

Public Document Pack

Democratic Services Committee

Meeting Venue

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

Meeting date

Monday, 29 April 2019

Meeting time

2.00 pm



County Hall
Llandrindod Wells
Powys
LD1 5LG

For further information please contact

Carol Johnson

01597 826206

carol.johnson@powys.gov.uk

23 April, 2019

Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod.

Rhowch wybod pa iaith rydych am ei defnyddio erbyn hanner dydd, ddua ddiwrnod gwaith cyn y cyfarfod.

You are welcome to speak Welsh or English in the meeting.

Please inform us of which language you wish to use by noon, two working days before the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES OF PREVIOUS MEETING(S)

To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record.

(Pages 5 - 8)

3. DECLARATIONS OF INTEREST

To receive and consider declarations of interests from Members relating to items to be considered on the agenda.

4. MEMBER DEVELOPMENT

To consider a report regarding Member Development as a result of discussions at Executive Management Team and Senior Leadership Team.

(Pages 9 - 10)

5. REDESIGN OF ICT SUPPORT TO MEMBERS

To consider the draft proposals for ICT support to Members.

(Pages 11 - 14)

6. REVIEW OF SENIOR SALARIES

To receive the minutes of the Working Group on Senior Salaries and consider the recommendations.

(Pages 15 - 18)

7. REIMBURSEMENT OF COSTS OF CARE

To consider a report.

(To Follow)

8. PUBLIC PARTICIPATION AT COUNCIL MEETINGS

To consider an amendment to the protocol.

(Pages 19 - 24)

9. MEMBER DEVELOPMENT WORKING GROUP [MDWG]

9.1. Personal safety guide for Councillors

To consider the draft guide developed by the Member Development Working Group.

(Pages 25 - 38)

9.2. Member support and wellbeing

To consider the Member support and wellbeing considered by the Member Development Working Group.

(Pages 39 - 48)

10. MEMBERS' FACILITIES IN COUNTY HALL

To receive a verbal update on developments since the last meeting.

11. WORK PROGRAMME

To note the Work Programme.

(Pages 49 - 52)

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**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD
AT COUNCIL CHAMBER, COUNTY HALL - COUNTY HALL ON MONDAY, 21
JANUARY 2019**

PRESENT

County Councillor M J Dorrance (Chair)

County Councillors L V Corfield, J Charlton, D O Evans, D Jones-Poston, D R Price, D Rowlands, K S Silk and R Williams

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillors D Davies and S Lewis and County Councillors G Breeze who was on other Council business.

2. MINUTES OF PREVIOUS MEETING

The Chair was authorised to sign the minutes of the meeting held on 14 November, 2018 as a correct record.

3. DECLARATIONS OF INTEREST

County Councillor M Dorrance declared a personal interest in relation to Item 10 Review of Senior Salaries as he is in receipt of a Senior Salary as Chair of the Committee.

4. REVIEW OF PUBLIC PARTICIPATION AT COUNCIL MEETINGS

The Committee considered the review of the Public Participation at Council meetings commenced in October 2017.

The Committee noted the positive comments from participants. However, the Committee made the following comments:

- some responses to questions are very short and responses need to be such that they assist in the management of expectations,
- the process used by other Councils should be reviewed again, as they may have developed their processes etc. since the original review in 2016,
- consideration should be given to the public having the opportunity to submit questions direct to Cabinet meetings,
- the role of the local member should be considered,
- an analysis of the age, locality etc. of questioners should be included in the questionnaire sent to them after the Council meeting and
- some Members feel that the questions from the public are given a higher status than questions from Members.

It was moved and duly seconded that it be recommended to Full Council that the Public Participation in Council meetings continues and that questions be allowed to Council and Cabinet meetings. On the casting vote of the Chair the motion was lost. It was considered that extending public participation to Cabinet meetings required discussion with the Cabinet, prior to the development of a process and consideration by Council.

RECOMMENDATION TO FULL COUNCIL THAT	Reason for recommendation
<ol style="list-style-type: none"> 1. the Public Participation in Council meetings continues, 2. officers review the information relating to the scheme and the process for involvement and 3. the Democratic Services Committee monitors the use of the scheme on an ongoing basis and undertake reviews, as required, with the possibility of extending public participation to Cabinet meetings. 	To provide the public with an opportunity to put questions to Council.

5. MEMBER DEVELOPMENT WORKING GROUP [MDWG]

5.1. Mentoring Scheme

The Committee considered the revised “Framework for Member mentoring”.

It was acknowledged that the scheme may have been of use to new Members in 2017, it could still be used as Members take on new roles in the Council. It would also support Members in considering their development needs. The Committee noted that if approved the scheme will be promoted with Members.

RECOMMENDATION TO FULL COUNCIL THAT	Reason for recommendation
<ol style="list-style-type: none"> 1. the revised “Framework for Member mentoring” be approved and 2. the scheme be promoted with Members and training and support be provided as required and 3. the Democratic Services Committee reviews the scheme one year after its implementation. 	To support Members in their current and future roles.

The Member Development Working Group minutes were taken next, as a decision at this meeting related to the Mandatory Development report.

5.2. Member Development Working Group minutes

The Committee received the notes of the Member Development Working Group held on 26 November, 2018.

5.3. Mandatory Development

The Committee noted the recommendation from the Member Development Working Group and also the further discussions officers had regarding the provision of mandatory Corporate parenting and Corporate safeguarding development. The Chair advised that he had not been briefed on these discussions and on the new recommendation.

The Committee noted the extra demands on officers but also referred to the demands on Members and the cost of travelling to County Hall for sessions. It was questioned whether eLearning development could be provided and it was noted that where available these will be used, but developing them is a specialised role. The Committee considered that the Council needed to be more innovative and it was suggested that the sessions could be videoed and Members allowed to watch this in their own time and answer questions to test their understanding. It was noted that if videoed, subtitles should be included and also the provision of a Welsh version should be considered.

RESOLVED THAT	Reason for decision
<ol style="list-style-type: none"> 1. as a trial, the two mandatory Corporate safeguarding and Corporate parenting development sessions be videoed and be made available to Members who will be required to watch these and complete a questionnaire within one month 2. the Members views on the trial be obtained and the costs be reviewed. 	<ol style="list-style-type: none"> 1. To trial a different way of providing Member development sessions. 2. To support the continuous development of Members and address issues raised in recent Care Inspectorate Wales [CIW] reports.

6. MEMBERS' FACILITIES IN COUNTY HALL

The Chair welcomed Neil Clutton, Property Manager to the meeting who updated the Committee on the possible changes to the usage of the Ground floor at County Hall. The Committee noted the requirements in the Welsh Member Support and Development Charter regarding the need to provide Members with appropriate facilities and also to review their needs. The Committee commented that the Members' Lounge was underutilised in its current layout and that accessibility to and usability of the Chamber for individuals with disabilities should be improved.

The Committee asked that it be kept up to date of plans on an ongoing basis.

7. APPRAISAL OF COMMITTEE CHAIRS' EFFECTIVENESS - PILOT

The Committee considered the report and agreed that a Working Group be established to develop the process for appraisal of Committee Chairs' effectiveness.

RESOLVED THAT	Reason for decision
County Councillors J Charlton, L Corfield and M Dorrance participate in a Working Group.	To develop the process for appraisal of Committee Chairs' effectiveness.

8. CONSTITUTION

The Committee considered the amended Section 27 – Protocol on Civic and Executive Matters.

RECOMMENDED TO COUNCIL THAT	Reason for recommendation
the amended Section 27 – Protocol on Civic and Executive Matters be approved.	To update Section 27 of the Constitution as part of the ongoing review of the Constitution.

9. DEMOCRACY WORKING GROUP

The Committee noted the current Membership of the Democracy Working Group.

RESOLVED THAT	Reason for decision
Members, who are not on the Democratic Services Committee, can be co-opted onto the Democracy Working Group where they have an interest in the work being undertaken.	To enable non Committee Member's to participate in the Working Group.

10. REVIEW OF SENIOR SALARIES

In response to a request from the Political Group Leaders request that a review be undertaken of senior salaries, prior to the Annual Council meeting in May 2019, it was agreed that a Working Group be established to undertake this.

RESOLVED THAT	Reason for decision
County Councillors D Evans, K Silk, R Williams and D Jones-Poston participate in the Working Group.	To undertake a review of senior salaries, prior to the Annual Council meeting in May 2019.

11. WORK PROGRAMME

The Work Programme was noted.

County Councillor M J Dorrance (Chair)

CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee – 29 April 2019

REPORT BY:	Head of Democratic Services
SUBJECT:	Member Development
REPORT FOR:	Decision, and Discussion

1. Following the establishment of the new scrutiny committees in January, one of the priority areas for Member Development should be the strengthening of the support provided to the Members of those committees to assist them in their scrutiny role. In addition, it is an opportune time to review the general approach to Member Development to identify topics which would be more suited for delivery to all Members of the Council, and which would be better approached on an individual Committee or Working Group basis.
2. As a result of the above, this discussion paper is for consideration by the Committee. Subject to the comments of the Committee it is intended to provide a presentation to Full Council, following the close of the formal meeting on 3 May to discuss the approach with Members, with the new approach being implemented following the Annual Meeting of Council in May.
3. The approaches considered included:
 - (a) Scrutiny
 - that the briefings be provided to the relevant Working Group by the relevant officers within the Service area
 - that formal monthly Laming visits (visits with Children's Services teams / establishments) be established with two or three Members and a representative of the Senior Leadership Team undertaking the visits on a monthly basis
 - That finance and performance training be provided to scrutiny committee members involving Chairs, Working Groups, Finance Panel
 - That scrutiny training will need to engage the 27 Members of the Council who do not sit on a scrutiny committee, but could be Members of a Scrutiny Working Group
 - (b) Council Budget
 - Other than the specific development for scrutiny committees, there is a need for the development of Members in relation to budget setting. A new approach to budget setting is being discussed by Cabinet and senior officers, and this new approach will need to be explained to Members, together with a development programme, to

ensure that all Members are able to participate in the discussions about the budget setting process going forward.

(c) Other suggested Development Sessions

- Transformation Projects, building on the Transformation Session in April
- Understanding the new service structures – each Head of Service to provide a summary of their area within the next 12 months – 1 per month
- Information on topical matters
- Changes in Legislation and impact on the Council e.g. forthcoming Local Government Bill
- Specific projects such as Winter Maintenance Plan
- Large projects such as “Y Gaer” – briefing for Members prior to projects being commenced and also lessons learned following the completion of projects
- Spatial planning – area based developments
- Partnership arrangements, including Third sector links, Community Safety, Regional Partnership Board, Economy etc
- Mandatory and Committee specific sessions as currently programmed

(d) Arrangements

The following arrangements are proposed, and the views of the Democratic Services Committee would be welcome:

- On a Development Day, individual sessions should be limited to a maximum of 60 or 90 minutes, with increased frequency of breaks for Members during sessions
- Utilising different approaches to the delivery of sessions including workshop sessions (following a similar pattern to that used for the Transformation Day)
- Utilising Market Place sessions on Member Development days.

RECOMMENDATION	Reason for Recommendation:
That the Committee provides its views on the proposed approach as set out in the report.	To review the approach to Member Development

Contact Officer Name:	Tel:	Email:
Wyn Richards, Head of Democratic Services	01597 826375	Wyn.richards@powys.gov.uk

CYNGOR SIR POWYS COUNTY COUNCIL

**Democratic Services Committee
29 April 2019**

REPORT BY: **IT Service Lead Operational Manager / Head of Democratic Services**

SUBJECT: **Re-Design of ICT Support for Members**

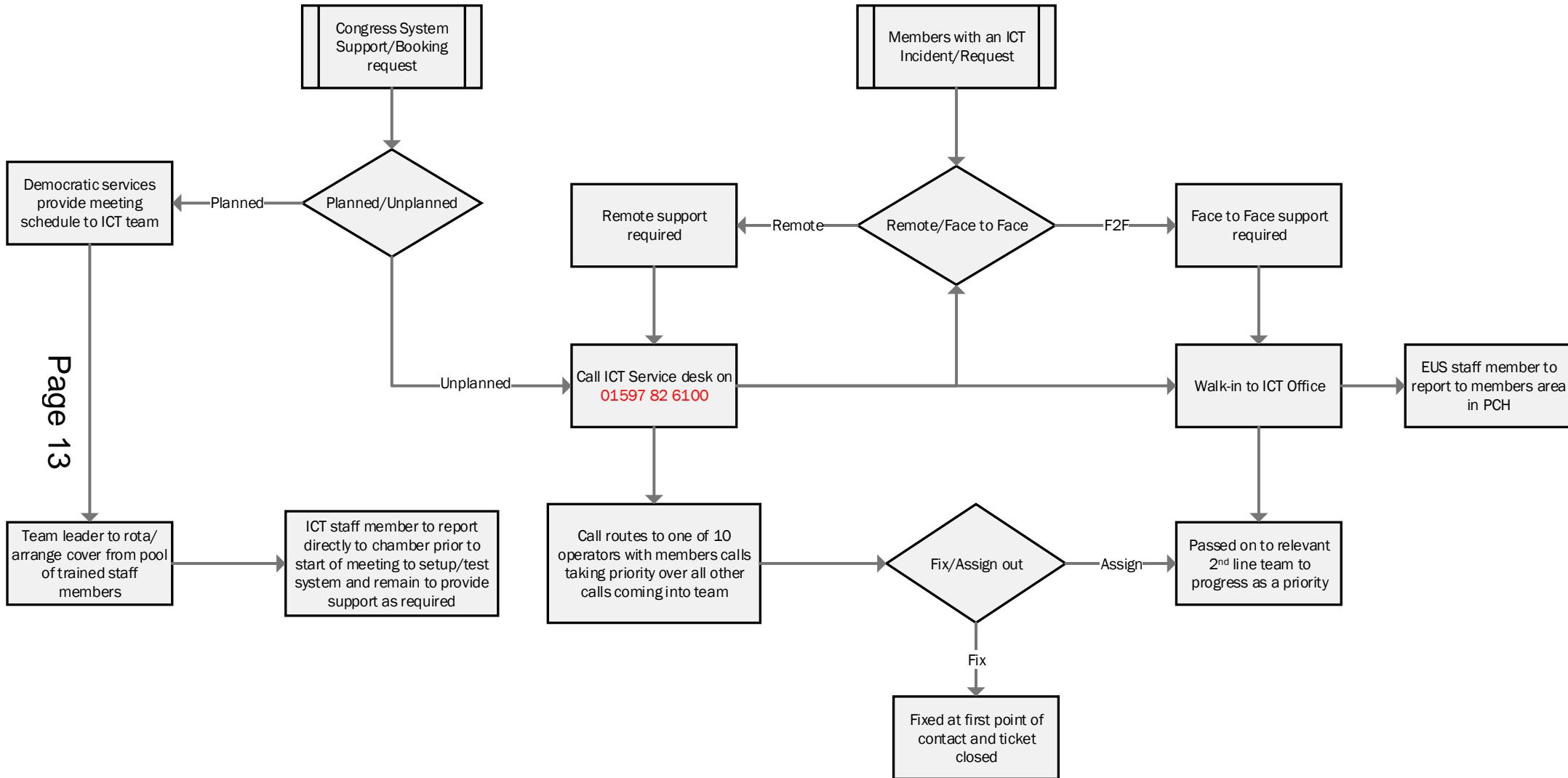
REPORT FOR: **Decision, Information and Discussion**

1. ICT recognise the importance of providing Members with a fast, efficient cost effective ICT Support Service. Currently ICT charge Members 1 x FTE, which is currently used to provide 1 dedicated ICT Support for Members. This model is not cost effective, introduces risk and is not the most efficient way to provide support in ICT's experience. This has been recognised by other service areas including Democratic Services who are required to assist with the support (congress system).
2. In order to ensure that ICT provide Members with a priority service it is proposed to adjust call routing to ensure that Members' calls present to operators first by bypassing the standard call queuing system.
3. To enable ICT to provide the best possible provision and based on the model that has been successfully used for both PTHB and Schools whereby the support is pooled across the service it enables ICT to provide broader support at the same cost and will provide the following benefits.
 - A single point of contact where Members have a team of highly skilled EUS Operators able to offer an increased probability of first time resolution
 - Have access to a wider pool of ICT staff and skill set
 - Reduce risk of single point of failure by only having 1 dedicated member of staff e.g. long term sickness or absence
 - Scalability of workload. Ensuring appropriate workloads for all.
 - Adding additional support when and where it is required e.g. Assigning additional staff on busy days such as Full Council if required
 - Allowing our team to have a wider understanding of the functions that Members provide
 - Enable robust provision for the Congress system and Web Casting as we understand this is becoming more and more popular across the Council e.g. School Governors meetings

RECOMMENDATION	Reason for Recommendation:
That the Committee approves the proposal for the re-design of ICT Support for Members	To improve the ICT support provision for Members

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Wyn Richards, Head of Democratic Services	01597 826375	Wyn.richards@powys.gov.uk

Process Map: Proposed ICT support route for members



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Democratic Services Committee – Working Group – Senior Salaries 6.3.2019

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE WORKING GROUP - SENIOR SALARIES HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON WEDNESDAY, 6 MARCH 2019

PRESENT:

County Councillors D O Evans, D Jones-Poston, K S Silk and R Williams

Officers: Clive Pinney (Solicitor to the Council, Graham Evans (Professional Lead – Employment Services) and Wyn Richards (Scrutiny Manager and Head of Democratic Services)

1. LEAD MEMBER

RESOLVED that County Councillor David Evans be appointed as Lead Member for the Working Group.

2. SENIOR SALARIES

Documents Considered:

- Current Posts Paid a Senior Salary by the Council (extract from the 2018-19 Members' Schedule of Remuneration)
- Details of Senior Salaries Paid in other Councils in Wales (taken from the Members' Schedule of Remunerations 2018-19). Also included for background information are Cabinet Numbers and Details of Audit Committee Chairs in Wales
- Details of the numbers of meetings to which the Chairs of Committees are invited to attend
- Extract of the Annual Report of the Independent Remuneration Panel for Wales 2018-19

Issues Discussed:

- Members were reminded to focus on the roles being undertaken only and ignore who was currently undertaking that post
- The budget proposal by the Cabinet to Council effectively reduced the number of senior salaries to be used by the Council from 18 to 17
- An analysis of the roles being paid a senior salary in Powys by comparison to other Councils in Wales showed the following:
 - Everyone pay a senior salary to Cabinet posts and Scrutiny Chairs
 - Only Powys pay a senior salary for the Employment Committee
 - Only Gwynedd and Powys pay a senior salary for the Pensions Committee
 - Many (but not all) pay a senior salary for other roles:
 - Audit Committee – only 10 out of 22 authorities pay a senior salary. Of those 10 authorities 8 have Independent / Lay Members as Chair of the Audit Committee. Carmarthenshire and the Vale of Glamorgan have councillor chairs who are not paid a senior salary.
 - Planning committee – all Chairs paid a senior salary
 - Democratic services Committee – only 9 out of 22 pay a senior salary to the Chair

- All other Councils, except Powys, pay a senior salary to the Chair of the Licensing Committee
- All other Councils pay a senior salary to the Leader of the Opposition.
- In relation to scrutiny committees Members were advised to add the totals for Scrutiny Committee A / Place Scrutiny Committee and the Health, Care and Housing Committee to give an overall figure of 107 meetings to which the Chair would have been invited and to add the figures for Scrutiny Committee B / People Scrutiny Committee together with the Learning, Skills and Economy Scrutiny Committee to give an overall total of 104 meetings.
- The Working Group considered the various roles as follows:
- Currently there were 8 Members of the Cabinet (Leader + 7 other Members) and there was no suggestion that this would be reduced. Therefore 8 Senior Salaries should be paid to the Cabinet.
- It was considered that the Chairs of the 3 Scrutiny Committees should be paid a senior salary. There was a suggestion that the Chair of the PSB Scrutiny Committee and the Chairs of the more important Working Groups should be considered for a senior salary. It was decided to consider these at the end of the discussion.
- Chair of the Audit Committee:
 - There was a discussion as to whether the Independent / Lay Member should chair the Audit Committee as occurred elsewhere, and the pros and cons of such an appointment, including comparisons with the Standards Committee where an Independent / Lay Member was required to become the chair of the Standards Committee.
 - The current Independent / Lay Member had indicated that he did not wish to be the chair of the committee. However, as the appointment of the Chair was a decision for the committee, the committee could decide otherwise.
 - The Working Group considered that in the role description of the Independent / Lay member, the expectation that the Lay Member would be the chair of the committee. Although this would be the local protocol, in accordance with the Local Government (Wales) Measure 2011 the committee could decide otherwise and elect a councillor as the chair.
 - The Working Group also considered that due to the importance of the committee and its responsibility, the chair should be paid a senior salary.
- Other roles:
- Employment Committee – Powys only pay a senior salary for this role. This is because Powys is one of only a few Councils where members are involved in officer appeals. Currently the Chair or Vice-Chair of the Committee attend all appeal hearings. The Working Group considered that this should not be necessary and appeals panels could be drawn from the membership of the committee. Therefore, this role should not be paid a senior salary.
- Planning Committee chair should be paid a senior salary
- Democratic Services Committee – that in view of the workload the chair should not be paid a senior salary;
- Pensions and Investment Committee - that in view of the workload the chair should not be paid a senior salary;

- Leader of the Opposition – this is a role where there is a requirement to pay a senior salary. It was recommended that the Leader of the Opposition post be paid a senior salary.
- Children's Working Group – following a discussion and clarification of the new scrutiny structure the consideration of the Lead member of this working group for payment of a senior salary was withdrawn.
- Chair of the PSB Scrutiny Committee – as this role could be undertaken by a councillor or a representative of another body making up the membership of the Committee it was recommended that this role should not receive a senior salary.
- The recommendations of the Working Group would be considered by the Democratic Services Committee in April and then by Council in May when the Members Schedule of Remuneration was being considered
- The Working Group considered that should there be any requests to increase the number of senior salaries being paid, that a business case be presented to the Democratic Services Committee for consideration
- It was suggested that the Working Group should meet annually to review the position regarding senior salaries and make recommendations to the Democratic Services Committee and Full Council

Outcomes:

Action
<p>Recommended to the Democratic Services Committee:</p> <p>(i) that a senior salary be paid to the 8 Members of the Cabinet;</p> <p>(ii) that a senior salary be paid to the 3 Chairs of the Scrutiny Committees;</p> <p>(iii) that the role description for the Independent / Lay Member of the Audit committee be amended to include the requirement that the Independent / Lay Member would be the chair of the Committee;</p> <p>(iv) that the requirement for the Independent / Lay Member to chair the Audit Committee be established as a local protocol, subject to the committee being able in accordance with the Local Government (Wales) Measure 2011 to elect a councillor as chair instead;</p> <p>(v) that the Chair of the Audit Committee be paid a senior salary if that role was undertaken by a councillor;</p> <p>(vi) that the chair of the Employment Committee should not be paid a senior salary;</p> <p>(vii) that the chair of the Planning Committee should be paid a senior salary;</p> <p>(viii) that in view of the workload that the chair of the Democratic Services Committee should not be paid a senior salary;</p> <p>(ix) that in view of the workload that the chair of the Pensions and Investment Committee should not be paid a senior salary;</p> <p>(x) that the Leader of the Opposition role be paid a senior salary;</p> <p>(xi) that the chair of the PSB Scrutiny Committee should not receive a senior salary.</p> <p>(xii) that should there be any requests to increase the number of senior salaries being paid, that a business case be presented to the Democratic Services Committee for consideration</p> <p>(xiii) that the Working Group should meet annually to review the position regarding senior salaries and make recommendations to the Democratic Services Committee and Full Council</p>

**County Councillor D.O. Evans
Lead Member**

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee
29 April, 2019

REPORT BY: **Head of Democratic Services**

SUBJECT: **Review of Public Participation at Council Meetings**

REPORT FOR: **Decision**

1. Introduction

- 1.1 The Democratic Services Committee [DSC] reviewed the Public Participation at Public meetings at its meeting in January 2019 and agreed to recommend continuation of the Process to Council.
- 1.2 However, prior to the consideration by Council, officers have further reviewed paragraph 1.7.1 “Reasons for rejecting questions”, in light of recent questions received.

2 Review of “Reasons for rejecting questions”.

- 2.1 Appendix A attached gives details of paragraph 1.7.1 “Reasons for rejecting questions”.
- 2.2 At recent Council meetings a number of questions have been received on similar subjects/topics. The receipt of such questions could restrict the subjects/topics considered by Council and not reflect the range of services provided by the Council.
- 2.2 The following amendment to 1.7.1 (iii) is recommended:
 - (iii) is substantially the same as a question / **issue** which has been considered **at two meetings** of the Council in the past six months (including questions raised by Members and answered).

Recommended to Full Council that:	Reason for Recommendation:
Paragraph 1.7.1 (iii) of the Public Participation at Council meetings is amended as detailed in 2.3 above.	To provide the public with an opportunity to put questions to Council.

Person(s) To Action Decision:	Solicitor to the Council
Date By When Decision To Be Actioned:	

Relevant Policy (ies):				
Within Policy:		Y	Within Budget:	Y
Contact Officer Name:		Tel:	Fax:	Email:
Wyn Richards Scrutiny Manager and Head of Democratic Services		01597 826375	01597 826220	wyn.richards@powys.gov.uk

Appendix A

Extract from Powys County Council – Protocol for Public Participation at Council Meetings [October 2016]

Reasons for rejecting questions

1.7.1 The Chair of the Council 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 (including questions raised by Members and answered); 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 (where the Council's complaints process should be utilised); 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, in which case the question will be forwarded to the local County Councillor.

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

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Appendix 3

Extract from Powys County Council – Protocol for Public Participation at Council Meetings [October 2016]

Reasons for rejecting questions

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- (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 (including questions raised by Members and answered); 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 (where the Council's complaints process should be utilised); 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, in which case the question will be forwarded to the local County Councillor.

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

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9.1

CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee – 29 April, 2019

REPORT AUTHOR: Head of Democratic Services

SUBJECT: Personal safety guidance

REPORT FOR: Discussion and Decision

1. Background

- 1.1 Members constantly interact with the public, where the public may raise problems or concerns and they may become upset or angry. Members need to know how to manage such situations safely. Situations may occur where an individual becomes violent. Even though violence towards public figures are rare, councillors have high profile public roles and may become the victims of verbal or written abuse or may experience harassment and stalking and online abuse. It is therefore important that Members are aware of how to manage such situations.
- 1.2 The following Councils refer to WLGA webpage: <https://www.wlga.wales/personal-safety-for-members> - Swansea, Flintshire, Denbighshire, Conwy and Newport. Cardiff and Wrexham Councils have developed their own guidance and referred to the WLGA webpage.

2. Draft Personal safety guidance

- 2.1 The Member Development Working Group considered and agreed the attached draft guidance, which is based on the Wrexham County Borough Council's guidance. Following the Working Groups approval, the draft was considered by the Health & Safety Adviser and tracked changes are shown.
- 2.2 Following approval a Member development session on personal safety will be provided for Members.

Recommendation to the County Council:	Reason for recommendation
The Personal Safety Guidance for Councillors be approved and that a Member development session on personal safety be provided for Members.	To support Members in their role.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	
Person(s) To Implement Decision:	Wyn Richards
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
Wyn Richards Head of Democratic Services and Scrutiny Manager	01597-826375	01597-826220	wyn.richards@powys.gov.uk

Background Papers used to prepare Report:

PERSONAL SAFETY - A GUIDE FOR COUNCILLORS – based on Wrexham CC document

Introduction

The relationship between you and your community is at the heart of what being a Councillor is all about. You will constantly interact with members of your community, either on a face to face basis, at meetings or via email, phone or social media contact. During such contact the members of your community may be discussing problems or concerns with you about Council or other services they use or raising issues about what the Council is doing. They may become upset or angry and you need to know how to manage such situations safely. [how should members of the community be referred to in the guidance – members of the community, residents, individuals, constituents?]

Even though incidents of violence¹ towards public figures are rare, councillors have high profile public roles and may become the victims of verbal or written abuse or may experience harassment and stalking and online abuse.

It is important therefore that you understand the steps you should take to keep yourself safe. The purpose of this guide is not to make you nervous, but to set out what personal safety measures you can take to prevent and to deal with those rare circumstances when you might find yourself in situations where you become anxious for your safety. In general terms this guidance follows advice given to others who, by virtue of public duties or employment, meet many people whom they do not know.

The Council has the following systems which Councillors can access to support them in their role.

- The Corporate Lone Worker System – you need to register as a Lone Worker. If you have done this, you can advise the system of when you have surgery or meeting on your own and the time when you are to finish. The telephone service will contact you if you don't return a call within a certain time. If it gets no response, then an escalation process is instigated.
- The Personal Safety Register - is a list of individuals who have subjected staff to physical or verbal assaults, or where there is a high risk of this occurring. This system spans all services within the Authority ensuring there is a joined up approach to dealing with such individuals. . Councillors can register to access this.
- Incident reporting system available on the Intranet. This should be used for violent incidents (verbal or physical) and also accident, incidents and near misses.

There are also other systems that are available, where the need has been identified, e.g. personal alarms

¹ Work related violence is defined by the HSE as: “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”.

Ward Surgeries

These are useful for meeting with individuals from your communities to assist them in sorting out problems or for hearing their views on services or issues.

When arranging the location of your ward surgery[ies] it is important that you consider some basic things, to ensure that you keep yourself safe.

The following are suggestions about how to make a surgery safe and effective. The Personal Safety checklist on page X will also assist you with this.

Remember, most Councillors will go through their entire service on the Council without experiencing any problems but a little time given to preparation and planning can reduce the already small risk further.

The Basics

- Try not to hold surgeries alone in an otherwise empty building. Try to get someone to act as receptionist. This not only makes you safer, but also makes it much easier to manage a busy surgery. If you are currently doing surgeries alone, discuss how this can be changed with fellow Councillors or the Member Support Services [contact details are provided at the end of this guidance.]
- The layout of the room should suit you, i.e. you should sit nearest to the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees [seating directly opposite can be confrontational].
- If there is no separate waiting room, try to ensure that the waiting constituents are as far as possible away from those to whom you are talking.
- Make sure there are no **heavy items** in the room that could be used as weapons
- Inform your local neighbourhood police when and where your surgeries are held

Commented [RJ1]: Not just heavy items

If you are at the stage of looking for suitable premises in which to hold a surgery, try to get a space with as many as possible of the following **features**:

- Council premises (e.g. community centres) during opening hours or other premises where there are many other people about
- Premises where the names of any visitors for Councillors are recorded
- Premises where there is a comfortable waiting area
- Try to ensure the surgery (interviewing) room:
 - Is in view of the reception or public area
 - Is connected to the reception by an alarm and there is a procedure for dealing with call for assistance

Commented [RJ2]: Check mobile phone signal as well

Commented [CJ3]: Added in reference below

- Has a vision panel in the door
- Is decorated in calming (pastel) colours
- Has a swift means of escape and any visitors are not able to lock the door from the inside.
- If your surgery is in a building where no one else is working, arrange with your local neighbourhood police, another councillor or Member Support Services to ring them once you have finished the meeting – but remember to do so! OR register as a Lone Worker and use the Corporate Lone Worker system – but again remember to ring when you have finished your meeting!
- Check the mobile phone signal.

Managing a surgery meeting

Dealing with Emotional or angry Constituents

When dealing with individuals' concerns and problems it is inevitable that some will become upset or angry. You need to be prepared to handle all types of emotions.

You need to develop the skill of being concerned about constituents' problems without becoming so involved that you become too emotional to be of help.

Calmness in the face of whatever comes up will help you and your constituents.

You should also ensure that you keep a “professional” relationship with all individuals and do not become too friendly with them. They are coming to you because of your councillor role.

Dealing with inappropriate language

You may find that during your discussion with an individual they make racist or other offensive remarks. If they are directed at you - do not respond - this will only make the situation worse. If you feel uncomfortable about what is being said, bring the meeting to an end as quickly as possible.

If they are more general remarks, you should state that this is not acceptable and that, if they continue to make such remarks, you will not continue with the meeting. Often this will elicit an apology. Otherwise ask the person to leave.

However, you must use your own judgement and assess what the best thing to do is. if you are alone and in a vulnerable situation do not put yourself at risk no matter how angry the remarks make you.

Exit strategies

On occasions you may become uncomfortable about the way a meeting is going. Preparing for such a situation will help you and it also means that in such a situation you are concentrating on managing the situation rather than thinking about what you need to do.

You could plan the following:

If there's a receptionist on hand agree that if you come out of the room saying a pre agreed sentence – they understand that you want them to interrupt your meeting with an urgent message that you are needed elsewhere. Once this happens, draw the meeting to a close and agree that you will arrange another meeting date.

Length of meeting – ask the receptionist to interrupt.

Bringing a surgery meeting to a close

At the end of the meeting recap on:

- what you have agreed with the individual you will do,
- any timescales and
- how you will contact them next.

If possible, give them a copy of your notes or what you've agreed to do etc.

Home Visits

Councillors do sometimes visit residents in their homes, especially those who are elderly, disabled or where they simply want to see for themselves the conditions that are the subject of complaints.

You need to decide whether a particular visit should be made, especially if the person to be visited is unknown to you. You need to trust your own instincts as to whether to meet someone alone. You might prefer to be accompanied by a ward colleague [don't take a relative or friend with you, as they are not covered by the Council's Code of Conduct and not subject to confidentiality rules]. If the individual is raising concerns about Council services and you are concerned about the contact you've had with them or do not know of them, contact the Violence at Work Co-ordinator – Shane Thomas and ask for him to check if the individual is on the Personal Safety Register or if you have registered to have access this system, check for yourself. It is always advisable for you to keep a record of your whereabouts. If necessary, you can let the person whom you are visiting know there is such a record or that you are expected at another place by a certain time etc. or make a call on your mobile phone during the visit or ask another councillor to ring you at a set time and then advise the individual that you need to go to another meeting.

Personal Callers

Most Councillors seek to maintain a balance between their personal and public lives and do not want to encourage any callers at their private homes. Good publicity as to how to contact you and details of ward surgeries reduces the chances of unwanted callers.

Malicious and Nuisance Telephone Calls

Councillors occasionally get the odd nuisance or abusive call. Although such calls are likely to be rare, you might become the target of a persistent, anonymous caller with a grudge against the Council. These calls need to be dealt with in accordance with police advice:

- Keep the caller talking
- Note any clues the caller may provide as to sex, age, accent, etc;
- Listen for any clues as to the caller's motive and intention
- Write down the details immediately to assist police at a later stage
- Listen for background noise that may provide valuable information (eg railway sounds, industrial noises, machinery, music, animals)
- Inform the police – local neighbourhood police
- Inform the Council – Member Support Services or Monitoring Officer

Mail

As with telephone calls, Councillors on rare occasions can become the target of malicious anonymous letters. Any such letters should be given immediately to the police. – local neighbourhood police.

Car Safety and Parking

You need to take the same precautions as most car owners do:

- Have your keys in your hand or easily accessible
- Consider whether an area will be dark and isolated when you return to your car
- Park where possible, under street lighting
- Lock the car doors when you get into the car
- Take boxes/bags to the car when other people are around
- Try to park on the left hand side of the road facing the way you want to drive off
- In a cul de sac do not park facing the dead end
- Try to park in a space where you will not be blocked in
- At service stations always lock the car when you go to pay

Reporting Incidents

Any incidents of concern, even if fairly minor or ‘near-misses’, should be reported on the Incident Reporting System. You may also consider it advisable to warn ward colleagues.

Training

PCC has responsibility for the safety of Councillors while on council business as they do for their officers.

Emergency Contact Details

Upon election you completed an Emergency Contact Details Form and the information is on the Family and Friends page on Trent. You need to ensure that these details are accurate, so that should it be necessary to contact your family/next of kin in the event of an emergency, we use correct information.

Useful PCC Contact Details:

The main enquiry lines are:

- Reception: 01597 827460 / 0845 6027030
- Environmental Health: 01597 827467 / 0845 6027037
- Highways and refuse: 01597 827465 / 0845 6027035
- Housing repairs: 01597 827464 / 0845 6027034
- Powys People Direct (social services): 01597 827666
- Self Service: 01597 826000
- Out of hours (emergencies only): 01597 825275 / 0845 0544847

Information on the Council’s Intranet:

Lone Worker Form – you need to complete this to be added to the Corporate Lone Worker System:

[Link to Lone Worker Form](#)

Corporate Lone Worker System - Step by Step Instructions – once registered as a Lone Worker you can use the system:

[Link to Corporate Lone worker System](#)

Personal Safety Register – you need obtain access rights and whenever you wish to access the Register log into the Intranet to access the Register:

[Link to Personal Safety Register](#)

Incident Reporting Form:

[Link to Incident Reporting Form](#)

Other useful information:

Welsh Local Government Association [WLGA] : <https://www.wlga.wales/personal-safety-for-members>

Links to the following are available from the above:

- Personal Safety Guidance for Councillors: The Local Government Information Unit LGIU guidance.
- Personal Safety Advice: The Susie Lamplugh Trust which covers for example canvassing and campaigning, dealing with aggression, stalking, lone working, personal alarms, hate crime and internet safety
- Online Abuse Guidance for Councillors: WLGA guidance for dealing with online abuse
- Get Safe Online guidance - information on online safety from the government supported website, Get Safe Online.
- Recognising the Terrorist Threat Guidance - The national counter terrorism security office information about dealing with suspect packages and knowing what to do in the event of terrorist threats.

Personal Safety checklist

Running a Safe Surgery – Risk Assessment

Members hold surgeries and meetings with constituents in a wide range of locations and there is no one-size-fits-all approach to security. Nevertheless, there are some practical points to consider, many of which are likely to be relevant – and remember **REVIEW each surgery after it has finished – do you need to change anything?**

Think about the following	Tick
Liaise with and get to know local neighbourhood police and, if applicable, any on-site security staff; ensure that these contacts know the dates and times of surgeries.	
Ensure that a partner/colleague/friend is aware of the location of proposed meetings and the expected time of return; have a prearranged system of what to do if that time has passed; carry a mobile phone/phone card and ensure that someone is notified if there is a change of plan, you are delayed, or that you have returned safely.	
Wherever possible have someone else present during meetings so that they can assist or call for help if necessary.	
If Registered as a Lone Worker use the Corporate Lone Worker system for your surgery. Remember to contact the service at the end of the session	
Check the mobile phone signal in the room and other parts of the building which you will use.	
When choosing a venue also identify a safe area with an escape route which can be used in an emergency.	
Ensure that the table or desk to be used is positioned between you and your constituent and that your chair is nearest the door/exit and ensure that your pathway is not blocked, for example by furniture, if you need to leave in an emergency.	
Remove any articles that could be used to cause harm e.g. water glasses and jug; or sharp objects.	
Have a plan for what you and your colleagues would do in an emergency and review it with them regularly.	
If appropriate leave the door ajar; or use a room with a door with a view panel; never lock yourself into a room with a stranger.	

Think about the following	Tick
Agree a key phrase to alert staff in the event of an emergency.	
Have a mobile phone at hand with a pre-dialled number for use to call for assistance.	
If using a regular venue, consider installing a panic button, preferably attached to a monitored alarm system.	
If you are arranging to meet a constituent you have concerns about, consider the option of arranging the meeting in a Council managed location such as County Hall, Neuadd Brycheiniog, Brecon, Neuadd Maldwyn, Welshpool or Library where there are arrangements in place for visitors and an individual can be screened on arrival.	
Consider the risks of advertising your whereabouts in advance on social media (e.g. Twitter) where your intended movements can be monitored anonymously by fixated individuals.	
Ensure your GPS is disabled on social media apps such as Facebook that have public access that enable your movements to be tracked.	
Make sure you alert the Monitoring Officer and or Members Services if you start to receive threatening or malicious communications from individuals or groups as this merits further investigation. The Member Support Unit or you [if you have access rights] can access the Personal Safety Register which includes details of individuals who have been found to have threatened or assaulted members of staff. This Register is updated regularly, with names both removed and added. You can ask the Monitoring Officer if you have any concerns about a person who may be included within the Register; or raise with the Monitoring Officer concerns that can be investigated about a person who has been threatening and violent to you.	
Where a constituent requests a meeting concerning a grievance against the Council, it is suggested that the Service Area be contacted prior to any meeting to confirm factual information. If there has been threatened or actual violence to Council staff, Councillors will be informed and appropriate steps taken e.g. only meet in Council premises, have two persons present.	

Think about the following	Tick
Do not carry cash or valuables and do not openly display 'desirable' objects such as mobile phones, laptops etc. If challenged, comply with any demand to hand over valuables.	
If there is a confrontation and members of the public are abusive or violent, contact the Police where appropriate, but ensure that an Incident Report is completed. It is foreseeable that staff will also be required to deal with this person following your meeting and they may need to be informed that there is a grievance and potential for abuse/violence.	

Your Safety Out & About

Think about the following	Tick
As a recognisable figure, you may be stopped by constituents or others in the street and other public places. In such circumstances it is important to adopt a pragmatic approach to your personal safety and where applicable, that of your family and your staff.	
Be conscious of people's body language and behaviour, trust your instincts and remove yourself from the situation if something does not feel right.	
Do not isolate yourself.	
Do not arrange to meet an unknown constituent without staff/colleague/partner or friend knowing where you are, how long you expect to be and how to contact you.	
Report suspicious behaviour, concerns or threats to the Police.	

Security At Home

It is important to be aware of your surroundings at home and at your office and to encourage your family and staff to do the same so that unusual or suspicious behaviour may be easier to spot. You may also wish to consider the following:

Think about the following	Tick
Check security and robustness of external doors and consider fitting lever mortice deadlocks to external doors if replacing; ensure windows are fitted with a good lock appropriate for the window type.	

Check for signs of a break in before entering and call the police if you think someone might have broken in or if you notice anything unusual such as an open door or window.	
Ensure you have adequate lighting around the perimeter of your home at night and consider using an automatic device or leaving some lights on if it will be dark when you get home.	
If you use a car, be alert to any visual changes to your vehicle.	
If you notice anything suspicious, contact the police and do not enter the vehicle.	

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9.2

CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee – 29 April, 2019

REPORT AUTHOR: Head of Democratic Services

SUBJECT: Member support and wellbeing

REPORT FOR: Discussion and Decision

1. Background

- 1.1 As councillors are under increasing pressure, the Welsh Local Government Association [WLGA] Member Support Network has discussed this issue. The following observations have been made:
- Local authorities have a duty of care to councillors
 - Providing access to staff counselling arrangements is working well
 - Physical health is also important, RCT takes a wellbeing approach and provides health checks
 - There is a role for member development, PDR and mentoring in supporting mental health. Conwy for example have provided a personal resilience training session
 - The WLGA workbook on stress management and personal resilience is useful
<https://www.wlga.wales/councillor-workbooks-for-personal-development-1>

2. Support available in PCC

- 2.1 The Member Development Working Group [MDWG] at its meeting on 8 April, 2019 considered whether Members and Co-opted Members should have access to the Employee Assistance Programme. The Council is currently reviewing its Employee Assistance Programme and will be going out to tender soon. Attached is an extract of the draft specification.
- 2.2 Lorna Simpson, HR Manager attended the meeting to explain how the Programme works. The Working Group considered that providing support to Members was important and reassuring to Members that the Council cared for their wellbeing. It agreed that support should be provided to Members and Co-opted Members at the end of their term of office or appointment, especially those who may not have been re-elected.
- 2.3 A service provider would need to meet national standards, for such a service, in respect of such issues as confidentiality, security of personal information and service standards. The cost per head was noted and was subject to confirmation by HR.
- 2.4 The MDWG asked whether Political Groups provide support to their members and how Members are covered by the Council's insurance. To date the following information has been received:

- Welsh Labour - Labour Councillors have access mental health support and advice commissioned by the Association of Labour Councillors in partnership with Mind. The group also has a Chief Whip who acts as lead member in terms of member wellbeing and support.
- Plaid Cymru – no support
- The Independent Group – no support.

Recommendation	Reason for recommendation
<p>that subject to costs and a budget being confirmed:</p> <p>1. Councillors and Co-opted Members have access to the Employee Assistance Programme,</p> <p>2. ex-Councillors and Co-opted Members have authorised access to the Programme for three months following their last day of office as a Councillor or as a Co-opted Member,</p> <p>3. family members of Councillors or Co-opted Members would have the same access rights as family members of employees.</p>	To meet the Council's duty of care.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):			
Person(s) To Implement Decision:	Wyn Richards		
Date By When Decision To Be Implemented:			
Contact Officer Name:	Tel:	Fax:	Email:
Wyn Richards Head of Democratic Services and Scrutiny Manager	01597-826375	01597-826220	wyn.richards@powys.gov.uk

Background Papers used to prepare Report:

Labour Councillors have access mental health support and advice commissioned by the Association of Labour Councillors in partnership with Mind.

The group also has a Chief Whip who acts as lead member in terms of member wellbeing and support.

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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	A	B	C	D	E	F	G
1	Topic	Description	Lead	Requested by	Work outstanding	DSC further consideration	Council Date
2	Democratic Services Committee						
3	Work to complete & take to DSC						
4	Involvement of members	How we ensure all members are able to participate and contribute to the work of the Council - especially those not in groups and therefore not on committees	Wyn Richards	DSC Chair following request from Councillor Gary Price			
5	Member Champions	To confirm the current champions and review the role descriptions, appointment and reporting process.	Wyn Richards/Carol Johnson	DSC Chair following request from Councillor David Meredith	Information being collated for a report to go to DSC		
6	Case management [including keeping Members informed of issues raised by Town & Community Councils in their areas	Provisionally book presentation to DSC on system and look at needs of members 9 July. 08/01/2018 Kelly Watts advised Council's Corporate Complaints process as agreed by Jeremy Patterson - due to go live at the end of January with the following phases bringing on board Social Care Complaints and Case Management.	Wyn Richards/Carol Johnson	Previous DSC 03/07/2017	Further developments will need to be considered after this but no timescale available. Explore the need to ensure County Councillors were kept abreast of issues raised by Town and Community Councils and the responses from officers. REVIEW whether this process should be included in the current work on developing a case management system for Members.		
7	Opposition Day Debates on Council Agendas	Develop proposals using good practice from other Councils etc.	Wyn Richards	DSC 16/04/2018	Researching what other Councils do for a report to DSC		
8	Constitution - ongoing	Ongoing review by Constitution Working Group with recommendations to DSC and Council, as required.	Wyn Richards	DSC	Ongoing reports to DSC when needed		
9	Annual Improvement Letter [AIL]	Officers to review and only issues relating to Members in the Letter will be brought to the Committee, if required. 09/02 Wyn emailed Rhian to check if re AIL received.	Wyn Richards	DSC			
10	Developing the Council to be representative of its electorate in 2022	Explore how the Council prior to 2022 election can develop and promote democracy via such work as a programme of Members visits to schools to promote democracy, how the Council engages with younger people, the role of political parties. Invite Bets Ingram, Equality Officer to DSC meetings when discuss.	Democracy Working Group [DWG] / Sandra Matthew/Carol Johnson	DSC	DWG developing own Work Programme - reports to DSC meeting	Ongoing	N/A
11	Review how the Council engages with young people	Review of current engagement with young people and how this can be developed. Currently the Powys Youth Forum provides an annual Member Development session. Ideas which led to this topic - could school councils be invited to attend Shire meetings to engage with them. REVIEW after the White Paper [which may refer to Youth Councils] is published.	Wyn Richards	DSC			
12	Planning for 2022 election	Links with "Developing the Council to be representative of its electorate in 2022". In addition - preparing services for new membership [IT, HR, Payroll, Democratic Services]; candidate information; member induction programme; member information.		DSC			
13							
14							
15							
16	DSC 29/04/2019						
17	Member development review post discussions at EMT & SLT	Developing more focussed member development	Wyn Richards	Chief Executive/EMT			

	A	B	C	D	E	F	G
1	Topic	Description	Lead	Requested by	Work outstanding	DSC further consideration	Council Date
18	Review of Senior salaries	Review of salaries	Wyn Richards	Scrutiny Development Board			
19	Review of recording reimbursement of care costs		Wyn Richards				
20	Personal safety guide for Members	Development of guidance to support members.	Carol Johnson	MDWG	Once approved by Council distribute to members and arrange development session		11/07/2019
21	Member support and wellbeing	Providing support to Members & co-opted members	Carol Johnson	MDWG	Costs & budget to be confirmed, HR to tender re service for staff & members. Once contract made promote to members		
22	ICT support to Members	Review of support to Members as part of review of service area		ICT			
23	Public participation at Council meetings	Further review	Wyn Richards		Recommendation from meeting & DSC 21/01/2019 to be considered by Council		
24	Members' facilities in County Hall - update	To ensure Members are involved in any discussions regarding future facilities for Members	Wyn Richards	DSC officers	Ongoing		
25							
26	DSC 21/01/2019						
27	Review of Public Participation at Council meetings	Public Participation at Council meetings pilot undertaken in January 2017. Reviewed by DSC and approved by Council July 2017. Agreed to operate for a year and then review and evaluate. Commenced Council meeting 19 October	Carol Johnson	Council July 2017			
28	Constitution - ongoing	Review Sections 7 & 9	Wyn Richards	DSC	Ongoing		
29	Mentoring scheme	Review completed by MDWG	Carol Johnson	MDWG			N/A
30	Members' facilities in County Hall	To ensure Members are involved in any discussions regarding future facilities for Members	Wyn Richards	DSC officers			
31	Mandatory development	Recommendation from MDWG re Corporate safeguarding and corporate parenting	Wyn Richards	MDWG 26/11/2018			
32	Protocol on Civic and Executive Matters - Section 27 Constitution	Review the Protocol agreed in April 2013	Carol Johnson	Scheduled review			
33							
34	DSC 14/11/2018						
35	Scrutiny Committee structure	Review of proposals	Wyn Richards	Scrutiny Development Board	N/A	N/A	N/A
36							
37	DSC 09/07/2018						
38	Member Development Strategy	Review completed by MDWG	Wyn Richards	N/A	N/A		12/07/2018
39	Developing the promotion of involvement in public life project - Democracy Working Group	National Democracy Week	Sandra Matthews/Carol Johnson	Ongoing	N/A	N/A	
40							
41	Previous meetings May 2017- May 2018						

	A	B	C	D	E	F	G
1	Topic	Description	Lead	Requested by	Work outstanding	DSC further consideration	Council Date
42	Role of Chair of Council, all civic roles and Chair's car	Resolution at Council 13 July 2017 "RESOLVED to refer the Wyn Richards matter of the practice of purchasing or leasing a car for the use of the Chairman to Democratic Services and to review the future role of the chairman and all civic roles."	Council	N/A		16/04/2018	12/07/2018
43	Blogging & Social Networking Guidance	Review Guidance previously agreed by Council January 2013. The review will link with the current review of the guidance for staff.		DSC	N/A	16/04/2018	12/07/2018
44	Mandatory development	Review of range of mandatory development	Wyn Richars	DSC	N/A	27/11/2018	
45	Timing of meetings - Members' survey	Spring 2018 to influence the 2019 diary which will be produced & approved by Council in the autumn of 2018 Agreed by DSC 15/01/18.	Steve Boyd (CSP - Board Business)	Welsh Govt requirement	N/A	16/04/2018	12/07/2018
46							

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