information is available on the Council's website as follows:
 - Freedom of Information Requests [Make a Freedom of Information request \[or EIR\]](#)
 - Submitting comments, compliments and complaints: [Comments, compliments and complaints](#)
- Refers to matters that have already been through a public consultation process (statutory or otherwise)

If a petition is considered unacceptable the petition organiser will be advised and provided with the reasons for its rejection.

10. Are there any times when no petitions will be considered?

In the period immediately before an election or referendum the Council may need to deal with petitions in a different way – if this is the case an explanation of the reasons will be provided with a revised timescale which will apply.

11. What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, please contact the Monitoring Officer who will review your complaint. You will need to provide a short explanation of the reasons why you do not feel your petition has been dealt with properly. The Monitoring Officer, Democratic Services, Powys County Council, County Hall, Llandrindod Wells, Powys LD1 5LG

12. Review

The terms and conditions of the Council's Petition Scheme will be reviewed once every Council term.

Guidelines regarding petitions

- How do I create and submit an e-petition?
- How do I sign an e-petition?
- How do I submit petitions by email or in paper format?
- What will the Council do when an e-petition closes or when it receives my petition submitted by email or in paper format?
- What happens if a petition is to be debated at Full council?

How do I create and submit an e-petition?

Your e-petition can be created and submitted through our website – [add link when system is live](#). To submit an e-petition you will need to register on the Council's petition page.

Your e-petition will need to include the following:

- A title
- A statement explicitly setting out what action you would like the Council to take
- Any information which you feel is relevant to the e-petition and reasons why you consider the action requested to be necessary. You may include links to other relevant websites.
- A date when you would like your e-petition to go “live” on the website. Please allow sufficient time for the Council to consider the suitability of the petition and discuss any issues with you. If your e-petition is accepted [see below] the Council will need 14 working days for it to be translated into either Welsh or English and added to the online e-petition system.
- A date when your e-petition will stop collecting signatories. You may want to consider this date in line with the calendar of meetings to ensure the petition is submitted before the relevant meeting of the Council. We will automatically host your petition for one month.
- Your name – as petition organiser your name will be displayed with your e-petition on the Council website.
- Whether you are also running a paper petition, although repeat names will be removed. Both forms of petition should run for the same period of time and must be submitted together.

The Council accepts no liability for the petitions on the website

When you have submitted your e-petition, you will receive an email confirming that it has been received. The Monitoring Officer will then consider it against the rules for petitioning the Council and will get in touch as soon as possible to let you know whether or not it has been accepted and be a “live” petition on the Council's website. If it has not been accepted you will receive an email explaining the reasons. You will be able to change and resubmit your e-petition if you wish. If you do not do this within 10 working days a summary of the petition and the reason why it has not been accepted will be published under the rejected petition section of the website.

How do I sign an e-petition?

“Live” e-petitions will be listed on our website – [add link as above](#).

When you sign an e-petition you will be asked to provide your name, postcode and a valid email address. An email will then be sent to the email address you have provided and you will need to click on the link provided to confirm the email address is valid. Once you have done this your ‘signature’ will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed but your contact details will not be visible.

When an e-petition reaches its closing date, people will no longer be able to sign it.

How to submit petitions by email or in paper format

Please use this suggested template. Additional pages should also include the petition subject at the top of the page and also the page number and total of pages for example page 7 of a 10 page petition would show the following: 7 of 10 pages.

Petition to Powys County Council

Contact details of the Petition organiser

Full Name	
Address for correspondence	1st Line: ----- 2nd Line: ----- 3rd Line: ----- Post code: -----
Home Telephone No	
Mobile No	
Email address	
Live/Work/Service user/ study (please indicate all that apply)	
Signature	

What will the Council do when an e-petition closes or when it receives my petition submitted by email or in paper format?

- An acknowledgement will be sent to the petition organiser within 10 working days of an e-petition closing or on receiving a petition by email or in paper format.
- The Council reserves the right to verify signatories as required. Petitioners should ensure that a valid address and postcode is included for all petitioners that relates to a home address (if living in Powys) or work address (if working or run a business in Powys). These details will be taken into account when identifying if there are enough signatories from people who live or work in Powys to trigger a Full Council debate.
- The Council will consider the petition and advise the petition organiser, if possible in the acknowledgement email how it will respond to the petition, which may be one of the following:
 - If the Council considers it can meet what the petition asks for, the Council may confirm what action has been taken on the request and the petition will be closed.
 - If some other action is proposed or intended
 - If the petition needs more investigation, this will be explained.
 - The minimum number of valid signatures should be at least 50 (including the petition organiser) for a petition to be accepted as valid. The petition will be considered as follows:
 - 50 - 200 signatures - Response from the relevant Director / lead Member (treated as normal correspondence)
 - At least 200 signatures - Referred to the Leader / Executive for a response
 - At least 500 signatures - Referred for a debate at a meeting of the Full Council
 - At least 500 signatures - Senior Officers called to provide evidence at a meeting of the Overview and Scrutiny Committee where such action is requested in the petition.
- To ensure that people know what the Council are doing in response to the petitions received, the details of all the petitions submitted in whatever format, including those pending action will be published on the Council's website, except in cases where this would be inappropriate.

What happens if a petition is to be debated at Full council?

If a petition contains more than 500 signatures from people who live or work in Powys it will be debated by the Full Council. This means the petition will be included on the agenda of a Full Council meeting.

If the petition organiser wishes to take up this opportunity, they will have three minutes to present the petition. The relevant Cabinet Portfolio Holder will then be given a right of reply and the petition will then be discussed by Councillors. The petition organiser will have a right of reply of up to three minutes at the end of the

debate and before a final decision or vote is taken. The debate will be for a maximum of 30 minutes.

The petition organiser will receive written confirmation, within 10 working days of the outcome of the Full Council debate and of the Council's decision and any explanation in the event of Council not being able to take the action which had been requested. This information will also be published on the website.

Data protection and GDPR

If you create and submit an e-petition or sign an e-petition you will be asked to provide personal information. Personal information is also needed when you sign a paper petition.

The Council is the data controller for personal information collected for both e-petitions and paper petitions. The following is a link to the Council website regarding [Data Protection and Privacy](#)

Following a period of 21 days after the Council has responded formally, a paper petition will be destroyed and all e-signatories on an e-petition will be erased, unless during that period, the petition organiser has requested a review. However, should you wish your name to be removed before this time please contact the Data Protection Officer by email at Information.Compliance@powys.gov.uk and by phone at 01597 826400.

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CYNGOR SIR POWYS COUNTY COUNCIL

County Council
3 March 2022

REPORT BY: Head of Legal and Democratic Services [Monitoring Officer]

SUBJECT: Independent Member vacancy on the Standards Committee

REPORT FOR: Decision

1. Background

- 1.1 An Independent Member of the Standards Committee, Mrs Chris Mulholland resigned from the Committee on 6 January 2022.

2. Appointments process

- 2.1 The County Council will therefore need to undertake an appointment process for a new Independent Member to replace Mrs Mulholland in accordance with the Standards Committees (Wales) Regulations 2001 (as amended). Details of the process are provided in Appendix 1.
- 2.2 The Standards Committee and Community sub-committee appointed their representatives to the Appointment Panel, subject to the Council adopting the appointments process, at their meeting on 21 January 2022.

RECOMMENDATION TO THE COUNTY COUNCIL:	Reason for Recommendation:
That the arrangements to make an appointment to the Standards Committee be approved as set out in Appendix 1 to the report.	To fill a vacancy which arose in January 2022.

Contact Officer:	Clive Pinney, Head of Legal and Democratic Services [Monitoring Officer]
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CYNGOR SIR POWYS COUNTY COUNCIL

County Council – 3 March 2022

Arrangements to fill one vacancy arising from the resignation of an Independent (Lay) Member on the Standards Committee**1. Vacancy on the Standards Committee.**

- 1.1 An Independent Member of the Standards Committee, Mrs Chris Mulholland resigned from the Standards Committee on 6 January 2022.
- 1.2 The County Council will therefore need to undertake an appointment process for a new Independent Member to replace Mrs Mulholland in accordance with the Standards Committees (Wales) Regulations 2001 (as amended). The Regulations and the Constitution provide that Independent Members are appointed for not less than 4 years and not more than 6 years and the convention has been to appoint for a 6 year term. Approval is sought from the County Council for officers to commence the appointments process to ensure a new Independent Member can commence their appointment.
- 1.3 The starting point under the regulations is a requirement for the Council to publish an advertisement in not less than two newspapers (which are not published by the Council) circulating within Powys advising local government electors that the Council is seeking to appoint an independent (lay) member to its Standards Committee. Such advertisement may also, if the Council considers appropriate, notify electors:
 - (a) that the chairperson and vice-chairperson of the Standards Committee are elected from independent (lay) persons; and
 - (b) the qualities and experience that may be required of independent (lay) members serving on the Standards Committee.
- 1.4 Additionally the Council can also publish such advertisement in any newspaper that it publishes or online. It is intended to publish information on the Council's website and promote the vacancy on the Council's social media platforms.
- 1.5 A suggested draft newspaper advertisement based on the one used on the last occasion is attached as **Appendix A** which will appear in the County Times and the Brecon and Radnor Express. Other news releases will also be made referring to the information on the Council's website.
- 1.6 The Council is also required under the regulations to:
 - (a) Establish criteria for the appointment of independent members to its Standards Committee, and
 - (b) Publish those criteria in the newspaper advertisement referred to above.

- 1.7 A draft set of criteria (based on that used on the last occasion) is attached as **Appendix B** .
- 1.8 The regulations further stipulate that the Council must establish a Panel to:
- (a) Consider every application received;
 - (b) Apply the criteria established in considering applications;
 - (c) Make recommendations to the County Council in relation to applications.
- N.B.** Appointments of Independent (Lay) members must be made by the County Council which must have regard to the recommendations of the Panel.
- 1.9 The previous practice of such Panels has been to invite applicants to attend before the Panel for interview. There may also be need to consider a shortlisting stage in the event of there being a number of applicants.
- 1.10 The regulations go on to provide that a Panel established by the Council must not consist of more than 5 panel members one of whom must be a “lay panel member” and one of whom must be a member of a community council. In this context “lay panel member” means someone who is not or has not been a County Councillor and is not or has not been an independent member of the Standards Committee.
- 1.11 Based upon the composition of panels established previously it is suggested that the panel on this occasion comprises the following:
- Lay Panel Member (Who normally Chairs the Panel) – Lord Lieutenant or the High Sheriff [or previous High Sheriff]
 - Chair of the Standards Committee
 - Independent ‘Lay’ Member of the Standards Committee.
 - 1 County Council representative from the Standards Committee – to be selected by the Standards Committee
 - 1 Town / Community Council representative from the Community Standards Sub-Committee – to be selected by the Sub-Committee
- 1.12 In the event of the non-availability of any member of the Panel it is suggested in accordance with past practice that the function of appointing a substitute be delegated to the Monitoring Officer in consultation with the Chair of the County Council and the Chair of the Standards Committee.
- 1.13 A provisional timetable for the appointment process in this connection is set out in **Appendix C** and is recommended for adoption by the County Council. It will be observed that this timetable anticipates that the County Council will make the formal appointment of a new Independent (Lay) Member to the Standards Committee at its Meeting in May or June 2022.
- 1.14 Given the obvious need to attract the widest interest and encourage as many suitable candidates as possible to apply it is suggested that the Chair and Vice Chair of the Standards Committee be authorised to take such steps as appear necessary to them to achieve these objectives. This to include (but not be limited to) the power to (i) add to and modify the contents of the newspaper notice (subject to

compliance with the regulations); (ii) undertake additional advertising/awareness raising steps; and (iii) produce additional literature/promotional material.

JOIN OUR STANDARDS COMMITTEE

The Council has a vacancy for an Independent (Lay) Member on its Standards Committee and Standards Community Sub-Committee. The successful applicant will be entitled to an allowance of £105 for a half day or £210 for a whole day plus travel expenses.

Further details are obtainable on the Powys County Council website: **details to be added** or obtained from: Clerk to the Standards Committee, Powys County Council, Llandrindod Wells, Powys, LD1 5LG (e-mail: carol.johnson@powys.gov.uk)

The deadline for receipt of application is 7 April 2022.



CYNGOR SIR POWYS COUNTY COUNCIL

STANDARDS COMMITTEE

Criteria for the Appointment of Independent (Lay) Members

1. An interest in seeking to uphold and promote high ethical standards in local government.
2. Candidates should be able to demonstrate the following qualities:-
 - (a) good character;
 - (b) understanding and communication skills;
 - (c) social awareness, including an understanding of local communities within Powys;
 - (d) maturity and sound temperament;
 - (e) sound judgement.
3. Members of the Standards Committee must be able to give a commitment to serve on the Committee and its Sub-Committee as required.
4. Some knowledge of local authority or public sector business, or knowledge or experience gained within a regulatory or ethical standard area, would be an advantage.
5. The following are not eligible to serve as Independent (Lay) Members of the Standards Committee by virtue of regulations made by the National Assembly for Wales :-
 - (i) a councillor, officer, or the spouse of a councillor or officer, of Powys County Council, any other Welsh county council, a Welsh National Park Authority, or a Fire Authority or Town or Community Council in Wales.* N.B. 'Officers' includes all staff of one of these authorities including teaching staff.
 - (ii) any person who was previously a member or officer of Powys County Council (post 1996).
 - (iii) any person who, within the previous 12 months, was a member or officer of any other Welsh county council, or a Welsh Fire Authority.

*Town and Community Councillors are welcome to apply but would be required to resign from their Town or Community Council role if appointed as an Independent Member.

Timetable for Appointments Panel for 2022 vacancy

	Dates
Agree process at Council	3 March
Delegate appointment of Standards Committee Panel Members to Standards Committee and Community Sub-Committee	Agreed 21 January 2022 subject to Council approval of process
Press Notice to papers	Week commencing [w/c] 7 March 2022
Notice in the papers (2 papers)	w/c 7 March 2022
News release and publication on the Council's website / social media – ongoing Social Media promotion	w/c 7 March 2022
Re-issue of press release (if necessary)	w/c 21 March 2022
Closing date for applications	7 April 2022 [gives us the Friday to collate applications to email/post to Panel
Shortlisting [depends on panels availability]	w/c 11 April 2022
Panel Sitting	w/c 18 or 25 April 2022 [due to Easter period]
County Council to confirm appointment (and commencement of term of office)	26 May 2022 [Annual meeting] or 14 June 2022