

Democratic Services Committee

Meeting Venue
By Teams

Meeting date
Monday, 5 July 2021

Meeting time
2.00 pm

For further information please contact
Carol Johnson
01597 826206
carol.johnson@powys.gov.uk



County Hall
Llandrindod Wells
Powys
LD1 5LG

29-06-2021

Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod.
Rhowch wybod pa iaith rydych am ei defnyddio erbyn hanner dydd, ddau 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
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To receive apologies for absence.

2.	ELECTION OF VICE CHAIR
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To elect a Vice Chair for the ensuing year.

3.	MINUTES OF PREVIOUS MEETING
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To authorise the Chair to sign the minutes of the previous meeting of the Committee held on 20 April 2021 as a correct record.
(Pages 3 - 6)

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

5.	CONSTITUTION
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To consider the report of the Head of Legal and Democratic Services.

(To Follow)

6.	MEMBER CHAMPIONS REVIEW
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To consider the report of the Head of Democratic Services on the Member Champions Review.

(Pages 7 - 16)

7.	DIVERSITY IN DEMOCRACY DECLARATION
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To consider the report of the Head of Democratic Services.

(Pages 17 - 22)

8.	COUNCIL ELECTIONS MAY 2022 - PREPARATORY WORK FOR THE NEW COUNCIL
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To note the information for review prior to the Council elections in 2022 and to comment on specific information.

(Pages 23 - 26)

9.	RADNORSHIRE CHAIN OF OFFICE
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The Chair of the County Council has asked the Committee to consider a request to him from Presteigne and Norton Town Council to use the Radnorshire Committee chain of office (chain only and not including the pendant).

As the Town Council is seeking a replacement for the existing chain for its Mayor it is making the request as the chain is no longer being used by the County Council, and as Presteigne is the former Shire Town for Radnorshire.

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD
BY TEAMS ON TUESDAY, 20 APRIL 2021**

PRESENT

County Councillor J Charlton

County Councillors L V Corfield, S C Davies, D O Evans, D Jones-Poston,
D Rowlands and R Williams

1.	APOLOGIES FOR ABSENCE
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Apologies for absence were received from County Councillors S Hayes, K Silk, E Vaughan and S Williams.

2.	MINUTES OF PREVIOUS MEETINGS
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The Chair was authorised to sign the minutes of the meetings held on 18 March 2020 and 19 October 2020 as correct records.

In response to a question, the Head of Democratic Services advised that a recommendation from the 19 October 2020 minutes had been referred back to the Committee, by County Council, for further consideration. This was recommendation (ii) under Item 4 - 1 Speaking at Council meetings and this would need to be considered at the next Committee meeting.

3.	DECLARATIONS OF INTEREST
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There were no declarations of interest.

4.	CONSTITUTION
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The Committee considered the report regarding proposed changes to the Constitution.

Title of the Economy, Residents, Communities and Governance Scrutiny Committee

The Committee noted that the Audit Committee is now titled the Governance and Audit Committee as required by Local Government and Elections (Wales) Act 2021. The Head of Legal and Democratic Services confirmed that this minor change had already been made, with the agreement of the relevant Chairs and that members had been advised of this. As a result, it is recommended that "Governance" is taken out of the title of the existing Economy, Residents, Communities and Governance Scrutiny Committee.

It was moved and duly seconded to recommend to County Council to amend the title of the Economy, Residents, Communities and Governance Scrutiny Committee as detailed in the report.

Recommendation to County Council	Reason for Recommendation:
1. That the title of the Economy, Residents, Communities and Governance	To reflect the renaming of the Audit Committee as the Governance and Audit Committee

<p>Scrutiny Committee should be changed to become the Economy, Residents and Communities Scrutiny Committee with effect from 1st May 2021;</p> <p>2. That the Monitoring Officer is authorised to make such changes to the Constitution as may be required to reflect the change set out in Recommendation 1 above.</p>	<p>as required by Local Government and Elections (Wales) Act 2021 and thereby avoid confusion.</p>
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The Membership of Scrutiny Committees

The Committee noted that the membership of the two scrutiny committees, as detailed in the report, is currently 14 which includes independent members. Concerns have been raised that this means that the number of democratically elected members is reduced.

It was noted that a Non-Voting Co-optee for crime and disorder has not been appointed for some time to the Economy, Residents, Communities and Governance Scrutiny Committee (Economy, Residents, and Communities Scrutiny Committee). The Head of Legal and Democratic Services advised that a representative has been sought from the Dyfed Powys Police Crime Panel and a representative will be sought again.

It was moved and duly seconded to recommend to County Council to amend the membership of the Scrutiny Committees as detailed in the report.

Recommendation to County Council	Reason for Recommendation:
<p>3. That Rule 7.4 of the Constitution is amended with effect from 12th May 2021 so that</p> <ul style="list-style-type: none"> • the membership of Economy, Residents and Communities Scrutiny Committee is a maximum of 14 Councillors – Politically Balanced - plus 1 Non-Voting Co-optee for crime and disorder; • The membership of the Learning and Skills Scrutiny Committee is a maximum of 14 Councillors - Politically Balanced – plus; 3 parent governor representatives; 1 Church in Wales Diocese representative; 1 Roman Catholic Church Diocese representative. 	<p>To allow for participation of more Councillors in Scrutiny meetings.</p>

Amendments to the Provision of Notices, Summons, Agendas, Decisions and Retention of Documents

The Committee noted the changes which Councils are required to make as a result of the Local Government and Elections (Wales) Act 2021 (the 2021 Act) changes to Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001. The 2021 Act means that notices etc only now need to be published on the Council's website.

In response to comments regarding the fact that not everybody has access to the web and that they should not be disadvantaged, the Head of Legal and Democratic Services advised that officers would discuss with the Communications Team how meetings are advertised using a range of social media and other methods.

It was moved and duly seconded to recommend to County Council to amend the Provision of Notices, Summons, Agendas, Decisions and Retention of Documents as detailed in the report.

Recommendation to County Council	Reason for Recommendation:
<p>4. That the amendments to Rules 4.23.1 to 4.23.6, 14.9; 14.12 to 14.1 and 14.30.7 as set out in Sections 4 and 14 of the Constitution attached to the report are approved.</p> <p>5. That the Monitoring Officer is authorised to make such changes to the Constitution as may be required to reflect the changes set out in Recommendation 4 above.</p>	<p>To reflect the Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001 required by the Local Government and Elections (Wales) Act 2021.</p>

Remote Attendance

The Committee noted that the 2021 Act requires that amendments are made to the Constitution to allow for the continuation of remote attendance meetings, which was provided for by Emergency Coronavirus Regulations from Welsh Government. These Regulations are due to expire.

It was moved and duly seconded to recommend to County Council to allow remote attendance to continue as detailed in the report.

Recommendation to County Council	Reason for Recommendation:
<p>6. That the amendments to Rules 4.27.1 to 4.27.2 as set out in Section 4 of the Constitution attached to the report are approved</p> <p>7. That the Monitoring Officer is authorised to make such changes to the Constitution as may be required to reflect the</p>	<p>To reflect the changes required by the Local Government and Elections (Wales) Act 2021.</p>

changes set out in Recommendation 6 above.	
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Extra Functions for Governance and Audit Committee

The Committee noted that the 2021 Act requires the Governance and Audit Committee to review and assess the authority's ability to handle complaints effectively and to make reports and recommendations in respect of this. The Constitution needs to reflect these new functions.

The Head of Legal and Democratic Services also advised that in addition the Constitution had not been amended to include certain functions given to the Governance and Audit Committee by the Local Government Measure 2011. Although the Constitution was not amended to reflect those functions, the Audit Committee has been carrying out those functions.

It was moved and duly seconded to recommend to County Council to insert the extra functions for the Governance and Audit Committee as detailed in the report.

Recommendation to County Council	Reason for Recommendation:
8. That paragraphs (a) – (f) are inserted into page 34 and 35 of Section 13 of the Constitution as set out in Section 13 of the Constitution (attached) to the report.	To reflect the changes required by the Local Government and Elections (Wales) Act 2021 and the Local Government Measure 2011.

5.	AMENDMENTS TO THE FAMILY ABSENCE FOR MEMBERS OF LOCAL AUTHORITIES (WALES) REGULATIONS 2013
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The Committee received the report regarding the changes to the Regulations in respect of Family Absences for members.

RESOLVED	Reason for decision
That the Amended Regulations and Guidance from Welsh Government be noted.	To update the Committee on new Legislation / Regulations / Guidance affecting the Council.

The Committee noted that at the last Council meeting it was agreed that the Committee would review how motions agreed by Council are dealt with and the impact of these on the Council. The Head of Legal and Democratic Services advised that a tracker was being developed and a report would be brought to the next Committee for consideration.

County Councillor J Charlton [Chair]

CYNGOR SIR POWYS COUNTY COUNCIL**Demoratic Services Committee 5 July 2021****REPORT AUTHOR: Head of Democratic Services****SUBJECT: Member Champions Review**

REPORT FOR: Discussion

1. Background

- 1.1 The Democratic Services Committee reviewed the role of Member Champions (MCs) at its meeting in March 2020 [[Member Champion Review March 2020](#)]. The Committee noted that Member Champions could have an important role to play in the work of the Council. However, the need for champions, the promotion and appointments process and the support and governance arrangements needed to be developed.
- 1.2 The Committee resolved “that governance arrangements to support Member Champions be developed and reported back to the Committee by the end of the calendar year at the latest.” However, due to Covid19 and the Council concentrating on business critical work the Committee did not meet.

2. Member Champions – roles, responsibilities, support and governance

- 2.1 Officers however, developed the draft Member Champions – roles, responsibilities, support and governance document and emailed this to Committee members for comment in June 2020 and again in April 2021 [Appendix 1].
- 2.2 Some issues are highlighted in yellow, which the DSC will need to consider.
- 2.3 The following comments have been received:
- When a new MC role has been established, the information regarding this role will be circulated to all Councillors and expressions of interest will be sought for a Councillor to fill the role. If more than one Councillor expresses an interest, the Leader will consider those interested and
 - The Leader will appoint a Councillor and report on the appointment to Council.

- 2.4 The Committee is asked to consider the draft document and make recommendations to Council.
- 2.5 The Committee may wish to consider asking current Member Champions to use the reporting template, to ensure the work and achievements of MCs during this current Council term is not lost and are available for the new Council term commencing in May 2022. In addition, the MCs would be asked to comment on the ease of using the template, so that any changes can be made prior to the new Council term.

Recommendation:	Reason for Recommendation:
To review the draft Member Champions – roles, responsibilities, support and governance document and make recommendations to Council.	To review the appointment of Member Champions in the Council.

Contact Officer:	Wyn Richards, Head of Democratic Services
Tel:	01597 826375
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DRAFT

Member Champions – roles, responsibilities, support and governance

Background

Member Champions [MCs] provide a voice for issues which need to be kept at the forefront of Council business that may not be the responsibility of any individual or committee. Appendix xx gives details of MCs appointed in the past by the Council.

In addition to their other Council responsibilities, MCs make sure that the issue or group which they are championing are considered when Council policy is being developed and decisions are made.

The appointment of MCs is kept under review and can change over the period of a Council term. **Options for consideration by DSC:**

1. They are appointed by the Leader and appointments are notified to the next Council meeting after their appointment. OR
2. They are appointed by Council on the recommendations of the Leader.

Typically, MCs will:

- Ensure that their area of interest is considered when developing policy or making decisions
- Ask questions about performance and resourcing for the area
- Raise the profile of the area and make the authority aware of good practice
- Engage with other officers and members in relation to the role
- Engage with external bodies and community groups with an interest in the area to:
 - develop links between these and the Council,
 - raise the profile of issues in the Council and how these can be addressed in the Council when developing policies etc
 - provide advice and support to external bodies and community groups to develop responses to issues in the wider community
- Report on their work to the Council and the general public.

The following information has been produced to support a Member, who is appointed as a MC, in this role. As part of this process MCs are also asked to review these documents and processes to ensure they are fit for purpose.

Role description and person specifications

The Welsh Local Government Association [WLGA] has developed a generic role description and person specification for MCs – see Appendix xx.

When a specific MC role is being considered the generic role description and person specification will be reviewed and developed, as required, to reflect

the specific role being proposed. It will be important to identify any skills, knowledge or experience required by the champion to enable them to undertake the role. The individual[s] proposing the MC role should discuss the development of the role description and person specification with Democratic Services.

Development of a Member Champion role

When the development of a MC role is being proposed the following should be considered and recorded on the relevant form [Appendix xx]:

- justification for the role
- identification of any specific issues in the county which the MC should address
- details of Portfolio Holder and officers within the Council with whom the MC should develop links and the name of their main contact officer, who would provide advice and support to the role
- details of external bodies, such as statutory bodies, third sector organisations and community organisations to which links need to be made
- the required outputs, during the year for the MC, which should be reviewed and updated on an annual basis, as required
- clearly state the powers of the MC to act on behalf of the Council and whether the MC has powers to make decisions and whether the MC has any delegated budget for the role
- the support available to the MC including specific officers from appropriate service areas and from Democratic Services.

The above information is important as it explains the importance of the MC role in the Council and ensures that the Councillor appointed understands their role and feels valued from the outset.

Responsibilities of a Member Champion

As with any role within the Council, when appointed as MC the Councillor must:

- observe the Members Code of Conduct
- act ethically as required by the Local Government Act 2000 and the Nolan Principles for Standards in Public Life
- treat people with respect and
- adhere to Cyber security and General Data Protection Regulations [GDPR].

In addition to the above a MC must:

- Undertake the MC role across the whole of Powys and not merely in their own local area
- Work within the powers provided to them as referred to above
- Maintain a regular link with the main contact officer and Portfolio Holder, as appropriate

- Produce an annual report to Council on the work undertaken, using the reporting template as provided in Appendix x
- Seek authorisation for attendance at any event, seminar or course funded by the Council.

Appointment of a Member Champion

Process for consideration by the DSC - options:

- When a new MC role has been established, the Leader will approach Councillor[s] who they consider would be interested in the role and information regarding the role will be provided **OR**
- When a new MC role has been established, the information regarding this role will be circulated to all Councillors and expressions of interest will be sought for a Councillor to fill the role. If more than one Councillor expresses an interest, the Leader will consider those interested **OR** the Leader with the support of the Chair of Council, Portfolio Holder and Chair of Democratic Services Committee will consider each individual.

Whichever of the above is chosen there are then options on how this is reported to Council – options:

The Leader will appoint a Councillor and report on the appointment to Council.

OR

The Leader will recommend the appointment of a Councillor to Council.

It should be noted that appointments to MC roles are non-political appointments.

Reporting back on Member Champions' work

It is important that governance arrangements are in place to ensure that the MC's work is reported to Council and that they feel valued and supported in their role. Each MC will produce an annual report, for Full Council, providing information on their work during the past year in respect of expected outcomes, other work and issues arisen during the year, links made with new third sector organisations and community organisations and whether the MC role should continue for a further year. The latter will follow discussions with the Leader, Portfolio Holder, and Democratic Services Chair and lead officer and will outline desired outcomes for the next year.

Democratic Services will circulate an annual report template six weeks before the report is due to be presented to Council. Using this template will make it easier for MCs to provide a straightforward account of their work and support consistency of reporting across each Champion role. If a MC does not return a report within the required timescale this will be reported to Council.

The draft template is provided as Appendix A.

Feedback from other sources – external reports

Alongside reports from MCs, feedback will also be requested from external bodies and community groups that the Champion has engaged with during the year. The draft template is provided as Appendix B.

This information will not initially be put into the public domain, but it will be used by the Leader, Portfolio Holder, Chair of Democratic Services Committee and lead officer with the MC to assess the value of the role for future years. If intentions change and the information is to be shared with the public, then Member Champions will be advised in advance.

Appendix A

The following will be formatted into a form once we've had comments on the content.

Annual report – Member Champion

Member Champion for: **Title**

Champion: Councillor **Name**

Portfolio Holder & Portfolio: Councillor **Name, Portfolio title**

Lead Officer & title: **Lead Officer & title**

1. Briefly explain the connections you have made with the following, in respect of your role:

- Portfolio Holder
- Officers within Powys County Council
- Councillors

Provide details of the individuals you have engaged with and an account of the type of engagement. If you have not engaged with any of the above, please explain why you have not done so.

2. Briefly explain the connections you have made with external bodies, such as statutory bodies, third sector organisations and community organisations in respect of your role. On your appointment as the Member Champion links to various external bodies may have been suggested but you may have also made connections with other organisations.

List the groups with which you have engaged and information about the type of engagement. If you have not engaged with any, please state why.

3. On your appointment as the Member Champion a number of specific issues in the County were identified, which you were asked to address. Briefly explain how you have addressed these and any outcomes as a result of your work.

4. Provide examples where the profile of your area of interest has been raised in addition to the specific information you have given in 3 above.

5. Briefly explain any changes, as a result of your work, made in the Council or planned, including:
improvements in performance and/or resourcing
decisions or development of specific policies or reference in other policies.

6. Note below any financial implications directly arising from the work you have carried out as Champion.

The following will be formatted into a form once we've had comments on the content.

External report

Powys County Council appoints Councillors as Member Champions to provide a voice for issues or groups which need to be kept at the forefront of Council business that may not be the responsibility of an individual or Committee.

In addition to their other Council responsibilities, Member Champions work to make sure that the issue or group that they are championing are considered when Council policy is being developed and decisions are made

To support the review of the Member Champion role the Council would be grateful if you could please complete the attached feedback form relating to your work with the Member Champion as detailed below.

Member Champion for: **Title**

Champion: Councillor **Name**

1. Have you had contact with this Member Champion?

Yes or No (please delete as appropriate)

Please give an account of the type of contact. If you answered 'No', please state why:

2. Are you aware of any instances where the role of Champion has raised the profile of **title**?

Yes or No (please delete as appropriate)

If 'Yes', please provide more detail:

3. Can you give examples of **title** being taken into account when the Council has made decisions or developed specific policy?

Yes or No (please delete as appropriate)

If 'Yes', please provide more detail:

4. If you have had contact with this Member Champion briefly explain whether this has had a positive or negative impact on your organisation.

5. From your contact with the Member Champion explain whether you consider the role should continue for a further year and if so, whether there are any issues that the Champion should address.

CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee
5th July, 2021

REPORT AUTHOR: Head of Legal and Democratic Services

SUBJECT: Diversity in Democracy Declaration

REPORT FOR: Decision

1. Purpose of Report

- 1.1 The Committee is asked to consider recommending a Diversity in Democracy Declaration to Council for consideration at its meeting on 15th July 2021, together with the preparation of an action plan to deliver the steps within the Declaration.

2. Background

- 2.1 The Council received a letter from the Welsh Local Government Association (WLGA) in April 2021 advising that the WLGA had committed to making a step change in local government diversity at the 2022 local elections. The WLGA Council had endorsed a Diversity in Democracy report at a special meeting in April which was the culmination of a cross party working group.
- 2.2 One of the proposals every Council was asked to progress was to establish and agree a Diverse Council declaration by the summer of 2021. The purpose of the declaration is for the Council to provide a clear, public commitment to improving diversity and included an outline declaration to:
- Provide a clear, public commitment to improving diversity;
 - Demonstrate an open and welcoming culture to all;
 - Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and
 - Set out an action plan of activity ahead of the 2022 local elections.

3. Diversity in Democracy Declaration.

- 3.1 Attached as an Appendix is the draft Declaration based on the outline provided by the WLGA, which has been considered by the Council's political Group Leaders. Some elements of the original outline declaration have been accepted as drafted. Others have been amended and include additional commentary which the Committee is asked to consider.

Proposed Recommendation to the County Council:	Reason for Recommendation:
1. That the draft Diversity in Democracy Declaration as amended, and attached to the	To agree a Diversity in Democracy Declaration and the preparation of an action plan.

<p>report be approved; 2. That if approved an action plan be prepared setting out the measures to deliver the declaration by May 2022, for approval by the Council.</p>	
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Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

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

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

Background Papers used to prepare Report:

Draft	Notes / Comments
(DRAFT) DIVERSE COUNCIL DECLARATION	
<p>The following provides a draft declaration. It is proposed that this is further developed in consultation with authorities, representative organisations and will be informed by emerging priorities from councils' own diversity and equality action plans and emerging priorities from the Welsh Government's Race Equality Action Plan.</p>	<p>The draft opposite was prepared using the template provided by the WLGA. It has been amended by officers as indicated. An action plan will need to be developed on how these commitments (if agreed) can be taken forward.</p> <p>The items marked with a ✓ below are believed acceptable as originally drafted, some have added background information in the column below. Others marked Δ require further discussion and a view from political group leaders.</p>
<p>This Council commits to being a Diverse Council. We agree to</p>	✓
<ul style="list-style-type: none"> • Provide a clear public commitment to improving diversity in democracy 	✓
<ul style="list-style-type: none"> • Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct 	✓
<ul style="list-style-type: none"> • Set out a local Diverse Council Action Plan ahead of the 2022 local elections. Including: 	✓
<ul style="list-style-type: none"> ○ Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from underrepresented groups. 	✓

<ul style="list-style-type: none"> ○ Encourage and enable people from underrepresented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing as nd official candidates 	<p>Δ There is only a limited activity that the Council can undertake in encouraging individuals to stand for election which revolves around providing information to potential candidates. Political groups will have undertaken their own selection processes, and Council Members themselves may be undertaking mentoring and shadowing exercises in the lead up to the election, especially where those Members are not seeking re-election</p>
<ul style="list-style-type: none"> ○ Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups 	<p>✓</p>
<ul style="list-style-type: none"> ○ Ensure that all members and candidates complete the Welsh Government candidates' and councillors' survey distributed at election time. 	<p>✓</p>
<ul style="list-style-type: none"> ○ Work with Diversity Ambassadors to encourage each political group to set ambitious targets for candidates from under-represented groups at the 2022 local elections 	<p>Δ The Council can work with political groups to encourage targets to be set, but each political group will set its own target. Therefore, starting with a target should be the first step and that can be improved upon in future.</p> <p>It will not be possible to set any targets for "Independent" members.</p>
<ul style="list-style-type: none"> ○ Develop and promote new ways of working for members, which will enable and encourage candidates from underrepresented groups to stand for office 	<p>Δ This text is an addition to the draft from the WLGA and ties into work already being undertaken within the Council. Encouraging new ways of working could potentially attract candidates from diverse background to stand for election.</p>
<ul style="list-style-type: none"> ● Work towards the standards for member support and Development set out in the <i>Wales Charter for Member Support and Development</i>. 	<p>✓ (The Council is working on the Charter currently as the current Charter runs out in 2021)</p>

<ul style="list-style-type: none"> • Demonstrate a commitment to a duty of care for Councillors by: 	✓
<ul style="list-style-type: none"> ○ providing access to counselling services for all councillors 	✓
<ul style="list-style-type: none"> ○ having regard for the safety and wellbeing of councillors whenever they are performing their role as councillors. 	✓
<ul style="list-style-type: none"> ○ taking a zero-tolerance approach to bullying and harassment by members including through social networks. 	✓
<ul style="list-style-type: none"> • Provide flexibility in council business by 	✓
<ul style="list-style-type: none"> ○ regularly reviewing and staggering meeting times 	✓ (The Council under the Local Government Measure 2011 is currently required to do this once in a Council term)
<ul style="list-style-type: none"> ○ encouraging and supporting remote attendance at meetings and 	✓ (Requirement of the Local Government and Elections Act 2021)
<ul style="list-style-type: none"> ○ agreeing recess periods to support councillors with caring or work commitments. 	Δ This is to be encouraged where possible. However, with the significant pressure on dates and the current numbers of meetings being held / requested, this can be operationally difficult for those organizing meetings.
<ul style="list-style-type: none"> • Encourage Ensure that all members take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it. 	✓ (All the Council can do is to encourage the take up and Members can decide not to take up an allowance or salary, including a right to forego part of their salary under the IRPW regulations)

<ul style="list-style-type: none">• Ensure that councillors from under-represented groups are represented whenever possible in high-profile, high influence roles. Encourage representation from under-represented groups in high-profile, high-influence leadership positions roles whenever possible	<p>Δ This should be a long term Council ambition to encourage individuals from under-represented groups to stand for election as Chairs / Vice-Chairs or for appointment as Cabinet Members. However, this may take time to develop, and will of course depend on those elected in 2022 and in subsequent elections.</p>
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CYNGOR SIR POWYS COUNTY COUNCIL**Demoratic Services Committee 5 July 2021****REPORT AUTHOR: Head of Democratic Services****SUBJECT: Council Elections May 2022 – preparatory work for the new Council**

REPORT FOR: Information and discussion

1. Background

- 1.1 The current Council term of office comes to an end in May 2022. In preparation for this the Committee will need to review a range of information and documents, which have been produced to support newly elected Councillors.

2. Information and documents

- 2.1 The following will need to be reviewed:

- What do Councillors do? – information on the website, with a link from the Elections page on the website “Become a County Councillor”.
- New Councillors – Introduction to the Council. – This page on the website provides introductory information and links to a range of other documents. Those marked with * below are provided as links on the website.
- Role descriptions, person specifications and competencies – the Welsh Local Government Association [WLGA] has reviewed it templates.
- Induction programme.
- *Council, the Cabinet & Committees.
- *Life as a County Councillor - What to expect over the next few weeks.
- *As a Councillor – your responsibilities.
- *Members Support Agreement 2019 – which covers support from Democratic Services and Scrutiny; Member support Unit and IT support.
- *Personal Safety Guidance for Members.

- *Framework for member Mentoring.
 - *Social Media Guide for Members.
 - *Members' Annual report Guidance.
 - Protocol in respect of Contacts from Members to Officers of the Council.
 - Portfolio Holder information pack May 2021.
 - Group Leader information pack May 2017.
 - Appointments to outside bodies: Specific information relating to Powys County Council.
 - Member Champions – review undertaken and reported as a separate item on the agenda.
- 2.2 It should be noted that the reviews will take into account the new way of working and reflect changes needed as a result of the Local Government and Elections [Wales] Act 2021 and other relevant legislation or guidance.
- 2.3 Other information may also need to be developed or added, to ensure appropriate information is available to support newly elected Councillors.

3 Information for review

What do Councillors do?

- 3.1 The following information is provided on the Council website and a link is available to this from the Election page [What do councillors do?](#)

New Councillors – Introduction to the Council

- 3.2 In 2017 this was provided in the Councillors' welcome pack, in paper format. However, for the by-elections in 2019 this was provided via the Council website [New Councillors - English version](#) [New Councillors - Welsh version](#) .
- 3.3 An email with these links to New Councillors – Introduction to the Council was sent to the Committee on 21 April, 2021, asking for comments. The following has been received from one member:
- It might be nice to have some sort of opening comment where the new councillors feel welcomed to be a part of the Council. (Not really sure how you would word this though!) At the moment it is very official and straight into the introduction of the Council. I think you have covered most of the changes needed in your email. It needs to be clearer regarding the family absence so Councillors know what they can and cannot do regarding this.

3.4 The Committee is asked to provide comment on the content of the above two sections on the website. The individual documents linked to these pages on the website will be reviewed by the Committee over the next four months

Recommendation:	Reason for Recommendation:
To note the information which needs to be reviewed and provide comment on the information detailed in Section 3.	To review the information in preparation for the 2022 election.

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