

## Democratic Services Committee

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Meeting Venue  
**Committee Room A - County Hall,  
Llandrindod Wells, Powys**

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Meeting date  
**Monday, 4 July 2016**

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Meeting time  
**10.00 am**

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For further information please contact  
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County Hall  
Llandrindod Wells  
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28<sup>th</sup> June, 2016

### AGENDA

1.	<b>APOLOGIES FOR ABSENCE</b>	<b>DSC13 - 2016</b>
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To receive apologies for absence.

2.	<b>ELECTION OF VICE CHAIR</b>	<b>DSC14 - 2016</b>
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To elect a Vice Chair for the ensuing year.

3.	<b>MINUTES OF PREVIOUS MEETING(S)</b>	<b>DSC15 - 2016</b>
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To authorise the Chair to sign the minutes of the previous meeting of the Committee held on 30<sup>th</sup> March, 2016 as a correct record.

(Pages 3 - 6)

4.	<b>DECLARATIONS OF INTEREST</b>	<b>DSC16 - 2016</b>
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To receive and consider declarations of interests from Members relating to items to be considered on the agenda.

<b>5.</b>	<b>MATTERS RELATING TO DEMOCRATIC SERVICES ISSUES</b>	<b>DSC17 - 2016</b>
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To consider the report of the Head of Democratic Services.

(Pages 7 - 60)

<b>6.</b>	<b>MEMBER DEVELOPMENT WORKING GROUP</b>	<b>DSC18 - 2016</b>
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To receive the notes of the Member Development Working Group held on 11<sup>th</sup> March, 2016.

(Pages 61 - 64)

<b>7.</b>	<b>JOINT CHAIRS AND VICE CHAIRS STEERING GROUP</b>	<b>DSC19 - 2016</b>
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To receive the notes of the meetings held on 18<sup>th</sup> March and 12<sup>th</sup> April, 2016.

(Pages 65 - 76)

# DSC15 - 2016

Democratic Services Committee 30<sup>th</sup> March, 2016

## MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON WEDNESDAY, 30 MARCH 2016

### PRESENT

County Councillor S C Davies (Chair)

County Councillors L V Corfield, PJ Ashton, D Bailey, D O Evans, D C Jones, M J Jones and K M Roberts-Jones

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>DSC7 - 2016</b>
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Apologies for absence were received from County Councillors G. Bowker and D.G. Thomas.

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	<b>DSC8 - 2016</b>
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The Chair was authorised to sign as a correct record the minutes of the meeting held on 14<sup>th</sup> January, 2016 as a correct record.

The following was noted:

- Candidate information, Councillor Information pack and Induction Programme – in respect of the Candidate information it was noted that Councillors K. Roberts-Jones and G.J. Bowker had provided a councillor's perspective in respect of a councillor in a rural area and a councillor appointed at the 2012 election.
- Training provided to school governors on safeguarding – details of this training had been forwarded to the safeguarding officers to review and advise as to whether attendance at the latter could count towards councillor development on this topic.

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	<b>DSC9 - 2016</b>
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There were no declarations of interest.

<b>4.</b>	<b>MATTERS RELATING TO DEMOCRATIC SERVICES ISSUES</b>	<b>DSC10 - 2016</b>
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The Committee considered the report from the Head of Democratic Services [copy filed with the minutes.]

### **1. Constitution**

Members considered amendments to the following sections of the Constitution:

Section 5 – The Cabinet

Section 7 – Scrutiny Committees

Section 9 – Regulatory Committees – it was noted that the Portfolio Holder for Finance had enquired, the previous day, whether this Portfolio Holder should be a member of the Pensions & Investment Committee in addition to the current Cabinet membership. Officers were reviewing this and it was agreed to approve the changes as detailed in Section 9 and consider any further changes as appropriate in the future.

- Section 10 – Joint Committees
- Section 13 – Responsibility for Functions
- Section 14 – Access to Information Procedure Rules
- Section 16 – Financial Procedure Rules
- Section 19 – Planning Protocol

Section 4 – Full Council – the Committee considered the proposed procedures to consider an amendment to the original substantive motion in the event that a closure motion is moved and seconded. The principle of allowing a member to propose an amendment was agreed. Officers were requested to draft the Rule for inclusion in the Constitution (copy set out in the paragraph below), for circulation to the Committee for approval prior to its consideration by the Council.

4.54.8 in the event that a closure motion under Rule 4.54.1 to 4.54.4 is moved and seconded, the following procedure will apply in the order set out below:

- 4.54.8.1 the closure motion will be voted upon without further debate;
- 4.54.8.2 if an amendment has been moved and seconded before a closure motion has been passed by Full Council, that amendment must be discussed immediately but will be subject to the following restrictions:
  - The debate on the amendment cannot exceed a maximum of 30 minutes in total, save for the exercising of the Chair’s discretion.
  - the proposer will have a maximum of 5 minutes to speak on the amendment;
  - the relevant Portfolio Holder(s) will have a maximum of 5 minutes to speak on the amendment;
  - the seconder and all other speakers will have a maximum of 3 minutes to speak on the amendment;
- 4.54.8.3 Full Council will vote on the proposed amendment debated under Rule 4.54.8.2 above.
- 4.54.8.4 a single new amendment to the substantive motion (as amended if appropriate) will be allowed if properly seconded, but will be subject to the following restrictions:
  - the first new amendment proposed and seconded will be considered and no further proposed amendments will be considered;
  - The debate on the new amendment cannot exceed a maximum of 30 minutes in total, save for the exercising of the Chair’s discretion.
  - the proposer will have a maximum of 5 minutes to speak on the new amendment;
  - the relevant Portfolio Holder will have a maximum of 5 minutes to speak on the new amendment;
  - the seconder and all other speakers will have a maximum of 3 minutes to speak on the new amendment;
- 4.54.8.5 the new amendment proposed in accordance with Rule 5.54.8.4 will be voted upon.
- 4.54.8.6 the substantive motion (as amended under Rule 4.54.8.2 or Rule 4.54.8.4) will be voted upon.

County Councillor P. Ashton left the meeting.

Section 11 – Officers

Section 18 – Code of Conduct for Members – it was noted that a breach of the Planning Protocol would be a breach of the Members’ Code of Conduct.

<b>RECOMMENDED TO COUNCIL</b>	<b>Reason for recommendation</b>
<b>To approve amendments to Sections 4, 5, 7, 9, 10, 13, 14, 16, 18 and 19 of the Constitution.</b>	<b>To update the Constitution.</b>

## **2. Composition of Committees**

The Committee considered the report on the reduction in the membership of committees. It was noted that the current membership of the Democratic Services Committee and Licensing Act 2003 Committee was 15 rather than 14 as stated in the report.

The Head of Democratic Services advised that the Group Leaders had mixed views on the proposed changes but it was noted that reductions would result in cost savings. In response to comments the Head of Democratic Services suggested that Members would need to balance the roles and responsibilities of a Planning Committee of 21 members by comparison to the roles and responsibilities of a Cabinet of 10 who undertook the most strategic decisions in the council, when arguing for the retention of 21 members on the Planning Committee.

<b>RECOMMENDED TO COUNCIL</b>	<b>Reason for recommendation</b>
<b>That the Council considers the membership of Committees.</b>	<b>To progress the Council’s budget reduction in reducing the membership of committees.</b>

<b>5.</b>	<b>MEMBER DEVELOPMENT WORKING GROUP</b>	<b>DSC11 - 2016</b>
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The Committee received the notes of the Member Development Working Group held on 6<sup>th</sup> November, 2015 and 15<sup>th</sup> January, 2016.

<b>6.</b>	<b>JOINT CHAIRS AND VICE CHAIRS STEERING GROUP - SCRUTINY, AUDIT AND DEMOCRATIC SERVICES COMMITTEES</b>	<b>DSC12 - 2016</b>
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The Committee received the notes of the Joint Chairs and Vice Chairs Steering Group held on 20<sup>th</sup> November, 2015 and 22<sup>nd</sup> January, 2016.

With the agreement of the Chair the following information was provided by the Head of Democratic Services:

- Recordings of the Council’s webcasts are kept on the Council’s website for a period of six months and then archived. The recent webcasts of the schools and budget debates had been taken off the website. He explained that due to changes in the operating system the webcasts had

been taken off in error. As soon as officers were aware of this the webcasts had been uploaded again.

The Committee agreed that the scheduled meeting on 19<sup>th</sup> April, 2016 would be cancelled.

**County Councillor S C Davies (Chair)**

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**Democratic Services Committee  
4<sup>th</sup> July, 2016**

**REPORT BY: Head of Democratic Services**

**SUBJECT: Matters relating to Democratic Services issues**

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**REPORT FOR: Decision, Information and Discussion**

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## **1. Public participation at Council meetings**

As a result of a motion and debate at Council on 20<sup>th</sup> January 2016 it was resolved:

1. to empower the Democratic Services Committee to look at ways in which public participation operates successfully across Wales.
2. to explore options for introducing public participation and make proposals aimed at introducing a system to allow members of the public to contribute in council meetings.

A review has been undertaken of what happens in Councils in Wales and it has been established that 11 of the 22 County Councils allow public questions at Council meetings. One authority also allows public questions at Cabinet meetings. Of the three National Park Authorities [NPAs] only Snowdonia NPA allows public questions at authority meetings.

In light of the above a draft protocol, Appendix A, has been drawn together from the constitutions of other Councils who currently operate public question sessions. A number of questions / principles are posed in the draft for the Committee's consideration. Responses to these questions will assist in the drafting of the protocol to be considered by the committee and Council.

<b>RECOMMENDATION</b>	<b>Reason for Recommendation:</b>
<b>Agree the content of the principles to draft the protocol for public participation in meetings.</b>	<b>To enable recommendation to the County Council for adoption.</b>

## **2. 2017 Council Election**

### **2.1 Candidate information – “Be a Councillor Make a difference”**

The attached document, Appendix B, has been developed by the Welsh Local Government Association [WLGA] and the Members' and Officers' Support Network. Councils were asked to provide anonymised contributions. It is noted that two contributions have been included from Powys Councillors. The document will be placed on the Council's website.

## 2.2 Members' Induction Programme

The WLGA and the Members' and Officers' Support Network have developed a template for Member Development programmes for the 2017 Council Election. The MDWG, taking into account the former, has reviewed the Council's 2012 Induction Programme and produced the draft programme Appendix C.

The following should be noted:

- Day 1 Induction - will provide the opportunity for new members [not returning members] to receive a range of training, which will form the foundations to enable them to function in the Council. The training will include using the equipment in the meeting rooms, using the Modern.Gov system which is now used for the publication of agendas and accessing and using laptops. It is extremely important that these new members receive training on the systems used, so that they are able to use these at the Annual meeting which will be held within two weeks of the election. In addition to this training, general housekeeping/orientation will be provided and there will be a brief opportunity for them to receive a strategic overview from the Chief Executive and Directors and to meet them over lunch.
- "Market Place" – this is a process used in other authorities where service areas provide manned stands providing basic information about services, so raising Members' awareness of services. A "Market Place" programme will be agreed and provided at Council meetings and Member Development sessions. This approach to providing information to members will be trailed over the remainder of this Council.

The Members' Induction Programme will be included in all information sent to prospective candidates and political groups. Prospective candidates will be advised that if they are elected they must attend the required development to ensure that they can participate as a member on any committee to which they are appointed.

The MDWG will develop a Member Development Programme for September 2017 onwards.

The Democratic Services Committee is asked to consider the draft Members' Induction Programme.

<b>RECOMMENDATION</b>	<b>Reason for Recommendation:</b>
<b>Agree the content of the Members' Induction Programme.</b>	<b>To ensure prospective candidates and political groups receive the programme in a timely manner.</b>

## 3. 2017 Council diary

The draft Council diary for 2017 is attached as Appendix D.

<b>RECOMMENDATION</b>	<b>Reason for Recommendation:</b>
<b>To the County Council that the 2017 Council Diary be approved.</b>	<b>To enable the dates for meetings to be published.</b>

#### **4. The following two items are provided for information.**

##### **4.1 Support to Members**

The MDWG in 2013 developed and agreed a Member Support Service Level Agreement which details the range of support from the Members' Support Unit, Democratic and Scrutiny Services, IT Services, Electoral Services and the Local and Environmental Support. This document was updated in 2014.

The MDWG has recently considered the range of support to Members in respect of business cards/calling cards, newsletters, annual reports, letter writing etc. In addition, as a result of issues recently raised by Members, a protocol for the management and processing of questions / queries from Members by officers across the Authority is being developed. The draft will be considered by the Working Group.

The Member Support Service Level Agreement will be reviewed and the two areas of work referred to above will be incorporated into the Agreement for consideration by the MDWG and DSC. Once approved this information will be included in the Members' Induction Pack.

##### **4.2 Frequency of Shire meetings**

As the Committee is aware in January 2015 Council had RESOLVED that shire meetings should change to being bi-monthly with the option to call additional meetings in emergency situations should the need arise. It had been agreed that the arrangement would be reviewed in January 2017.

At its meeting on 16<sup>th</sup> March, 2016 the Radnorshire Committee agreed the following:  
"While noting that Council had determined that shire meetings should be bi-monthly (allowing for the Chair to call additional meetings on need and not as the norm) the Shire felt that this arrangement should be reviewed with a view to permitting the holding of monthly meetings. There are issues with regard to members using meetings for raising issues that would need to be considered, however, it was agreed to **RECOMMEND** to Democratic Services that the current system be reviewed as above."

Further discussions took place at the Radnorshire Committee in May 2016. The Committee commented that there are differing views by member and by shire as to the value of shire meetings. In the light of the position it was agreed that a short questionnaire be sent to members to seek their views in relation to the value of shire meetings and that in September each shire be asked to provide its view to feed into the review. The views of the shire committees would be presented to the Democratic Services Committee who would make a recommendation to the Council in 2017.

##### **4.3 Constitution – Call-In of Cabinet Decisions.**

Following the recent changes to the membership of committees, it has been pointed out that the numbers of Members that are required to initiate a Call-In of a Cabinet

Decision to a scrutiny committee will need to be revised as it is based on previous committee membership numbers. Officers will consider this in the next revision of the Constitution.

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**Powys County Council – Protocol for Public Participation at Council Meetings.**

From a review undertaken of other Councils in Wales 11 of the 22 County Councils allow public questions at Council meetings. Of the 3 National Park Authorities only Eryri allows public questions at authority meetings. One authority also allows public questions at Cabinet meetings.

**Question 1: Should Powys County Council allow public questions at Full Council meetings?**

**Question 2: If the answer to question 1 is YES, should this right be extended to Cabinet meetings?**

Below is a suggested protocol which the Council could adopt. It has been drawn together from the constitutions of other Councils who currently operate public question sessions.

**PUBLIC QUESTIONS**

**Question 3: Who can be asked a question?**

(a) Cabinet Members;

(b) Chairs of Committees;

(c) Any Member of the Council

**Who Can Ask Questions:**

Any person (other than Members) who resides, works or studies in the area of the Council may ask questions of ?? at Ordinary Meetings of the Council.

**Question 4: At what point in a meeting should the public question session be held – beginning or end?**

**Public Question Session:**

The public question session will be held at the ?? of the meeting.

**Question 5: How long in total should be allowed for all questions and answers?**

**Question 6: Does there need to be a set time for individual questions and answers as well?**

**Question 7: Should there be a maximum number of questions per session?**

**Length of Public Question Session:**

A period of no longer than ?? minutes in each meeting shall be allowed for public questions (including responses). Each question and answer will take no longer than 5 minutes each and there will be a maximum number of 6 questions per session.

**Question 8: What notice is required for a valid question to be accepted?**

**Question 9: If a question does not contain the name and address of the**

**requestor should it be rejected as invalid?**

**Question 10: How many questions per requestor should be allowed in each session?**

**Question 11: Should there be a limit on the number of questions which can be asked by a person in a year (and should this be a Council year i.e. May to April)**

**Notice and Number of Questions:**

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Solicitor to the Council by no later than 5pm, ?? Working Days before the day of the meeting. Each question must give the name and address of the questioner and must specify the person to whom it is to be put (by name or title).

At any one meeting no person may submit more than ?? question and no more than ?? such question may be asked on behalf of one organisation. Each element of multi-part questions will be treated as a separate question.

The number of questions that an individual can ask in a municipal year (May to April) shall be limited to ??, with any further questions being accepted only at the discretion of the Chair.

**Question 12: Do the items below cover the circumstances in which questions should be rejected?**

**Scope of Questions:**

The Chair may reject a question if it:

- (i) is not about a matter for which the County Council has responsibility / powers or duties or which affects the County; and / or
- (ii) is defamatory, frivolous or offensive; and / or
- (iii) is substantially the same as a question which has been considered at a meeting of the Council in the past six months; and / or
- (iv) requires the disclosure of confidential or exempt information; and / or
- (v) relates to a complaint (complaints should be presented through the Council's complaints procedure); and / or
- (vi) relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman; and / or
- (vii) relates to a Regulatory Decision or a specific application for permission, a licence, consent, approval or registration, or any enforcement action relating to such a matter; and / or
- (viii) relates to a decision which has been made by the Council in exercise of its regulatory functions in respect of which there are legal rights of redress; and / or
- (ix) relates to the activities and aims of a political party or organisation; and / or
- (x) relates to an individual / group / business or the questioner's own particular circumstances; and / or

- (xi) relates to the personal circumstances or conduct of any officer and Councillor or conditions of service of individual employees; and / or
- (xii) is a statement or otherwise and is not a genuine enquiry; and / or
- (xiii) would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer; and / or
- (xiv) relates to a local matter that has no wider significance to the County.

The ruling of the Chair in the above matters shall be final.

### **Question 13: Is the process set out below clear?**

#### **Order of Questions:**

Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions.

#### **Recording of Questions:**

The Solicitor to the Council will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting. A copy of the question will be sent to the Councillor to whom it is to be put. Rejected questions will be open for inspection with a record of the decision for the rejection which shall include the reasons for rejection.

#### **Process at the Meeting:**

The order in which questions are taken shall be at the discretion of the Chair.

Each questioner will be required to identify himself / herself at the meeting when the question is called for answer by the Chair. When the questioner has identified himself / herself the question will be deemed to have been asked and there will not be a requirement for the questioner to read out the question.

If the questioner is absent or fails to identify themselves then the question will be deemed to be withdrawn and a response will be provided in writing only. If the Councillor to whom the question has been put is unable to attend the meeting, the response will be by means of a written answer.

Any question not asked because of insufficient time, will be answered in writing with a copy of the answer provided to all councillors.

#### **Supplementary Questions:**

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must relate to the original question or the answer given and be limited to one minute. The Chair may reject a supplementary question on any of the grounds set out above.

#### **Record of Debate:**

Questions asked under this section and a summary of the replies to the questions will be recorded in the minutes of the meeting. The essence of supplementary questions and responses will be recorded but supplementary questions and answers do not have to be recorded verbatim.

**Question 14: Should there be a timescale for answers? and if so what should be the maximum time allowed?**

**Answers:**

An answer may take the form of:

A direct oral answer; or

Where the desired information is in a publication of the Council or other published work, a reference to that publication; or

Where a reply cannot conveniently be provided orally, a written answer circulated later to the questioner, with a copy of the response being circulated to all councillors.

A person to whom a question is addressed may decline to answer provided that they state the reason for declining to answer.

There will be no discussion / debate on any answer given.

No more than ?? minutes will be allowed for a response to any one question.

Any Councillor may move that a matter raised by a question be referred to the Cabinet or appropriate committee for consideration. Once seconded such a motion will be voted upon without discussion.

# Be a Councillor Make a Difference

Local Elections in Wales 2017  
Candidates' Guide



WLGA • CLILC



# Contact

## Welsh Local Government Association (WLGA)

The Welsh Local Government Association (WLGA) represents the interests of local government and promotes local democracy in Wales. It represents the 22 local authorities and the 3 fire and rescue authorities and 3 national park authorities are associate members. The WLGA's primary purposes are to promote better local government and its reputation and to support authorities in the development of policies and priorities which will improve public services and democracy.

**WLGA, Local Government House, Drake Walk, Cardiff, CF10 4LG**

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This publication has been produced by the Welsh Local Government Association (WLGA) for candidates contesting the county and county borough councils elections in May 2017. Further information available at - [www.wlga.wales](http://www.wlga.wales)

Electoral regulations and procedures guidance is available from the Electoral Commission [www.electoralcommission.gov.uk](http://www.electoralcommission.gov.uk)



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# 1. Introduction

- Do you care passionately about your local community?
- Is there something you want to change?
- Are you ready to take challenging decisions?
- Why not stand for what you care about and become a local councillor?

People decide to become councillors for a variety of reasons. Often it is because they are active in their community, have a commitment to a particular political party or because they see something locally that needs changing. Whatever the reason, it's fair to say that they are often surprised by the range and volume of work required but find that they love what they do, even if it's usually more challenging than they expected.

Councillors (sometimes referred to as members - as they are elected members of a local authority) have to juggle a number of roles and responsibilities. They have to balance the needs and interests of their community, their political party or group (if they are a member of a political party) and the council as a whole. Being a councillor takes commitment and a significant amount of time, on top of personal and employment commitments. However, becoming a councillor is a rewarding and privileged form of public service and, if elected, you will be in a position to make a difference to the quality of people's lives.

This guide is intended to be used as a quick introduction to the basic information that you need to consider when planning to stand for office. There are links throughout to more detailed information on the Internet and insights from serving councillors to help you decide if being a councillor is for you.

This guide has been developed by the Welsh Local Government Association and all the local authorities in Wales. The WLGA is the body that represents the interests of local government and promotes local democracy in Wales. It represents all the local authorities, fire and rescue and national park authorities.

“As a former employee of a local authority and someone who cares a great deal about my local community, standing for election as a local councillor was an obvious step for me. Having served as a local councillor for four years I was given the opportunity to be part of the Cabinet and relatively recently I have become Leader of the Council.

From local councillor to Cabinet Member to Council Leader, each role comes with its challenges, however, opportunities to have a positive impact in my ward, county borough and the wider region have, and continue to be, substantial.

As Leader I have the opportunity to help shape the future direction of the Council and the County Borough and the wider region. The last few years have been challenging for local government and, as a Cabinet Member and Leader, I have had to make some difficult decisions about the services the Council delivers. Having said that, I am glad I put myself forward for election as a local councillor as if I hadn't, I would undoubtedly have had a strong opinion on how these challenges should be tackled without having the opportunity to influence.”

**Council Leader**

## 2. What do councils do?

Local authorities (councils) play a central role in governing Wales as they provide the local leadership and services necessary for their communities.

At the moment there are 22 local authorities in Wales but things may change during the next few years; this is covered later. Wales' councils deliver over 700 local services, including:

- **Education** for example providing schools, transport to get children to school and providing opportunities for adult learning.
- **Housing** such as finding accommodation for people in need and maintaining social housing.
- **Social Services** for example caring for and protecting children, older people and disabled people.
- **Highways and Transport** including maintaining roads and managing traffic flow.
- **Waste Management** including collecting rubbish and recycling.
- **Leisure and Cultural Services** for example providing libraries, leisure services and arts venues.

- **Consumer Protection** such as enforcing trading standards and licencing taxis.
- **Environmental Health and Services** for example making sure that the food provided in pubs and restaurants is safe to eat, and controlling pollution locally.
- **Planning** including managing local development and making sure buildings are safe.
- **Economic Development** for example attracting new businesses and encouraging tourism.
- **Emergency Planning** for things like floods or terrorist attacks.



As well as delivering local services, councils are by far the biggest employer in their area and contribute significantly to the local economy.

Councils have to provide certain statutory services. These are set out in legislation and cover services like social care, environmental health inspection and planning. They can provide other services such as leisure and art centres at their discretion.

Councils provide some services directly, work in partnership with other organisations to provide others and can commission organisations in the private and voluntary sectors to provide services on their behalf.

Councils are not motivated by profit although they do provide some trading services such as catering, and services for which there are private sector alternatives such as leisure centres.

Councils also have wider statutory duties, such as those to advance equality of opportunity and eliminate discrimination. They are also legally required to make sure that every decision they make takes account of the needs of future generations as well as the existing population.

If you are elected, you will need to understand what your local authority has the power to do and its limitations, as this will affect your ability to take decisions and work on behalf of the public.



### 3. How might councils change?

With various plans for local government reform having been outlined by Wales' political parties in their 2016 election manifestos, there will be much that needs to be decided during the next term of the National Assembly for Wales.

The current structure of 22 local authorities has been in existence since 1996. The Welsh Government believes that local government should now be reformed to meet the financial and demographic challenges currently facing the public sector.

The Welsh Government's plans have been informed by the work of the Williams Commission (which reported in January 2014) which suggested that governance was complex and scale was a problem which impacted on leadership and service performance. Williams recommended a merger of existing authorities down to between 10-12 authorities.

The Welsh Government originally proposed 12 authorities but announced proposals for between 8-9 authorities in June 2015. A Draft Local Government Bill was published in November 2015 outlining further details on the Welsh Government's proposals.

If you stand for election in 2017 you will join local government at a time of significant change, and you will contribute directly to reforming how local public services are delivered for communities in Wales.

The next local elections (based on the current map of 22 councils) will be in May 2017. Should the current Welsh Government plans be implemented later this year, local elections will then take place in 2019 on a new local government map of 8 or 9 councils, with new merged authorities coming into

being in 2020. It is likely that there will be around a third fewer councillors in the new authorities.

This section will be updated in Summer 2016.

Open [here](#) for further details about the Williams Commission and Welsh Government proposals.



## 4. How are councils funded?

Although most people think that council tax is the main source of funding for councils, on average across Wales, it contributes only around 20% of council income. Indeed, most people don't realise that the 'Council' tax bill they pay each year also contributes to local police, community and town councils and fire and rescue services.

The vast majority of local councils' funding comes from the Welsh Government, by means of a Revenue Support Grant (RSG). The Welsh Government also provides grant streams for specific programmes, projects or to meet specific targets. Councils will receive over £4bn from the Welsh Government in 2016-17.

Councils face growing challenges due to a continuing programme of UK public sector austerity and the lingering effects of recession. Councils' budgets are shrinking, at a time when needs are increasing and demographic pressures including an ageing population are growing. Councils are having to make difficult decisions around service cuts and job losses. They are also exploring new ways of delivering services.

Although councils have local flexibility around how they prioritise and spend their resources, some of the most expensive and statutory services like education, social services and housing must be funded to a level which delivers certain standards. This means that other discretionary services, those which are often most valued by the public, such as the local environment, libraries, leisure centres and the arts suffer when money is short. Councils also generate a small amount of income through charges and fees, such as car parking, leisure centre charges or planning fees.

Open [here](#) for more details about how local government is funded.



“Agreeing a budget has never been easy but local councillors play a hugely important role in helping to prioritise and balance community needs against the money that is available. It is a difficult but vital role. We are faced with a reduction in budgets year after year resulting in cut after cut in services, especially in the non-statutory sector which involves services valued by so many of our constituents i.e. public toilets. We were elected to represent our community and to improve services, the lack of funding inevitably causes stress and bitterness especially when it affects your community or services close to one's heart.”

# 5. Who else do councils work with?

Local councils work with a range of local and national partners and bodies in delivering local services, providing democratic representation and providing strategic leadership.

Many of these partners will be local third sector or community groups, but a range will be public sector bodies or other levels of government.

There are five tiers of democracy in Wales:

## European Parliament

4 Welsh MEPs

Website [www.europarl.europa.eu/](http://www.europarl.europa.eu/)

## UK Parliament

40 Welsh MPs

Website [www.parliament.uk/](http://www.parliament.uk/)

## National Assembly for Wales

60 AMs

40 constituency AMs / 20 Regional AMs

Website [www.assembly.wales/](http://www.assembly.wales/)

The National Assembly is often confused with the Welsh Government; the Assembly is the Welsh parliament, the Welsh Government consists of Welsh Ministers and sets the national agenda for Wales in the areas of (for example) social services, education, the environment, planning, transport and economic development.

Website [www.gov.wales/](http://www.gov.wales/)

**Local authorities** (also known as unitary authorities, county or county borough councils). There are currently 22 local authorities in Wales with some 1254 councillors. Following the changes to local government outlined previously there are likely to be both fewer authorities and fewer councillors in 2020.

**Community and Town Councils** (735 councils and around 8000 councillors). In some cases councillors sit on both a unitary authority and a community or town council. Local authorities often work closely with their local community and town council. At the moment community and town councils deliver services such as maintaining playing fields, parks and open spaces, village halls, allotments and cemeteries. One Voice Wales, the organisation that represents them has more information on their website [www.onevoicewales.org.uk/](http://www.onevoicewales.org.uk/)



Llywodraeth Cymru  
Welsh Government



Un Llais Cymru



One Voice Wales

Councils also work with public service partners such as:

- **Fire and Rescue Authorities**
- **Police and Crime Commissioners**
- **National Park Authorities**
- **National Resources Wales (NRW)**



Councils work closely with neighbouring councils in designing, commissioning or delivering joint services. In this way they make sure that services are delivered in the most cost effective and efficient ways possible.

Councils also convene statutory partnerships for their area, known as Public Service Boards. These Boards include representatives from other public sector bodies and from the third and community sector. They undertake wellbeing assessments and produce a wellbeing plan during each municipal term.

Councils also work with the **Wales Audit Office (WAO)**, **Estyn** and the **Care and Social Services Inspectorate Wales (CSSIW)** - these organisations audit, inspect and/or regulate local authorities and their services, and report on the standards of service, how they are governed and how they spend public money.

As a councillor you may be appointed to a Fire and Rescue or National Park Authority. As a member of these bodies you would be expected to represent them in the community, make decisions and oversee performance in the authority at their meetings and report back to your council on any relevant decisions or activities.



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# 6. What do councillors do?

Councillors are elected to represent their local community in the running of their local council. Councillors help determine how local services are provided, funded and prioritised.

It is estimated that on average, councillors spend the equivalent of three days a week on council business, but many describe the job as full time. Many employers recognise the value of the work of councillors and the skills that their employees will gain in the role. Therefore they provide time off or flexible working for employees who are also councillors.

More information for employers is available at the businesses supporting communities website, open [here](#).

Being a councillor requires commitment, patience and resilience and can be demanding and stressful but very rewarding and interesting too.

All councillors are advocates for their communities and are 'case workers' for their individual constituents when advice or support is requested. Much of a councillor's time is spent within their communities speaking and working with members of the public and community groups. This role is usually known as community leadership. For the individual councillor, being a community



leader can mean a number of things. Acting as an advocate for the best interests of your electoral division; lobbying for local concerns; influencing partner organisations to work to a common vision; resolving conflict amongst community organisations; encouraging community organisations to develop solutions in their own communities; balancing competing demands for resources when making decisions in the best interests of the whole authority area.

“

Since being elected, I have really enjoyed the variety that being a councillor offers. No two days, issues or meetings are the same and when the phone rings, I receive an email or someone comes to see me, I never know what action will be required. Working alongside our many excellent officers, I am proud that in numerous small ways I have been able to help improve things in my ward, including getting new bins in place, roads resurfaced, a street adopted and an hourly bus service reinstated. I am also pleased that through casework, I have been able to help many individual residents.

”



To be an effective community leader, councillors need to speak to the community and really understand the needs and feelings of their constituents. Councillors will not be able to help everyone in the way they would want but need to be honest and open about their decision making and make sure residents' views are heard - councillors are their voice in the council. Councillors will also need to be able to convey the policies and standpoint of the council to the community, making sure that people understand why decisions - sometimes unpopular ones - have been taken.

To engage effectively as a councillor you would be expected to:

- **Know about your local community** (also known as a ward or electoral division). What type of people live there? What do they do? What do they need?
- **Communicate with people regularly and often.** You'll need to make sure that people can meet with you face to face and chat on social media. You'll also need to make sure that people know who you are and what you are doing on their behalf. Some councillors deliver newsletters and write annual reports for the council website to keep everyone informed.
- **Network,** get to know your area, the community groups and organisations and be visible.

- **Undertake casework on behalf of individuals and groups.** This might be sorting out a local problem or putting people in touch with the council or other organisations that can help. You'll need to understand how far your role will allow you to help and when people should be referred to council officers.

There is a huge range of information and intelligence about your local area and community available online. The Local Government Data Unit has demographic information about your area on the [infobasecymru](#)—open [here](#). It will tell you about the people who live in your area, about their education, health, ethnicity, age and much more. The **My Local Council** website will also tell you how well your local council is doing and what people think about it. Open [here](#).



“

I was elected in 2012 with a mandate to sort out local parking and traffic issues. Despite many meetings and emails I have been unable to resolve these issues for my residents. I was equally elected on a green agenda and in this I have been more successful. I have actively engaged with and improved local community gardens and allotments and applied the lessons learnt across the city, encouraging growing in the city. Local government works frustratingly slowly at times and often what you were elected to do is not possible or easy to accomplish but given enough energy and enthusiasm even the most stubborn issues can be solved.

”

“

In County Hall, I have been active within my political group, and on a number of committees and working groups. I have recently proposed a motion that has been passed by council. Being a councillor has been a sharp learning curve and really interesting, with the chance to meet lots of different people and do lots of different things. However, the cuts to local government funding and austerity have been difficult and look set to bite even harder over the coming years, meaning that the council is always under pressure to do more with less.

”

### Meetings, meetings!

The stereotypical view of councils is that councillors spend a lot of time in long stuffy meetings. Councillors are expected to attend all the meetings of the committees or groups to which they are appointed, as well as spending time in their communities, meeting with local people at local events or community meetings or working with council officers and partner agencies on local matters.

When you attend council meetings, there are some rules that you'll need to understand. These are set out in the council's **constitution**. This document sets out how

decisions are made, the responsibilities of each committee and how meetings should be run. The constitution will also set out the important rules which apply to the financial business of the council.

Most council meetings are open to the public, and many meetings are broadcast on the Internet. However on occasions, meetings or parts of meetings need to be held in private if confidential or sensitive information is being discussed.

Every committee has a chair and a vice chair. These councillors make sure that the business gets done and the meeting rules are followed. Committees also have officers who

support their work by for example undertaking research and taking minutes.

**Here is an overview of the committees that councillors might sit on:**

### **Council**

All councillors are members of the full council. The full council debates and decides upon policy based on reports from the committees and agrees the main policies of the council and its budget. The full council typically meets every 4-6 weeks.

### **Cabinet**

A small number of senior councillors will form the cabinet or executive board led by the leader of the council. The cabinet is like the government of the council, usually formed by the group that has most members on the council or a coalition. It takes the decisions about the day to day running of the council. Each cabinet member usually takes responsibility for a specific area called a portfolio for example, education, the environment or social services. The cabinet will usually meet once a week.

### **Overview and Scrutiny**

All other councillors are active in the overview and scrutiny of the performance of the council and other public bodies

whose work affects local communities. Overview and scrutiny is vital, as it scrutinises the decisions made by the cabinet and the effectiveness of the council's policies and performance. Scrutiny members also play a valuable role in reviewing and developing policies as well as investigating issues of concern to the local community. Although scrutiny committees do not make decisions, they carry out investigations and make important recommendations to the cabinet. Scrutiny committees typically meet once a month with extra meetings for smaller groups carrying out investigations. Councillors usually sit on more than one scrutiny committee depending on the number of councillors and committees. More information about scrutiny is available on the Centre for Public Scrutiny. Website [www.cfps.org.uk/](http://www.cfps.org.uk/)

### **Regulatory Committees**

Many councillors also sit on committees which deal with planning and licensing. This means that you could be taking decisions about buildings and local development or taxis and licensed premises across the council area. Typically a regulatory committee will meet every 2-4 weeks.

## Other Committees

Some councillors may also be members of other committees, such as the audit committee which makes sure that the financial policies and processes of the authority are in order or the standards committee which makes sure that members behave appropriately (more about how members should behave later) or ad hoc committees such as those formed to appoint new staff.

## Other Local Bodies

Councillors are also appointed to external local bodies such as school governing bodies, public service boards, and local partnerships, either as representatives of the council or as trustees or directors in their own right. Some councillors also sit on fire and rescue authorities and, where a council includes part of a national park authority, a national park.



“

I'm a scrutiny chair. We have just completed a review on the car parking charging regime. The aims of the review were to provide car parking services appropriate to local circumstances, support the vitality of town centres and local businesses, and manage car parking in a cost effective manner. We gathered evidence from the chambers of trade/commerce, councillors that had a car park within their ward, visited each car park within the County and collected data. The scrutiny exercise was useful because it meant that the community had their views heard and at the time car parks within the County were receiving a lot of media attention. The Committee made 22 recommendations to Cabinet. A report containing the response to each of the recommendations is being presented to the next Cabinet meeting. A number of the recommendations were implemented immediately whilst the others were investigated further by officers.

”

If you are a member of a political party you will also be expected to attend political group meetings, party training and other events.

# 7. A week in the life of a councillor (1)

## January

**“A WEEK IS A LONG TIME IN POLITICS”** So said Harold Wilson, 50 years ago. And it can certainly feel like that for councillors who also try to hold down a full-time job.

### 18: Monday

As usual, get into work by 7am. A morning catching up on email correspondence and planning business for the rest of the week. Fortunately, my employer’s flexible working policy means I can generally arrange my work diary to allow me to attend to Council business. Today, there’s an afternoon meeting of my local Primary School governors (great staff mean that the school, in an area of multiple deprivation, is delivering excellent results), followed by a meeting of our political group of councillors. Get home by 7pm, then try to catch up on Council email, responding to constituents’ queries, chasing up action with council officers etc.

### 19: Tuesday

Work from home in the morning. In the afternoon, I attend my first meeting as a representative of the Council on the local committee of the County Association of Volunteers. So much great volunteer work going on in our county borough, making such a positive difference to communities! Next, a full meeting of the Council, with business including supplementary planning guidance, pay policy, licensing/ registration/permit fees and questions on housing and council tax benefits. Home by about 7pm again, and back to Council email.

### 20: Wednesday

A full day at work – no Council commitments today (apart from email, of course)!

## 21: Thursday

A busy morning at work, then back to the council offices for a meeting of the Community Partnership – local volunteers giving their time and effort, working to improve amenities and facilities in their deprived neighbourhood. They're the bedrock of their community and we councillors are always happy to help their work whenever we can.

## 22: Friday

A full day at work. After work, catch up on Council email, then attend my constituency party annual general meeting.

## 23: Saturday

No rest for the wicked. Our monthly ward councillors' advice surgery, held alternately at 3 different venues across the ward, giving constituents the opportunity to raise with us issues of concern. Whether it's parking or pot-holes, housing or anti-social behaviour, we're happy to take on residents' concerns and work to resolve their issues.

## 24: Sunday

Represent the Council as a local ward member at a monthly meeting of the Indoor Bowls Centre committee, giving this valuable local amenity whatever support we can. Afterwards, to the supermarket (our largest local employer) for a coffee with my wife!

# A week in the life of a councillor (2)

## March

### 14: Monday

Out this morning doing voluntary work. At 12.15pm take dog for a walk. Whilst out walking, I spot pot holes that have appeared and some paving stones that are broken. At home I send referrals to the Council to action. My local Police Community Support Officer calls to discuss local issues as I will be attending the Tuesday evening Partnerships and Communities Together meeting. In the evening attend a charity meeting.

### 15: Tuesday

Working in Bristol this morning, leave at 7.45am. Returning home I notice a warning road sign in my ward is not facing traffic so cannot be seen by drivers. At home I notify Council by email. At the same time I answer any incoming emails, log meeting dates and check that previous referrals have been dealt with. 2.30pm attend governors meeting at my local primary school. At 7.45pm leave home to attend my local PACT meeting.

### 16: Wednesday

9.15am check emails and send new referrals regarding lighting columns that aren't working. Take dog for a walk. Leave home at 12.30pm for group meeting. 2.00pm attend Pre-Council Briefing (Member Development) regarding the fire service. 3.00pm attend full Council meeting. Home by 4.45pm and out in the evening with friends.

## 17: Thursday

8.30am answer emails and enter any meetings that I need to attend into my personal diary. Attend workshop at 9.30am. 12.00 noon pop into town to do some shopping and return to council offices to attend a meeting regarding Supplementary Planning Guidance. Pick up answerphone messages from constituents and action. Attend Community Council meeting at 7.00pm.

## 18: Friday

Visit constituent at 11.00am who has rung and asked if I will call round regarding a planning application. 2.00pm working in Cardiff.

## 19: Saturday

Housework and take dog for a long walk. Ring constituents back who have left answerphone messages since I've been out.

## 20: Sunday

Spend time with family.

# A week in the life of a councillor (3)

## June

### 13: Monday

- 9.00 - 11.30: Stayed at home and read a complex report to do with housing allocations.
- 12.00: Meeting with the local school council to discuss with the children safer routes to school and the prospect of a new crossing.
- 16.30: Attend an agenda conference in the Leaders office with the Chief Executive, Head of Legal Services and other officers of the Council.
- 18.00 - 19.00: Went to the office to catch up with the work at my main employment.

### 14: Tuesday

- 9.00: Met with two constituents and our Building Control Officer over a party wall issue where neither party are accepting responsibility for a dangerous structure. I was handed a quite considerable and hefty document which will take me some time to read.
- 11.00 - 11.45: Some time at my office catching up with the day job.
- 12.00: Meeting with the Muslim Council at their Mosque to talk about issues relating to extension to the Mosque and parking issues.
- 16.00: Met with two constituents and a council officer to talk about waste management in relation to black bags being put out on the street too soon and what action the Council can take against the perpetrators.
- 18.00 - 20.00: Went to a meeting of the local community centre management committee.

### 15: Wednesday

- 09.00 - 13.30: Working at my office.
- 14.00: Meeting with officers in the Rights of Way Department to talk about a meeting which I will chair to do with public rights of way.
- 18.00 - 21.00: Attending the local Political Group meeting, as Group Secretary. I have the minutes to compile following this meeting.

## 16: Thursday

09.00 - 10.10: Meeting with the Sports Development Officer at a local sports club about community engagement and starting up a ladies rugby team.

10.30 - 15.00: Back at my own office.

16.00: Meeting with a constituent and the Head Teacher of a local primary school to talk about bullying as the parent is not happy with the way the Head Teacher has handled an incident in the school. We talked the issue through and we think it is now resolved.

19.00: Attending the Queen's beacon lighting ceremony.

## 17: Friday

09.00 - 12.00: Working at my main job offices again.

13.00 - 16.00: Attend the Pension Investment Advisory Panel meeting on behalf of the Council.

19.00: Attending the Mayor's fund raising dinner for two charities.

## 18: Saturday

10.00 - 12.00: Put together the minutes of the Political Group meeting and send out the Agenda and minutes for our next meeting.

13.00: Meeting with the residents of a local Conservation Area who are looking to turn their green into village green status.

14.30: Attend an exhibition in the Town Hall as a local artist was displaying paintings and sketches of local scenes and pictures from bygone days.

## 19: Sunday

Day off: I try to use Sunday as a family day. Inevitably sometimes this does not work out and I sometimes use Sunday as a day to meet constituents.

# A week in the life of a councillor (4)

## September

### 19: Monday

Write an article for my local village news booklet. The main issue being dog fouling and litter. Apart from the usual household needs, I walked my dog, which almost always means I have to deal with or offer advice to those I meet along the way, often with me needing to take some action or other. Make sure I pick up rubbish as I go. Have to leave home by 12.30 for a meeting of a Health Care Collaborative concerning our area, which means a journey of 68 miles. Returned home by about 6.30 pm. Thankfully, no evening meetings but the telephone keeps me busy. A huge amount of reading to do get through this week for an employment grievance hearing on Thursday. Will have to be very well versed particularly as I am Chairing the meeting.

### 20: Tuesday

Need to re-read the Minutes for this evening. No daytime meetings today so usual homework, there are always emails to deal with. Again walked the dog. Checked the local cemetery rubbish. The contractor who normally looks after it has gone into administration so until the contract can be re-let I have been doing what I can to keep it neat and tidy. Chaired the Special School Governing Body Meeting this evening. There are always issues to be followed up after the meeting. I will deal with them in the morning.

### 21: Wednesday

Read papers for the scrutiny working group this afternoon, the normal morning dog walking and chats with those I meet. I always collect a paper from the local shop as this is where I am made aware of any issues I may need to deal with, it's a very good source of information. Leave for County Hall for an Adult Scrutiny working group a round trip of 60 miles. Arrive home for a quick meal then attend the Community Council Meeting and although not a member of this Council, I have a very good relationship with the council and am able to offer them help and guidance. The usual emails have to be fitted in somewhere during the day.

# September

## 22: Thursday

Early start today, so no time for dog walking, will have to rely on my husband. Today I am chairing an employment grievance hearing at County Hall (60 miles again) for a member of staff who has been dismissed, so it is a hard day. As usual emails have to be fitted in and any follow up that may be necessary. It's quite useful to be able to do these at County Hall as it is often easier to see officers if available, rather than email. Thankfully no evening meeting today, having left at 7.45 this morning and not returning home until 5.00pm.

## 23: Friday

Member training today at County Hall leaving at 8.35 (60 miles again). Meeting a fellow councillor to share transport. I do the driving, it's a full day of training with the Local Health Board giving a presentation in the morning and Social Services in the afternoon. As always emails need to be dealt with. Awaiting outcome letter from yesterday which I will need to sign off as the Chair of the Employment Grievance Hearing before it can be sent. Dash home, quick meal then off to the local theatre to introduce the Sports Awards for the year and make welcome and entertain our sponsors. Long day, didn't arrive home until 10.00pm.

## 24: Saturday

Needed to see a constituent who is experiencing some difficulty with her house numbering, had tried to fit it in during the week but it wasn't possible, I hoped it would only take a few minutes but turned out to be a couple of hours. Hopefully the rest of the day will be mine to catch up with what I can.

## 25: Sunday

It's mine I hope! - after Church where I am a Worship leader & Chalice administrator.

# A week in the life of a councillor (5)

## November

### 14: Monday

Really busy week. The meetings I need to attend will put a lot of pressure on my own work time so I need to plan my own work around this. Luckily as someone who is self-employed I can do this, otherwise it would be very difficult.

Dropped off eldest son to secondary school. Back home, I arranged to meet a constituent at 9:30 am to discuss recent speed reduction initiatives. Executive board member and traffic management officers also attended. Took pictures of rubbish in my area and sent these off to the refuse department for something to be done. Departed for work. In work made time to send letter to Welsh Water regarding concerns about a local reservoir. At 4pm attended a meeting about reforming a local community council fund. Returned home. Did some work for my own business. 7:30 pm - Attended regular meeting of the local Community Centre Committee. Some actions for me to chase up with the community council. Read papers for meeting in community council tomorrow.

### 15: Tuesday

Dropped eldest son off to school at 8:15. Back to house to work from home for my own business, need to deal with some business issues before attending a litter pick. Answered various emails from constituents. 10am - Participated in the litter pick, along with the local primary school. Tweeted some pictures about the event. Left the litter pick at 12pm, back to work. 6pm attended community council meeting. 7:30pm attended the Residents Association meeting in a local pub. Home 9 pm. Read council papers for meeting tomorrow.

### 16: Wednesday

Dropped eldest son off to school at 8:15. 9am - Attended full county council meeting. Updated website and responded to emails. Left full council at 2 pm, back to the office quickly before shortlisting for interviews in a local secondary school (as I'm an LEA Governor) at 4pm. Emailed local factory to get an update on noise initiatives being put in place. 6pm, did more work for my own business.

## 17: Thursday

Grandparents had to take eldest boy to school today as I have a meeting to attend. 8:30 am - finance committee meeting at local primary school. In office at 9:45am. Full day of work today so I can catch up with my own business schedule which has been tested this week having attended so many council meetings. Worked until 5pm but found time to send in my community news section to the local paper listing local news and events.

## 18: Friday

Dropped eldest son off to school at 8:15. 8:30am took pictures and sent email about the state of council garages in my area. Responded to emails from constituents. Worked for my own business from 9am to 5pm. 6:30pm - 8pm - Volunteered at local youth Club (every week during term time). Out with some mates for Friday night beers.

## 19: Saturday

Walk around local reservoir to highlight issues that need fixing and tweet Welsh Water with pictures. Filled out assessment forms for 4 Duke of Edinburgh volunteers helping us out at the youth club. Did some work in the garden.

## 20: Sunday

Take one son to sports, and other to swimming lessons. Sunday lunch and chill out. Quick update to the website I use to keep my constituents informed.

## 8. Will I get paid as a councillor?

Councillors are entitled to receive a salary in return for the commitment and contribution they make. Councillors at all levels undertake a demanding and challenging role, which can affect their professional careers and can impact on work life balance. So it is sensible that councillors are properly recognised and remunerated for this vital and valuable contribution to public life.

All councillors receive a basic salary. In 2016-17 it is £13,300. Councillors are also entitled to travel allowances and those with caring responsibilities can also receive an additional care allowance of up to £403 per month. You can also claim your salary whilst taking family absence such as parental leave.

Those councillors who undertake specific responsibilities such as executive/cabinet members, committee chairs or leaders of their political group on the council will receive an additional payment. This is called a senior salary and is calculated based on the size of the authority and the type of additional role they undertake.

Councillors do not set their own salaries; the framework for councillors' salaries is set by a body called the Independent Remuneration Panel for Wales. The amount to be paid to councillors is set out in their annual report.

More information is available [here](#).

The Council will publish the details of your salary and any allowances that you receive on its website.



# 9. Rules and regulations for councillors

All councillors are expected to uphold the highest standards of behaviour. The public needs to feel confident that you are living up to the high standards that they have a right to expect from you.

Councillors are bound by a statutory **Code of Conduct** which outlines what is expected of them in terms of behaviour and conduct; this code applies to councillors whenever they are acting or appear to be acting as a councillor. In short pretty much all of the time.

According to the Code, councillors need to act very clearly in the ways outlined below:

- Act only in the public interest - not in favour of yourself or anyone else
- Be honest and declare any interests you have
- Act with integrity - not be influenced by any people or organisations for their benefit
- Act within the law
- Use the authority's resources lawfully and prudently
- Always take decisions on merit, using all the information and evidence available

- Always show respect to other people no matter who they are and what they believe
- Be as open as possible about your actions and the actions of the council
- Be prepared to be open to the scrutiny of the public for what you do
- Lead others by example and be a positive role model for the council to the public and officers

Breaches of the Code can be referred to the *Public Services Ombudsman for Wales* and sanctions can include formal apologies, training or even suspension or disqualification from office. Councillors are expected to formally agree to the Code when signing their acceptance of office following election. You can find the full text of the model Code of Conduct [here](#).

The Welsh Government have published a set of public sector values to guide how public services work these are:

- working for the long term
- always growing and improving
- working together
- treating everyone with respect
- putting citizens first

For more information, open [here](#).

# 10. What do council officers do?

Officers are employed to manage the work of the council and help councillors put their policies into action. Some posts in the council are statutory, for example the Head of Paid Service (also known as the Chief Executive or Managing Director), the Section 151 Officer who is responsible for ensuring financial probity (usually the Director of Finance) and the Monitoring Officer who ensures that the council operates legally. The Head of Democratic Services works closely with all councillors and makes sure that councillors and committees are provided with appropriate support.

Officers are politically neutral professionals, specialists in their field, with a duty to give councillors impartial advice to help them make the right decisions so it's important to form positive professional relationships with

them and to respect their knowledge and experience even if you don't always agree with them.



# 11. How are councillors supported in their work?

When councillors are elected for the first time, it takes a while to understand what the council does and their role within it. Then there are all the laws, rules, policies and procedures to get to grips with. The people who elect you will have high expectations of their local councillor from day one.

Every council will run an orientation programme for new members to show you where and who everyone is, followed by an induction programme to help you understand your role, council procedures and the practical skills you need, for example to chair a meeting or take part in a radio interview.

You will be well supported in your daily duties and also provided with training to help you understand more complex issues. You'll be expected to attend a fair amount of training when you first start your work on the council and throughout your period of office. Some training is provided for all members and other training is provided in response to your individual needs, these are usually identified in a personal development review undertaken by leading members or officers to find out what skills you already have and where you might need some help.

**LAWS**

**RULES**

**POLICIES**

**PROCEDURES**

“

Since becoming a county councillor, I have had two children and have found the county council to be very supportive of me combining working as a councillor with raising my children. Being a councillor is challenging, varied and interesting and rewarding. I would urge anyone who is interested in helping their community, likes people, and enjoys being busy and active to consider standing in their local area.

”



# 12. How do I stand for election as a councillor?

Almost anyone can be a councillor and it's very important that a range of different people are elected to represent different communities.



Local government needs more councillors who are under 40, female, disabled, Gay or lesbian, transgender and Black or Asian and from a range of beliefs, cultures and personal circumstances. In short, more councillors who are as diverse as the communities they represent. You could be working or unemployed or in education.

The Welsh Government, Local Authorities and the WLGA are working together to increase the diversity of councillors. The Diversity in Democracy programme has provided under-represented groups with access to information, support and training to enable them to stand for office. More information about the programme is available [here](#).



The only rules about who can stand for election say that you need to be:

At least 18 years old on the day of your nomination, a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union.

AND that you need to meet at least one of the following four qualifications:

1. You are, and will continue to be, registered as a local government elector for the local authority area in which you wish to stand from the day of your nomination onwards.
2. You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination and the day of election.
3. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the local authority area.
4. You have lived in the local authority area during the whole of the 12 months before the day of your nomination and the day of election.

**However, you can't be a councillor if you:**

1. Are employed by the local authority in which you wish to stand or hold a paid office under the authority (including joint boards or committees). Note that you may be 'employed by the local authority', for example, if you work in certain schools or in fire and rescue services. A good rule of thumb is if you work for the public sector, check with your HR department to find out if you are unable to stand. The Electoral Commission website (link below) will also give you guidance.
2. Hold a politically restricted post in a local authority (if you are employed by a council, certain posts like the Chief Executive, senior officers or officers involved in providing advice to members, are politically restricted – check with your council for further details).
3. Are the subject of a bankruptcy restrictions order or interim order or a debt relief restrictions order or interim debt relief restrictions order.
4. Have been sentenced to a term of imprisonment of three months or more (including a suspended

sentence), without the option of a fine, during the five years before polling day.

5. Have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the Independent Adjudication Panel for Wales.

This and further information is available on the Electoral Commission website, open [here](#).

**You can stand for election as an independent candidate or as a group/party political candidate.** If you are a member or plan to join or stand as a member of a political party their agents will work for you. If you are standing as an independent member you will need to seek advice from different agencies.

Further details about the major Political parties are available here:

**Plaid Cymru**

[www.plaidcymru.org/](http://www.plaidcymru.org/)

**Welsh Conservatives**

[www.welshconservatives.com/](http://www.welshconservatives.com/)

**Welsh Labour**

[www.welshlabour.org.uk/](http://www.welshlabour.org.uk/)

**Welsh Liberal Democrats**

[www.welshlibdems.org.uk/](http://www.welshlibdems.org.uk/)

**Wales Green Party**

[www.walesgreenparty.org.uk/](http://www.walesgreenparty.org.uk/)

**UKIP in Wales**

[www.ukip.wales/](http://www.ukip.wales/)

If you want more information about the role of an independent councillor, the Local Government Association have a group for independent councillors.

Open [here](#) for more information on the LGA Independent Group.

A full list of registered political parties is available from the Electoral Commission, open [here](#), where you can also find all the information you need as a candidate. i.e.

- standing for election
- campaigning
- accepting donations
- spending money
- your rights as a candidate, including access to election proceedings
- reporting after the election

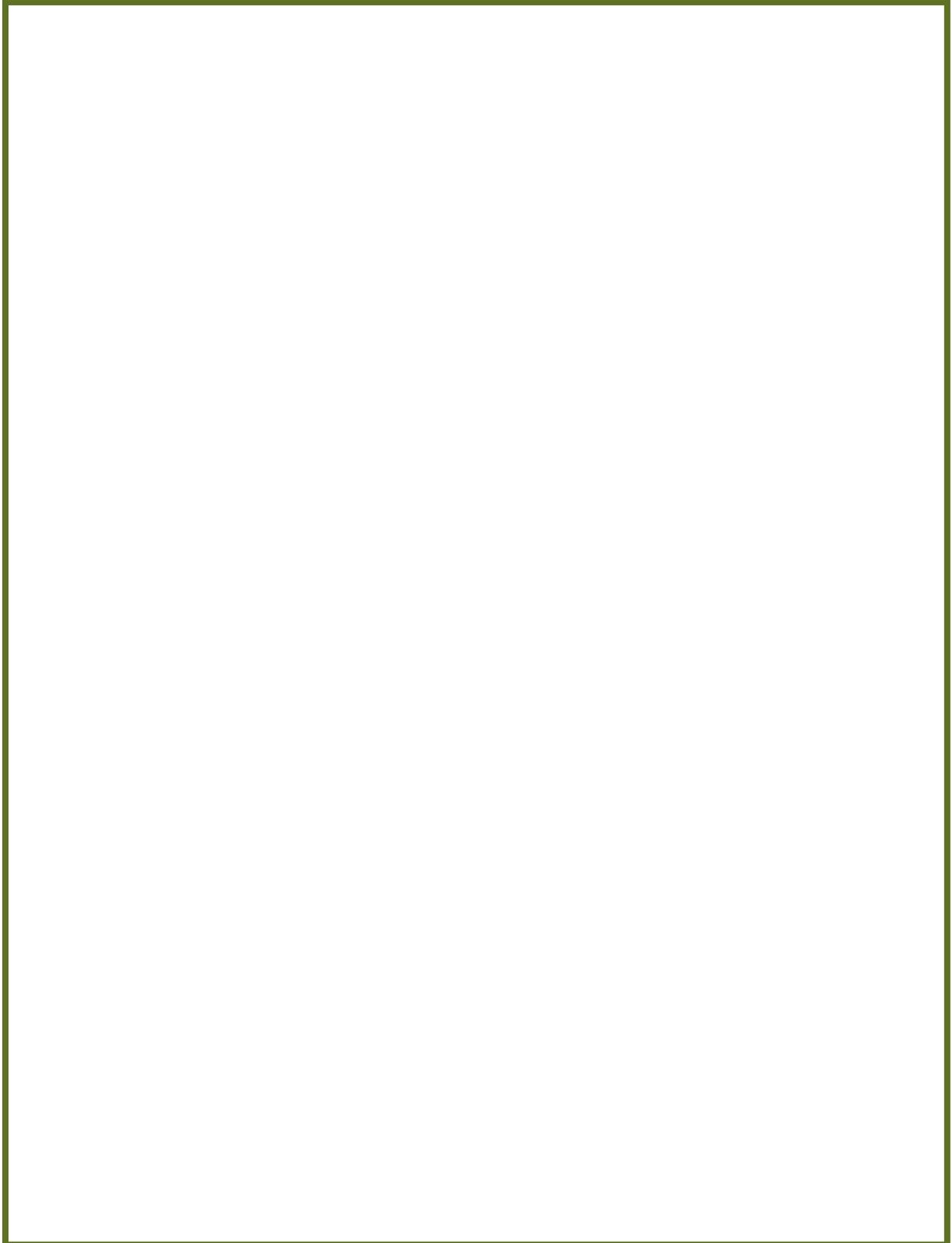
If you support a political party, they are now looking for people interested in representing them. Don't worry if you are not already a member of a party as they will be able to go through all the options with you.

As the May 2017 election draws nearer and if you have been selected by a party as a candidate or if you are standing as an independent candidate, you must make sure that you are officially 'nominated'. This means completing a nomination paper which must be signed by 10 registered electors of the electoral division (ward) where you wish to stand. These papers are available from your local council's electoral services department. You must also give your consent in writing to your nomination.

If you are a candidate for a registered political party, you must also submit a certificate from the party's nominating officer, authorising you and your use of the party's description and emblem. If you are standing independently, you can only describe yourself as 'independent' or give no description at all.



# Notes:





**11<sup>th</sup> May, 2017**

**Day 1 - Orientation for New members [i.e. not returning members] – [hold this session on 11<sup>th</sup> May – to give us enough time to get members details on all systems and sort out laptops.]**

10.00 a.m.	Welcome by Chief Executive and Chair of Council and Leader - in Chamber
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Depending on numbers of new members [18 in 2012] may need to use further rooms

10.15 a.m.	<b>Group 1 – Chamber</b>	<b>Group 2 – Committee Room A</b>
	<ul style="list-style-type: none"> <li>• Logging into and using microphone system</li> <li>• Logging into and using laptops</li> <li>• Modern.Gov system – explanation and use of system</li> </ul>	<ul style="list-style-type: none"> <li>• Members’ Information Pack</li> <li>• Housekeeping – signing in at offices, fire regulations &amp; drills, car parking &amp; carpark passes, ID cards, members expenses and online completion</li> <li>• Orientation – Chamber, committee rooms, facilities, Member Support Unit, meeting rooms [location maps]</li> <li>• Seating in Chamber @ Council meetings</li> <li>• Role of Member Support Unit</li> <li>• Webcasting – examples good/bad</li> <li>• Diary – paper &amp; online</li> <li>• Data controller – eLearning</li> <li>• Acceptance of Office forms – if not signed cannot sit at Annual meeting.</li> </ul>
11.15 a.m.	<ul style="list-style-type: none"> <li>• Members’ Information Pack</li> <li>• Housekeeping – signing in at offices, fire regulations, car parking &amp; carpark passes, ID cards, members expenses and online completion</li> <li>• Orientation – Chamber, committee rooms, facilities, Member Support Unit, meeting rooms [location maps]</li> </ul>	<ul style="list-style-type: none"> <li>• Logging into and using microphone system</li> <li>• Logging into and using laptops</li> <li>• Modern.Gov system – explanation and use of system</li> </ul>

	<ul style="list-style-type: none"> <li>• Seating in Chamber @ Council meetings</li> <li>• Role of Member Support Unit</li> <li>• Webcasting – examples good/bad</li> <li>• Diary – paper &amp; online</li> <li>• Data controller - eLearning</li> <li>• Acceptance of Office forms – if not signed cannot sit at Annual meeting.</li> </ul>	
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12.15 p.m. in Chamber	What happens at the Annual Meeting
12.30 p.m. to 1.30 p.m. in Chamber	Chief Executive, Chair of Council and Strategic Officers – Strategic Overview main issues facing PCC, “State of the nation” type overview
Lunch	Over lunch opportunity to meet above in the Foyer and Members Lounge  <b>“Market Place” – display boards about some service areas. This will give service areas an opportunity to raise Members’ awareness about service area. A programme of “Market Places” will be developed for the 1<sup>st</sup> 6 months of Council/Members’ Development sessions, so that all service areas have this opportunity. [There may not be enough room in the Foyer etc for Market Place, if meeting CE &amp; Strategic Directors in Foyer for lunch. If not the Market Place will commence on 15<sup>th</sup> or 16<sup>th</sup> May]</b>
After lunch	Further opportunity to use the equipment in the Chamber/Committee Room and receive support on using IT and other equipment  <ul style="list-style-type: none"> <li>• Photographs – take in Committee Room B</li> </ul>

**Reason for above session** – to ensure new members are logged into systems and have IT equipment before the Annual meeting and provide them with an opportunity for them to use systems and have an opportunity to meet senior officers.

## 15<sup>th</sup> or 16<sup>th</sup> May, 2017

### Code of Conduct - For all Members plus Standards Committee members

15 <sup>th</sup> or 16 <sup>th</sup> May 10.00 a.m. – 1.00 p.m. Chamber	Code of Conduct [and for new members further support to access system in Chamber]  Ensure all Members have signed Acceptance of Office forms – if not signed cannot sit at Annual meeting.
After lunch	Briefing regarding the Annual Meeting especially for New Members [i.e. not returning members] – link to live Agenda  Qs & As/following up on any issues./info re Members' Support Unit  Further opportunity for new Members to use the equipment in the Chamber/Committee Room and receive support on using IT equipment. Sorting out problems etc.

- **“Market Place”** in Foyer and possibly Committee Room A

## 18<sup>th</sup> May, 2017 – Annual meetings – all Members

**22<sup>nd</sup> May, 2017**

**Day 2 - Introduction to the Council - For New Members** [i.e. not returning members]

10.00 a.m. – all in Chamber	Welcome by Chief Executive and Leader	
10.15 a.m.	<ul style="list-style-type: none"><li>• The Council's role</li><li>• Your role as a Councillor</li><li>• Corporate role and responsibility</li><li>• How the Council is organised</li><li>• Corporate Governance/Constitution</li><li>• Meet the Cabinet's Portfolio Holders</li><li>• Strategic Directors – strategic overview and issues</li><li>• Member/Officer relationships</li><li>• Member Development – mandatory and other development seminars and eLearning etc.</li></ul>	

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**Planning Protocol for all members**

After lunch	<b>Planning Protocol for all members</b> – rather than bringing new members in again on another day, bring all other members in to join the session
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- **“Market Place” in Foyer**

## COMMITTEE INDUCTION

a Member appointed to a Committee **MUST** attend the relevant Committee Induction. Non-attendance will mean that the Member cannot participate in the work of the Committee

### PLANNING, TAXI LICENSING & RIGHTS OF WAY COMMITTEE – 1<sup>st</sup> Committee meeting on 1<sup>st</sup> June

25 <sup>th</sup> May, 2017	Planning - Planning for Councillors/LDP and role of Councillors & Planning Protocol
20 <sup>th</sup> July 2017	Licensing – Taxi Licensing – may need to provide earlier if Licensing Officers advise that Taxi Review panels are required.
Provide as and when needed	Rights of Way, village green, commons

### LICENSING ACT 2003 COMMITTEE

3 <sup>rd</sup> July, 2017	Alcohol licensing–may need to hold earlier if a Sub-Committee is required Gambling Act – provide at a Committee meeting when required
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### SCRUTINY COMMITTEES and AUDIT COMMITTEE – 1<sup>st</sup> Committee meetings - 14<sup>th</sup> June People Scrutiny and 15<sup>th</sup> June, Place Scrutiny

8 <sup>th</sup> June, 2017	Scrutiny issues
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### EMPLOYMENT AND APPEALS COMMITTEE

21 <sup>st</sup> June, 2017	Employment issues and other appeals - to be provided at the first Committee meeting
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## **AUDIT COMMITTEE**

30 <sup>th</sup> June, 2017 morning	Audit – financial issues - to be provided at the first Committee meeting
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## **PENSIONS AND INVESTMENT COMMITTEE**

30 <sup>th</sup> June, 2017 Afternoon	Pensions and Investment - to be provided at the first Committee meeting
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## **STANDARDS COMMITTEE**

28 <sup>th</sup> June, 2017	Training to be provided at Committee meetings. Training including considering dispensations, appeal hearings and referrals regarding Code of Conduct
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## **CHAIRS AND VICE CHAIRS OF COMMITTEES**

19 <sup>th</sup> June, 2017	Chairing skills & using the equipment in the Chamber for managing meetings
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## **CABINET**

Information requested from WLGA & Welsh Authorities re their previous Cabinet development programmes and views sought from current Cabinet.

## **MEMBER DEVELOPMENT PROGRAMME**

A programme of ongoing development will also be developed and included in the 2017 diary. Details of eLearning opportunities will also be provided to Members and they will be encouraged to use this resource.



# Council Diary 2017



## Draft Council Diary 2017

	January am	January pm		February am	February pm		March am	March pm
Mon			Mon			Mon		
Tue			Tue			Tue		
Wed			Wed	1		Wed	1	
Thur			Thur	2	Planning	Thur	2	People Scrutiny Committee
Fri			Fri	3	Audit Committee	Fri	3	Place Scrutiny Committee
Sat			Sat	4		Sat	4	
Sun	1		Sun	5		Sun	5	
Mon	2	Bank Holiday	Mon	6	LDP Working Group	Mon	6	Employment Appeals
Tue	3	Joint Chairs	Tue	7		Tue	7	Employment Appeals
Wed	4	Montgomeryshire	Wed	8		Wed	8	Montgomeryshire
Thur	5		Thur	9	Pensions and Investment	Thur	9	Council
Fri	6		Fri	10	BBNPA	Fri	10	Member Dev WG
Sat	7		Sat	11		Sat	11	
Sun	8		Sun	12		Sun	12	
Mon	9	Employment Appeals LDP Working Group	Mon	13	Employment Appeals	Mon	13	Employment Appeals
Tue	10		Tue	14	Joint chairs	Tue	14	Strategic Overview Board
Wed	11	Radnorshire	Wed	15		Wed	15	Radnorshire
Thur	12	Planning	Thur	16	Council	Thur	16	Planning
Fri	13	Member Dev WG	Fri	17	Employment & Appeals	Fri	17	PTHB Staff Excellence Awards 2017
Sat	14		Sat	18		Sat	18	PTHB Staff Excellence Awards 2017
Sun	15		Sun	19		Sun	19	
Mon	16		Mon	20	CPG	Mon	20	Employment Appeals
Tue	17	Cabinet	Tue	21		Tue	21	Employment Appeals
Wed	18		Wed	22	Standards	Wed	22	Commissioning and Procurement Board
Thur	19	Democratic Services	Thur	23	Planning	Thur	23	PTHB Board
Fri	20		Fri	24	WLGA Council	Fri	24	PTHB Board
Sat	21		Sat	25		Sat	25	JCNC
Sun	22		Sun	26		Sun	26	Corporate Health & Safety Forum
Mon	23	Employment Appeals	Mon	27	Member Development	Mon	27	Member Development
Tue	24	Commissioning and Procurement Board	Tue	28		Tue	28	Member Development
Wed	25	Brecknockshire – PTH Board meeting	Wed			Wed	29	Member Development
Thur	26	Council	Thur			Thur	30	Member Development
Fri	27	Member Development	Fri			Fri	31	Democratic Services
Sat	28		Sat			Sat		
Sun	29		Sun			Sun		
Mon	30	Joint Partnership Board	Mon			Mon		
Tue	31		Tue			Tue		

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# Council Diary 2017



		April am	April pm			May am	May pm			June am	June pm
Mon				Mon	1	Bank Holiday		Mon			
Tue				Tue	2			Tue			
Wed				Wed	3			Wed			
Thur				Thur	4	Local Government Elections		Thur	1	Planning	
Fri				Fri	5			Fri	2		
Sat	1			Sat	6			Sat	3		
Sun	2			Sun	7			Sun	4		
Mon	3	Member Dev WG		Mon	8			Mon	5	Member Dev WG	
Tue	4	Joint chairs		Tue	9			Tue	6		Cabinet / Management Team
Wed	5	Audit Committee		Wed	10			Wed	7	Member Development	Member Development
Thur	6	Planning		Thur	11	Day 1 – New Members' Induction	Day 1 – New Members' Induction	Thur	8	Scrutiny Committees' Induction	Public Service Board
Fri	7	BBNPA		Fri	12			Fri	9	BBNPA	
Sat	8			Sat	13			Sat	10		
Sun	9			Sun	14			Sun	11		
Mon	10	Employment Appeals	Employment Appeals	Mon	15	Code of Conduct training or 16/5	Briefing re Annual meeting & support to new members	Mon	12		
Tue	11		Cabinet	Tue	16	Code of Conduct training or 15/5	Briefing re Annual meeting & support to new members	Tue	13	Strategic Overview Board	
Wed	12	Brecknockshire		Wed	17			Wed	14	People Scrutiny Committee	
Thur	13			Thur	18	Council Annual Meetings		Thur	15	Place Scrutiny Committee	
Fri	14	Good Friday		Fri	19			Fri	16	WLGA Council	
Sat	15			Sat	20			Sat	17		
Sun	16			Sun	21			Sun	18		
Mon	17	Easter Monday		Mon	22	Day 2 – New Members' Induction	Planning Protocol training	Mon	19	Chair & Vice Chair training	
Tue	18			Tue	23			Tue	20	Commissioning and Procurement Board	Cabinet
Wed	19			Wed	24			Wed	21	Employment and Appeals Cttee Induction	
Thur	20			Thur	25	Planning Committee Induction	Planning Committee Induction	Thur	22	Planning	
Fri	21			Fri	26	BBNPA		Fri	23	WLGA AGM BBNPA Tenants Liaison Committee	
Sat	22			Sat	27			Sat	24		
Sun	23			Sun	28			Sun	25		
Mon	24	Employment Appeals	Employment Appeals	Mon	29	Bank Holiday		Mon	26	Employment Appeals	Employment Appeals Joint Partnership Board
Tue	25			Tue	30		CPG	Tue	27	Member Development	Cabinet / Management Team
Wed	26			Wed	31			Wed	28	Standards	
Thur	27	Planning		Thur				Thur	29	JCNC Corporate Health & Safety Forum	
Fri	28	BBNPA Tenants Liaison Committee		Fri				Fri	30	Pension and Investment Committee Induction BBNPA AGM	Audit Committee Induction
Sat	29			Sat				Sat			
Sun	30			Sun				Sun			
Mon				Mon				Mon			
Tues				Tues							



# Council Diary 2017



		July am	July pm			August am	August pm			September am	September pm
Mon				Mon				Mon			
Tue				Tue	1			Tue			
Wed				Wed	2			Wed			
Thur				Thur	3	Planning		Thur			
Fri				Fri	4			Fri	1		
Sat	1			Sat	5			Sat	2		
Sun	2			Sun	6			Sun	3		
Mon	3	Democratic Services	Licensing Act 2003 Committee Induction	Mon	7		CPG	Mon	4	Member Dev WG	
Tue	4	Joint Chairs		Tue	8			Tue	5		Cabinet / Management Team
Wed	5	Montgomeryshire		Wed	9			Wed	6	Montgomeryshire	
Thur	6	Audit		Thur	10			Thur	7	People Scrutiny Committee	
Fri	7	BBNPA		Fri	11			Fri	8	Member Development	Member Development
Sat	8			Sat	12			Sat	9		
Sun	9			Sun	13			Sun	10		
Mon	10	Employment Appeals	Employment Appeals	Mon	14	Employment Appeals	Employment Appeals	Mon	11	Employment Appeals	Employment Appeals
Tue	11	Radnorshire	Cabinet	Tue	15			Tue	12	Joint Chairs Strategic Overview Board	
Wed	12	Planning		Wed	16			Wed	13	Radnorshire	
Thur	13	Council		Thur	17			Thur	14	Planning	
Fri	14	Member Development	Member Development	Fri	18			Fri	15		
Sat	15			Sat	19			Sat	16		
Sun	16			Sun	20			Sun	17		
Mon	17	Employment Appeals	Employment Appeals	Mon	21			Mon	18	Democratic Services	
Tue	18	Commissioning and Procurement Board		Tue	22			Tue	19		Cabinet
Wed	19	Brecknockshire		Wed	23			Wed	20		
Thur	20	Taxi Licensing Induction	BBNPA Liaison meeting	Thur	24	Planning		Thur	21	Employment & Appeals Committee JCNC Corporate Health & Safety Forum	Public Service Board
Fri	21	Member Dev WG		Fri	25			Fri	22	BBNPA WLGA Council Tenants Liaison Committee	
Sat	22			Sat	26			Sat	23		
Sun	23			Sun	27			Sun	24		
Mon	24	RWAS		Mon	28	Bank Holiday		Mon	25	Employment Appeals	Employment Appeals Joint Partnership Board
Tue	25	RWAS		Tue	29			Tue	26		Cabinet / Management Team
Wed	26	RWAS		Wed	30			Wed	27	Member Development	Member Development

Thur	27	RWAS		Thur	31			Thur	28	Place Scrutiny Committee	
Fri	28	BBNPA		Fri				Fri	29	WLGA Pensions and Investment	Audit Committee
Sat	29			Sat				Sat	30		
Sun	30			Sun				Sun			
Mon	31	LDP Working Group	Joint Partnership Board	Mon				Mon			



## Council Diary 2017



		October am	October pm			November am	November pm			December am	December pm
Mon				Mon				Mon			
Tue				Tue				Tue			
Wed				Wed	1			Wed			
Thu				Thu	2			Thu			
Fri				Fri	3	Audit		Fri	1	Employment and Appeals BBNPA	
Sat				Sat	4			Sat	2		
Sun	1			Sun	5			Sun	3		
Mon	2	Employment Appeals	Employment Appeals	Mon	6	Employment Appeals	Joint Leadership Team Employment Appeals	Mon	4	JCNC Corporate Health & Safety Forum	
Tue	3			Tue	7	Commissioning and Procurement Board	Cabinet	Tue	5	Commissioning and Procurement Board	Cabinet
Wed	4	Standards		Wed	8	Montgomeryshire		Wed	6		
Thu	5	Planning		Thu	9			Thu	7	Planning	
Fri	6	Employment and Appeals		Fri	10	BBNPA		Fri	8	Tenants Liaison Committee BBNPA	
Sat	7			Sat	11			Sat	9		
Sun	8			Sun	12			Sun	10		
Mon	9			Mon	13	Member Dev WG		Mon	11	Employment Appeal	Employment Appeals
Tue	10	Commissioning and Procurement Board	Cabinet	Tue	14			Tue	12	Strategic Overview Board	
Wed	11	Brecknockshire		Wed	15	Radnorshire		Wed	13	People Scrutiny Committee	
Thu	12	Planning		Thu	16	Planning		Thu	14	Place Scrutiny Committee	
Fri	13	Member Development	Member Development	Fri	17	Member Development	Member Development	Fri	15	Pensions and Investment	
Sat	14			Sat	18			Sat	16		
Sun	15			Sun	19			Sun	17		
Mon	16	Employment Appeals	Employment Appeals	Mon	20	Employment Appeals	Employment Appeals	Mon	18		Joint Partnership Board
Tue	17	Joint Chairs	Cabinet / Management Team	Tue	21		Cabinet / Management Team	Tue	18		
Wed	18			Wed	22			Wed	19		
Thu	19	Council		Thu	23			Thu	20		Public Service Board
Fri	20	BBNPA		Fri	24	WLGA		Fri	21		
Sat	21			Sat	25			Sat	22		
Sun	22			Sun	26			Sun	23		
Mon	23			Mon	27	Democratic Services	Joint Partnership Board	Mon	24		
Tue	24			Tue	28	Joint chairs		Tue	25	Christmas Day	
Wed	25			Wed	29	Member Development	Member Development	Wed	26	Boxing Day	
Thu	26	Planning	CPG	Thu	30			Thu	27		
Fri	27			Fri				Fri	28		

Sat	28			Sat				Sat	29		
Sun	29			Sun				Sun	30		
Mon	30			Mon				Mon	31		
Tues	31			Tue				Tue			

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**MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON FRIDAY, 11 MARCH 2016**

**PRESENT**

County Councillor L V Corfield (Chair)

County Councillors PJ Ashton, D O Evans and M J Jones

<b>1.</b>	<b>APOLOGIES</b>	<b>MDWG7-2016</b>
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Apologies were received from County Councillor Sandra Davies.

<b>2.</b>	<b>NOTES OF PREVIOUS MEETINGS</b>	<b>MDWG8-2016</b>
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The notes of the previous meeting held on 15<sup>th</sup> January, 2016 were agreed as a correct record.

<b>3.</b>	<b>MEMBER DEVELOPMENT PROGRAMME</b>	<b>MDWG9-2016</b>
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3.1. To note confirmed sessions and consider new requests

The Group noted the updated Programme as a result of further sessions confirmed since the last meeting, namely Planning – Planning [Wales] Act 2015 and Planning Protocol on 8<sup>th</sup> April, 2016 and Welfare Reform Projects on 1<sup>st</sup> July, 2016 [copy filed with the signed minutes].

The Group considered and agreed new sessions to be added to the Programme as follows: Corporate Assessment on 15<sup>th</sup> June, 2016 and Private Landlords - Rent Smart Wales on 1<sup>st</sup> July, 2016.

3.2. Evaluation summaries

The Group received and noted the evaluation forms for the following sessions:  
Mid Wales Healthcare Collaborative – 12 October, 2015  
Resilience and Personal Safety – 16<sup>th</sup> October, 2015  
Powys teaching Health Board – 29<sup>th</sup> January, 2016  
Well-being of Future Generations Act – 1<sup>st</sup> February, 2016.

<b>4.</b>	<b>MEMBER SUPPORT AND MATERIALS FOR MEMBERS</b>	<b>MDWG10-2016</b>
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The Working Group received the updated report regarding the provision of Members' business and calling cards etc which included estimated costs of production. It was noted that the supply of one business and calling card per household would cost £4,900.98.

The Working Group considered the frequency of supply to Members. It was considered that an initial supply of one business and calling card per household in a ward would be provided to Members after the election. Members would be required to pay for any further supplies.

It was agreed that:

- i. the Working Group would seek the views of the Political Groups
- ii. comments from the Political Groups would be considered and the Working Group would make a recommendation to the Democratic Services Committee. It was noted that a revenue bid would need to be made to fund this development.

Protocol for responding to enquiries/questions from Members.

The Working Group noted that a staff protocol was operating in respect of responding to enquiries/questions received from AMs/MPs. The Working Group was advised that a session is included in the Staff Induction Programme regarding the role of members. No such protocol existed in respect of questions etc received from Members. It was commented that if enquiries/questions were tracked by the Member Support Unit frequently asked questions could be highlighted and also responses tracked.

It was agreed that:

- i. a staff protocol should be developed in respect of responding to enquiries/questions from Members. The draft would be considered by the Working Group.

<b>5.</b>	<b>INFORMATION FOR NEW PORTFOLIO HOLDERS</b>	<b>MDWG11-2016</b>
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The Working Group received the revised draft Information for New Portfolio Holders [copy filed with signed notes].

The Group noted that further work was being undertaken. Once this had been completed the revised draft would be shared with Portfolio Holders for comment and then brought back to the Group for further consideration.

<b>6.</b>	<b>INDUCTION PROGRAMME 2017</b>	<b>MDWG12-2016</b>
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The Working Group considered the Council's 2012 Induction Programme and the draft Welsh Local Government Association's [WLGA] – Induction for New Members in 2017.

The Working Group agreed that the Induction needed to provide New Members with essential information to start in their roles but they should not be bombarded with too much information in the initial weeks. Members noted the WLGA's suggestion of a Market Place induction, which seemed a useful way forward. It was considered that due to the geography of the County, having a Market Place on Full Council days might be a way forward.

Comment was made that a list of terms, phrases and acronyms would be useful to a new Member. It was noted that details of the Induction Programme would

be made available in candidate packs, so that they were aware of the requirements if they were elected.

The support available at election night to Members who were defeated was highlighted as something which could be considered. It was noted that Political Groups may provide support but this would be reviewed.

It was agreed that:

- i. Officers would develop a draft Induction Programme and consider how a Market Place programme would work.

**County Councillor L V Corfield (Chair)**

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# DSC19 - 2016

Joint Chairs and Vice-Chairs Steering Group Friday, 18 March 2016

## MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON FRIDAY, 18 MARCH 2016

### PRESENT

County Councillor JG Morris (Chair), D R Jones, E M Jones and J Brautigam

<b>1.</b>	<b>APOLOGIES</b>	<b>JCSG1 - 2016</b>
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Members: County Councillors S C Davies, M Dorrance and G Jones  
Officers: Jeremy Patterson, Chief Executive, David Powell, Strategic Director Resources and Nick Philpott, Programme Director

<b>2.</b>	<b>DRAFT NOTES - FOR CONSIDERATION</b>	<b>JCSG2 - 2016</b>
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#### Documents Considered:

- Notes of the last meeting

#### Issues Discussed:

- Attendance – the Chair reiterated the need for Members to attend to ensure meetings were effective.

#### Outcomes:

- **Noted**

<b>3.</b>	<b>DISCUSSION WITH THE CHIEF EXECUTIVE, STRATEGIC DIRECTOR / DIRECTOR REGARDING POTENTIAL SCRUTINY ITEMS.</b>	<b>JCSG3 - 2016</b>
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#### Documents Considered:

- None

#### Issues Discussed:

- The future role of the Group would be discussed later on the agenda with a suggestion to change the day of the meeting to ensure optimal attendance.

<b>4.</b>	<b>CORPORATE ASSESSMENT</b>	<b>JCSG4 - 2016</b>
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#### Documents Considered:

- Assessment of issues raised at other authorities' corporate assessments
- The Professional Lead, Strategic Planning and Performance gave a presentation on the requirements of the Corporate Assessment

#### Issues Discussed:

- Members were provided with the legislative background to the Corporate Assessment together with the overall purpose.

- Members queried whether the integration process was being monitored and were assured that it was. The accessing of information would be considered to ensure Members were fully aware of the issues
- Officers were asked if the Corporate Assessment would be based on qualitative or quantitative measures. There would be consideration of both and would include performance measures, budget etc but also interviews with groups of Members, Chairs and officers. There was no definitive standards against which the Authority could judge itself prior to the Assessment itself.
- Members Seminars have been arranged to ensure Members will be fully briefed
- Some staff resource has been identified to assist in the process. A critique of other authorities' assessments has been compiled and a Corporate Assessment Steering Group has been established and produced an Action Plan. Two staff focus groups have been set up and KPMG have been engaged to provide external challenge.
- A self-assessment will be completed by mid May and any gaps identified. It was acknowledged that there may be some progress in filling these gaps prior to the Assessment but the main objective was to ensure that the Authority was aware of any weaknesses and has plans to address these.
- The Wellbeing and Future Generations Act will be implemented from 1 April and it was thought likely that this would influence the way in which the WAO approach the Assessment
- All Members will have responsibility throughout the Assessment. The Joint Chairs Steering Group will have two roles – firstly to monitor how the Authority approaches the CA and, secondly, to assess the scrutiny element. A list of potential issues had been compiled. Monthly strategic scrutiny meetings have already been established and other officers will be invited to challenge the issues raised. These will then be assessed and prioritized by the Joint Chairs Steering Group. The self-assessment of scrutiny will be fed into the corporate self-assessment

**Outcomes:**

Action	Completion Date	Action By
Complete scrutiny self-assessment	30 April 2016	Wyn Richards

<b>5.</b>	<b>INTEGRATION WITH THE HEALTH BOARD</b>	<b>JCSG5 - 2016</b>
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**Documents Considered:**

- Expression of Interest to Welsh Government - Working Together for a Thriving Powys
- Progress Report – Strategic director – People and the Chief Executive, Powys teaching Local Health Board

**Issues Discussed:**

- Consideration needed to be given to scrutiny of the Joint Partnership Board (JPB). A meeting had been convened with the LTHB to progress the matter.
- The JPB includes four county councillors and has held its initial meeting. A Joint Management Board (JMB) has also met and agreed a process for escalating strategic decision making. The JMB will meet monthly and JPB, 6 weekly.
- Scrutiny arrangements of the Local Service Board (LSB) had been agreed but never implemented due to the delays in nominating members. This will have to be reassessed as the Public Service Board (PSB) goes live in April 2016. Further discussions regarding the roles and challenges of the PSB and its scrutiny will have to be undertaken.
- Members asked whether the Welsh Government (WG) had offered any support and were advised that some support had been offered late in the financial year (November). It was not possible to roll over monies not expended and it was not clear whether any additional funding would be forthcoming in the next financial year.
- It was clarified that scrutiny would apply to both the organisation and outcomes. There were no powers to undertake scrutiny of the Local Health Board itself.
- Local Government reorganisation is being driven forward and whilst there is legislation to drive integration through, the NHS works to national priorities. Consideration should be given to other services, not just social care, that can be delivered following integration, eg HR etc.
- Members were of the opinion timescales should be set out
- 'Tell Us Once' only applies within Powys County Council at present - there are no plans to include health until November at the earliest. However this is a Welsh Government strategy and remains the responsibility of the Welsh Government.

**Outcomes:**

<b>Action</b>	<b>Completion Date</b>	<b>Action By</b>
<b>To develop the scrutiny process for the Joint Partnership Board</b>	<b>30 April 2016</b>	<b>Wyn Richards</b>
<b>Minutes of Joint Partnership Board to be circulated</b>	<b>Ongoing</b>	<b>Wyn Richards</b>

<b>6.</b>	<b>COMMISSIONING AND PROCUREMENT BOARD</b>	<b>JCSG6 - 2016</b>
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**Documents Considered:**

- **Briefing on the role and operation of the Commissioning and Procurement Board**

**Issues Discussed:**

- Concern that major issues are only just being considered and not being programmed sufficiently early
- There was no evidence of challenge

- It was unclear whether the Board met its Terms of Reference
- The Group considered that further information regarding the number of contracts and value of those contracts that were out of time and how many were rolled over or extended would demonstrate the effectiveness of the Board
- Re-letting of the BUPA contract was raised a year ago, which was considered to be too late for such a major contract. In the event, the domiciliary care issue overtook the re-letting of the BUPA contract and there was insufficient capacity in the system to deal with both issues. It was expected that a report on interim measures would be considered by Cabinet imminently. The Group were of the opinion that a wider view should be taken and include co-location
- The lessons learned from the domiciliary care issue needed to be applied to future commissioning projects
- There was no forward commissioning plan either at a service or corporate level
- Over recent years, WAO reports had identified a lack of candour, capacity and capability to deliver services. This is likely to hinder transformation. It was acknowledged that it will take time for expertise to match need and the Authority must endeavour not to be too ambitious.
- The recent ACRF proved to be both frustrating and disappointing with the service not being as far forward with commissioning as expected

**Outcomes:**

<b>Action</b>	<b>Completion Date</b>	<b>Action By</b>
<b>The report be amended to reflect the Groups comments and forwarded to the Commissioning and Procurement Board for consideration</b>	<b>1 May 2016</b>	<b>Wyn Richards</b>

<b>7.</b>	<b>DRAFT STRATEGIC EQUALITY PLAN (SEP) FOR CHALLENGE</b>	<b>JCSG7 - 2016</b>
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**Documents:**

- **Draft Strategic Equality Plan**

**Issues:**

- Statutory requirement
- The current Plan ran from 2012 to date. It was determined that visibility of and progression through the current Plan was weak and did not connect to mainstream improvement planning
- In principle the Authority can produce a Plan with partners but not until 2018 but a revised Plan is required imminently
- The draft has been influenced by 'Is Wales Fairer' produced by the Equalities and Human Rights Commission. The seven emerging objectives tie in with those proposed within 'Is Wales Fairer'

- The Plan should be in place from 1 April and it is anticipated that the document will be approved by Cabinet on 12 April
- Members queried how baselines and targets had been established
- Members debated the need to include data within the document or just links to the information

**Outcomes:**

Action	Completion Date	Action By
Any further comments on the plan to be emailed to Bets Ingram, Strategic Planning Officer	24 March 2016	Members

<b>8.</b>	<b>ONE POWYS PLAN UPDATE</b>	<b>JCSG8 - 2016</b>
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**Documents:**

- One Powys Plan Update

**Issues:**

- 2016-17 update
- The five Programme Boards have undertaken a light touch review by confirming their objectives
- The LSB has also considered the update
- Feedback on the draft is now welcomed

**Outcomes:**

Action	Completion Date	Action By
Comments on the draft update to be emailed to Peter Jones	24 March 2016	Members

<b>9.</b>	<b>SCRUTINY ITEMS FOR INCLUSION ON WORK PROGRAMMES</b>	<b>JCSG9 - 2016</b>
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The following three agenda items were considered in a block

**Documents Considered:**

- Items for inclusion on the scrutiny programme including scoring sheets
- Revised schedule of meetings for Joint Chairs Steering Group
- Place Scrutiny and Audit Committees Workstreams
- People Scrutiny Committee Workstreams
- Assessment of Potential Work Programme Items
- Assessment of the Potential Impact of Scrutiny

**Issues Discussed:**

- Distribution of scrutiny work
- Quantity over quality – there was too much work being undertaken not allowing topics to be addressed adequately
- Some scrutiny was taking place that had not been assessed and scored
- Work was not being assessed strategically or put into a coherent work programme. It was suggested that all current work streams should be reassessed and rescored
- It was essential to formulate a process and adhere to it to avoid disproportionate time being allocated to one topic.
- There was also a need to react more quickly to requests
- There was a need to be more strategic and the Group needed to be more selective in the items included on the work programmes
- Members were of the opinion that some issues should be being dealt with by Portfolio Holders
- Scrutiny should be seeking assurance that work or monitoring is being carried out and not doing that work or monitoring itself
- The Schools Service do not see standards as their responsibility but that of the Head Teacher and Governing Body – yet it is an outcome in the One Powys Plan. An Action Plan following an inspection should be being monitored by the Challenge Adviser.
- There needed to be more accountability in some areas
- It was suggested that Joint Chairs Steering Group should increase the frequency of meetings
- The resourcing of scrutiny to be reassessed following the reassessment of scrutiny items

**Outcomes:**

Action	Completion Date	Action By
Increase the frequency of Joint Chairs meetings – advise that Chairs and Vice Chairs should attend as a priority. Dates to be included in electronic diaries		Wyn Richards
Scrutiny items to be rescored and brought back for prioritising – including a list of other scrutiny requirements eg, PSB, JPB etc	April 2016	Wyn Richards

<b>10.</b>	<b>OTHER SCRUTINY MATTERS</b>	<b>JCSG10 - 2016</b>
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See Agenda Item 20 above.

10.1. Schedule of Meetings of the Joint Chairs and Vice-Chairs Steering Group

See Agenda Item 20 above.

10.2. Resourcing Scrutiny

See Agenda Item 20 above.

10.3. Process for Initiating Scrutiny reviews

See Agenda Item 20 above.

<b>11.</b>	<b>SCRUTINY AND CABINET WORK PROGRAMMES</b>	<b>JCSG11 - 2016</b>
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**Documents Considered:**

- Cabinet Work Programme
- People Scrutiny Committee Work Programme
- Place Audit Committee Work Programme
- Audit Committee Work Programme

**Outcomes:**

- **Noted**

<b>12.</b>	<b>LSB / PSB SCRUTINY COMMITTEE</b>	<b>JCSG12 - 2016</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- It was noted that Roger Eagle had been appointed by the PtHB to the PSB Scrutiny Panel
- Nominees were still awaited from the Powys CHC and the Mid and West Wales Fire and Rescue Service was to be contacted regarding nominating a representative

**Outcomes:**

- **Noted**

**County Councillor JG Morris (Chair)**

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**MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 12 APRIL 2016**

PRESENT

County Councillor JG Morris (Chair)

County Councillors D R Jones, L V Corfield, E M Jones and J Brautigam

<b>1.</b>	<b>APOLOGIES</b>	<b>JCSG1 - 2016</b>
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Members: County Councillors S C Davies  
Officers: Amanda Lewis, Strategic Director, People and Jeremy Patterson, Chief Executive

<b>2.</b>	<b>DRAFT NOTES - FOR CONSIDERATION</b>	<b>JCSG2 - 2016</b>
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**Documents Considered:**

- Draft Notes – 18 March 2016

**Issues Discussed:**

- **Corporate Assessment** – it was noted that a full Corporate Assessment will not now take place. This will be replaced with three thematic reviews – Financial Resilience, Corporate Governance (including scrutiny) and Transformation. The strategy to address the corporate assessment in relation to scrutiny will however continue with some refocussing depending on timetabling.
- **Integration** – initial discussions have taken place with the PthB. There were four strands to consider – the Joint Partnership Board, Joint Management Team, Part 9 Board (a regional board required by statute) and the PSB itself.

**Outcomes:**

- **Noted**

<b>3.</b>	<b>DISCUSSION WITH THE CHIEF EXECUTIVE, STRATEGIC DIRECTOR / DIRECTOR REGARDING POTENTIAL SCRUTINY ITEMS.</b>	<b>JCSG3 - 2016</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- No items were raised

4.	<b>SCRUTINY SELF ASSESSMENT</b>	<b>JCSG4 - 2016</b>
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**Documents Considered:**

- Assessment Matrix
- Scrutiny work programme

**Issues Discussed:**

- The existing scoring mechanism for determining scrutiny work was considered to be too subjective and difficult to manage
- Officers suggested the use of a risk matrix – this still proved to be subjective, but a list of existing and potential work items had been drawn up for consideration and prioritisation by the Steering Group
- It was considered that some items included should be undertaken by the Cabinet – Portfolio Holders should have responsibility for scrutinizing their own areas and policies
- There was concern that the Cabinet did not fully understand the requirements of a ‘commissioning’ council and had a tendency to want to deliver all services
- Too much work was left to scrutiny to deliver
- Some items (e.g. library standards report) should be challenged by the Portfolio Holder
- Regulators were also putting scrutiny under pressure
- The relationship between Cabinet and Scrutiny must be improved and a joint meeting should be arranged to discuss improvements
- Work programming links between the Cabinet and the scrutiny committees must also be improved to allow sufficient time for scrutiny to take place. Existing work programmes are ineffective.
- Scrutiny should not be used merely to give added assurance to Cabinet prior to decision making
- The mechanism for approval of reports for submission to Cabinet was also under review and more discipline needed to be introduced to the process. A timetable is being prepared for consideration by Management Team which will be strictly adhered to – this may incorporate a deadline for informing scrutiny.
- A suggestion was made that the current work programme for scrutiny should be completely redrawn based on the priorities of the One Powys Plan
- Scrutiny should be more involved in determining whether proposals to be consulted upon are correct
- A forward vision is required to enable effective forward planning
- Members debated whether there should be a comment from scrutiny on every report – it was thought this would be too cumbersome and slow down the process
- Scrutiny should also be undertaken on low risk issues which may develop into high risk
- Insufficient scrutiny taking place at an appropriate level

## **Scrutiny Work Programme – amendments**

### **Education:**

- Unverified exam results, verified exam results, attendance, exclusions categorisation, SIP monitoring – annual report for monitoring otherwise Cabinet responsibility
- School budgets – reports to Cabinet periodically. Every Portfolio Holder will be in receipt of bespoke monitoring reports. The Portfolio Holder for Schools will also receive individual school monitoring reports. A recent issue regarding the misuse of school funds had been widely reported and was subject to an investigation. Members were concerned that such activity could take place outside of policy and had little confidence in current processes.
- ERW Challenge Advisory Service – to be re-categorised as HIGH / HIGH
- School Modernisation Proposals – categorize as HIGH / HIGH. The policy should be correct. A useful piece of work would be to monitor previous projects but there is a lack of capacity to undertake this at the present time
- School Pupil Projections including retention rates - to be referred to FSP
- Payments to temporary and supply staff – remove
- ERW Business Plan including monitoring – ERW Joint Scrutiny

### **Adult Social Care**

- Day Services and Welshpool Day Centre – combine
- Fairer and Affordable Care and Direct Payments – briefing prior to a decision being taken on further scrutiny
- Residential Care – pre decision scrutiny required – briefing to be provided to Members in the near future

### **Corporate**

- Welfare Reform – Universal Credit should be monitored post roll out – annual monitoring
- ICT Security and business continuity to be added

### **Cultural**

- Libraries – Annual Report – Cabinet should monitor

### **Joint Scrutiny**

- Mid Wales Health Collaborative and Scrutiny of Integration with Health to be combined
- ACRF – categorise HIGH / HIGH. Outcomes should be apparent in the Director of Social Services' annual report.

### **Finance and Performance**

- Proposal under consideration for this work to be undertaken by FSP

### **Place**

- Prioritisation to be carried out – Highways savings to be placed first

**Outcomes:**

<b>Action</b>	<b>Completion Date</b>	<b>Action By</b>
<b>Joint Meeting to be arranged with Cabinet</b>		<b>Lisa Richards</b>
<b>Scrutiny work programme to be amended as discussed.</b>		<b>Wyn Richards</b>

<b>5.</b>	<b>PSB DATES - FOR INFORMATION</b>	<b>JCSG5 - 2016</b>
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- 9 June, 2016
- 22 September, 2016
- 1 December, 2016

<b>6.</b>	<b>DATES OF NEXT MEETINGS - FOR INFORMATION</b>	<b>JCSG6 - 2016</b>
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- 24 May 2016
- 5 July 2016
- 13 September 2016
- 18 October 2016
- 29 November 2016

**County Councillor JG Morris (Chair)**