



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRACY SERVICES COMMITTEE

Date and Time

1.00 pm, TUESDAY, 15TH NOVEMBER, 2022

Location

Virtual Meeting - Zoom

For public access to the meeting, please contact us.

Contact Point

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(DISTRIBUTED 07/11/22)

DEMOCRACY SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (9)

Councillors

Annwen Hughes
Olaf Cai Larsen
Gwynfor Owen
Arwyn Herald Roberts
Empty Seat

Linda Ann Jones
Edgar Wyn Owen
Llio Elenid Owen
Beca Roberts

Independent (5)

Councillors

Anwen J. Davies
Eryl Jones-Williams
John Pughe

Anne Lloyd-Jones
Dewi Owen

Liberal/Labour (1)

Councillor Stephen Churchman

Ex-officio Members

Chair and Vice-Chair of the Council

AGENDA

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

To note any items that are a matter of urgency in the view of the Chairman for consideration.

4. MINUTES

4 - 9

The Chairman shall propose that the minutes of the last meeting of this committee held on 5 July, 2022 be signed as a true record.

5. HEAD OF DEMOCRATIC SERVICES

10

To nominate an officer to the statutory post of Head of Democratic Services.

6. SUPPORT FOR COUNCILLORS

11 - 18

To note the observations and accept the report on the support available for Councillors.

7. LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

19 - 26

To accept the update of the actions in accordance with the requirements of the Act and to recommend the Petitions Scheme to the Cabinet. Also to identify 2 or 3 members to assist with the work of developing a protocol 'Research Support and Services for Councillors'.

8. LEARNING AND DEVELOPMENT PROVISION FOR MEMBERS

27 - 34

To provide an update about the *Learning and Development* provision for Members, and highlight successes, challenges and developments.

9. THE INDEPENDENT REMUNERATION PANEL FOR WALES'S DRAFT REPORT

35 - 39

To ask Members of the Democracy Services Committee for their:

- observations in order to respond to the consultation by the Independent Remuneration Panel for Wales.
- observations with regards to reviewing the responsibilities of the Chairs of the committees.

DEMOCRATIC SERVICES COMMITTEE TUESDAY, 5 JULY 2022

PRESENT:

Councillors:

Dewi Owen (Chair), Stephen Churchman, Anwen J. Davies, Anwen Hughes, Eryl Jones-Williams, Anne Lloyd Jones, Linda Ann Jones, Olaf Cai Larsen, Edgar Wyn Owen, Gwynfor Owen, Llio Elenid Owen, John Pughe and Beca Roberts.

Officers: Vera Jones (Democracy and Language Services Manager), Geraint Owen (Head of Corporate Support Department), Annes Sion (Democracy Team Leader) and Sioned Mai Jones (Democracy Services Officer)

1. ELECTION OF VICE-CHAIR

To elect Councillor John Pughe as Vice-chair of the Democracy Services Committee for the year 2022/23.

2. APOLOGIES

Apologies were received from Councillors Arwyn Herald Roberts and Elwyn Jones (Ex-Officio Member).

3. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

4. URGENT ITEMS

No urgent matters were raised.

5. MINUTES

The Chair accepted the minutes of the previous meeting of this committee, held on 17 February 2022 as a true record.

6. THE ROLE OF THE DEMOCRATIC SERVICES COMMITTEE

RESOLVED

To accept the information on the role of the Democratic Services Committee.

Information was submitted by the Head of Corporate Support on the role of the Democratic Services Committee detailing on the Committee's functions. It was noted that reviewing the available support for the Head of Democratic Services to fulfil the duties of the role had been the main focus of this Committee's discussions historically.

Details were provided on the provision offered to Members over the last Council term and the developments that were fulfilled such as improvements to the Members Intranet and the work associated with virtual and hybrid meetings. The input received from Members to the

arrangements for the Election were mentioned and the welcoming arrangements for new Members before moving forward to anticipate matters that would receive attention over the next few years by the Committee. It was anticipated that the focus this year would be on the training programme and presentations in order to ensure that Members received the necessary information to fulfil their role.

Attention was drawn to the work that would continue in order to ensure the provision of hybrid meetings as well as the new requirements of the Local Government and Elections (Wales) Act 2021 which placed an emphasis on web-casting meetings.

To conclude, some matters that would be discussed at the next Committee meeting in November were mentioned and the importance of maintaining a continuous dialogue with Members in order to ensure that relevant matters were addressed was emphasised. The Members were reminded that they represented the rest of Gwynedd's Councillors and were a voice for them at this Committee. Members were encouraged to present any observations or concerns between meetings.

During the discussion the following observations were made:

- A query was raised regarding point 2.10 of the report, namely the responsibility to publish a petitioning scheme. It was asked if it was possible to include this as an item on the agenda of the next Committee meeting.
- It was suggested that experienced Councillors should be included in the informal sessions for new Councillors to answer questions and act as a mentor.
- The importance of safety was highlighted, particularly amongst female Councillors.
- It was asked if it was possible to provide a report or template on how to respond to complaints effectively at the next meeting of this Committee.
- It was questioned why Members could not print from their new devices.

In response to these observations:

- It was explained that it was a requirement of the Act to publish guidelines on how to present petitions. It was noted that an operational group would be established soon to undertake this work.
- It was noted that the sessions for Councillors would be arranged under the Women in Leadership project. It was reported that a session had previously been held during the last six months, this session was led by an experienced Councillor. It was hoped that this could happen more and more in the future and it was added that if there was a demand for this, then similar sessions for men would be held.
- The observation on the importance of safety and well-being was agreed with, noting that there were current discussions being held between Welsh Local Government Association and Welsh Government on safety matters therefore the matter was receiving national attention. It was reported that there was intention for Welsh Government to establish a working group with representatives from establishments such as the Police, the Ombudsman and Elected Members to look at good practice in this context. It was added that support was already available from the Council to advise staff and Councillors on safety matters, this advice could be found on the Members Intranet. It was agreed to send a link to this information to the Members following this meeting and to build on that when the Committee would have a discussion on the matter later in the year.
- It was agreed to send a link about what was being done by the Council as a result of responding and dealing with complains with a review or further discussion on the subject being held at the meeting in November.
- Matters regarding problems with the new devices would be discussed with the IT Unit and members were reminded to bring any matters to the Officers' attention.

7. REVIEW OF COUNCILLOR INDUCTION ARRANGEMENTS

RESOLVED:

To accept the report and submit observations on the induction arrangements following the Election in May 2022.

A summary of the arrangements developed for welcoming New Councillors following the 2022 election were presented. The Members were guided through the report detailing the arrangements of the Results Day, Welcome Day and Training Programme.

It was reported that positive comments had been received on a whole with some lessons learnt for the future. It was explained that two welcome days were held on the 10th and 11th of May with 5 Members joining virtually over both days. Positive comments were received on these arrangements. It was succeeded in presenting the main necessary information to the Members by distributing a Booklet that was developed by the Democracy and Language Service as a directory resource and organising IT provision for all Members. It was acknowledged that challenges had arisen during the first welcome day due to a wi-fi connection problem in a meeting room. Despite this the arrangements were adapted by the second day where IT equipment had been provided for the Members without any delays.

Details were provided by every Head of Department on the virtual sessions held which gave an opportunity for Members to receive a presentation on the work of the Departments as well as an opportunity to ask questions. It was added that these sessions had been recorded and were available on the Members' Intranet.

It was added that the timetable had been challenging between the results day and the Welcome Day/first Council Meeting with lots of work to be done and it was assumed that this element would need to be adapted for the future. It was also believed that there would be a need to determine a day or specific days for IT matters namely choosing, receiving and setting up equipment.

During the discussion the following observations were made:

- Thanks were expressed for the work of preparing Members and the efforts made by the Officers to enable Members to attend meetings virtually, which had saved travelling time.
- An observation was made that the Results Day was brilliant with plenty of information provided to Members without overloading and positive observations were expressed on the Welcome Day.
- What was noted in the report on the delay with the IT provision during the first Welcome Day was reiterated and it was assumed that this element should be held on a separate day.
- Appreciation was expressed that the Head of department sessions were recorded. A few observations were made that the sessions that were held at 4pm had worked better compared to the sessions held in the morning.
- An observation was made that a certain ward's results box seemed to be counted slowly and it was felt that counting could have been commenced earlier in this instance. It was suggested that there should be more flexibility in terms of counting on Results Day in the future.
- It was noted that there was a feeling that the voting cards had been sent out prematurely and should have waited until after the nomination period in order to save money and avoid confusion amongst members of the public who didn't have an election in their ward.
- A request was made for details regarding the arrangements for Councillors who had lost their seats or Councillors who had not re-sat the Election, i.e. badges, e-mails and ongoing ward work.
- It was felt that training on the new IT equipment should be offered to Members and to also consider offering IT sessions. One Member expressed that they had already received one to one training and they praised this support.

- It was believed there insufficient information had been shared on how to claim costs during the Welcome Day. A request was made for an e-mail to be sent to all new Members with guidelines on how to complete the cost claiming / allowances forms.
- Frustration was expressed on the lack of communication from the National Park noting that no e-mails had been sent to a Member with their ward within the Park's boundaries.
- The paper from with the contact details of the Council's Main Officers was commended but it was questioned whether it was possible to update this form when people moved jobs. It was believed that Members should be updated when duties / staff changed in order for them to adapt their paper form.
- It was questioned when the screens to accompany the new laptops would be distributed to Members. The problem of downloading documents from the new devices was also mentioned.

In response to these observations:

- It was noted that the Democracy Service would forward the Members' observations to the Elections team for consideration by the next Election to see what would be possible. It was added that maybe some things had to be done in a certain way to follow processes and legal requirements.
- It was added that the confidence level and the ability of Members varied especially if they had received new and different equipment; the Members were encouraged to contact Cara Williams or Ken Richardson for further training sessions. It was added that Ken offered one-to-one sessions.
- It was noted that an e-mail had been sent to every Councillor that was standing for re-election to explain what would happen as a result of wages arrangements and IT accounts if they would lose their seat. It was acknowledged that this message had not been clear enough for Members and therefore was something further for the Service to look at in the future when anyone's period would come to an end. It was added that work was going on in the background to collect the IT provision back from the previous members.
- It was reported that instructions on claiming travelling costs were noted in the Members' Handbook. It was noted that a session could be held before the next full Council meeting in the Autumn if the Members wished in order to have the opportunity to go through such matters.
- It was noted that the Democracy and Language Service Manager was contacting the Park's Officer to make enquiries and would welcome a discussion outside of this meeting with the Member.
- It was reported that the Members received a weekly bulletin which included information if there were any changes amongst the Council's Managers. It was explained that arrangements were ongoing for the communication team to contact Members to notify them if there were any change in duties within the Council to ensure that the Members received an update. Members were also reminded to keep an eye on the Members' Intranet.
- It was explained that the additional monitors had been ordered before the Election but the It Unit had not received them yet. Officers from the IT service would be in touch soon.

8. MULTI-LOCATION MEETINGS

RESOLVED:

To accept the update on practical developments in relation to conducting hybrid meetings.

The item providing an update for Members on the developments in terms of holding hybrid meetings was presented by detailing the four meetings that would be held as hybrid or multi-location meetings as a result of the full Council's decision in December 2021. It was noted that

these were the meetings identified as those of a high public interest. It was added that the rest of the meetings would continue to be held virtually in accordance with the decision of the Full Council.

Details were provided on the work that had now been completed in both Chambers in order to hold hybrid meetings and the new provision that was in place. It was reported that some meetings had already been held as hybrid recently and on a whole had been successful. The Scrutiny Committees would be held as hybrid meetings over the next two weeks.

Reference was made to the work that would take place over the Summer to prepare other meeting rooms within the Council to be able to hold hybrid meetings. It was noted that this work was led by the IT Unit.

During the discussion the following observations were made:

- Reference was made to the echo that was heard in Siambr Hywel Dda which had been highlighted during hybrid meetings.
- It was enquired whether the Members were allowed to use the conference rooms in Pwllheli and Dolgellau.
- A comment was made that there were two meeting rooms in Penrhyndeudraeth; it was asked if there were considerations to provide the technology to enable conference calls in the building. It was felt that better use could be done of this asset in order to save travelling time and costs.
- Thanks were expressed for the hybrid meetings that were already being held. It was asked whether this meeting amongst others would continue to be virtual or were there plans to hold more hybrid meetings.
- It was felt that there were positive and negative features associated with hybrid meetings. It was believed that it was good to convey information but not as effective to hold discussions.
- It was believed that the Employment Appeals Committee should be held face-to-face and it was questioned whether this would be considered.
- It was questioned how the meetings would work practically if the hybrid provision was in place in various locations i.e. ensuring availability and booking rooms in more than one location. It was foreseen that this would create problems for the Democracy team.

In response to these observations:

- It was reported that it was essential for those joining from home to wear headphones with an attached microphone especially for meetings that would be held from Siambr Hywel Dda. This would reduce the echo and make the sound clearer. It was added that Bluetooth headphones were currently being trialled for Members with an iPad and who, as a result, could not use the traditional headphones. An update would be provided on this soon.
- It was noted that there was a programme to update 17 of the Council's meeting rooms across the County in order to hold hybrid meetings. It was hoped that an update would be provided in September regarding Pwllheli, Dolgellau and Penrhyndeudraeth meeting rooms.
- It was explained that the arrangements regarding what meetings would be held as hybrid would be reviewed. It was added that the final decision was in the hands of the Members but the Council was asked to hold a full cycle of meetings before reaching a conclusion. It would then be possible to re-visit but the present decision was to continue with the four hybrid meetings. It was ensured that the situation would be reviewed regularly.
- It was expressed that there was an option to hold the Employment Appeals Committee face-to-face if the individuals who were appealing wished to do so. This would be

considered as well as the Members observations. It was added that training was being held on Friday for Members of the Employment Appeals Committee and they could give further consideration to the matter at that time.

- It was explained that a Chamber had been identified when holding hybrid/multi-location meetings in order to allow access for the public if they wished to attend. It was acknowledged that there was a possibility of challenges when ensuring the availability of a number of meeting rooms at the same time, but if the other meeting rooms were not available across the County, then the option of joining from home or virtually would be available for Members.

The meeting commenced at 14:00 and concluded at 15:30.

CHAIR

Agenda Item 5

| | |
|----------------|---|
| MEETING | Democratic Services Committee |
| DATE | 17 November, 2022 |
| SUBJECT | Head of Democratic Services |
| PURPOSE | To nominate an Officer to the Post |
| AUTHOR | Dafydd Gibbard, Chief Executive |

1. Under section 8 of the Local Government (Wales) Measure 2011 the Council is required to nominate one of its officers to the statutory post of “Head of Democratic Services”. The council is also required to provide support for the officer to do the job.

2. The appointment is to be made by the Democratic Services Committee on behalf of the Council.

3. The functions of the Head of Democratic Services are:

a) To provide support and advice

- to the authority in relation to its meetings
- to committees of the authority and members of those committees
- to any joint committee
- to members and officers in relation to the functions of the authority’s scrutiny committees
- to each member of the authority in relation to his/her work

b) To promote the role of the scrutiny committees

c) To make reports in respect of the numbers and grades of staff required to discharge the functions

4. The role became statutory in 2012, and the Head of the Strategic and Improvement Department has been undertaking this role since May, 2012. Since 2015, due to the merger of two Departments, the role has been undertaken by the the Head of Corporate Support.

5. Members of the committee will be aware that Ian Jones has recently been appointed to the role of Head of Corporate Support.

6. I therefore recommend that the Committee denotes the Head of Corporate Support as the Council’s Head of Democratic Services.

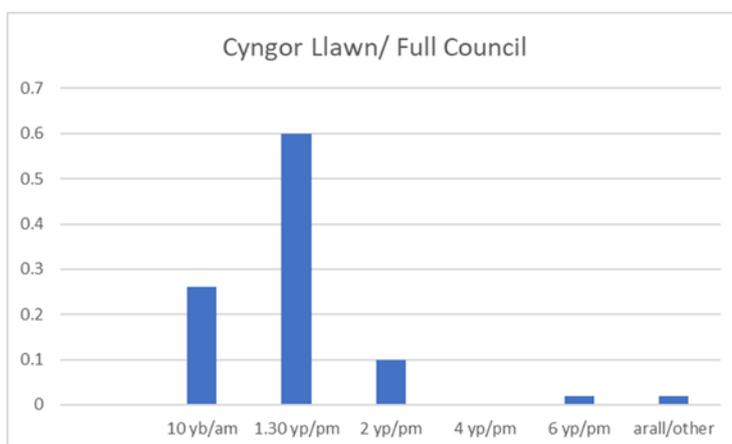
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|--------------------------|--|
| Date of meeting : | 17 November 2022 |
| Subject | Support for Councillors |
| Recommendation | The Democratic Services Committee is asked to note the observations and accept the report. |
| Contact Officer: | Vera Jones and Annes Sion |

What is the background and relevant considerations?

1. The Democracy Team is working hard to ensure full support for Councillors. In order to ensure the correct support, we regularly ask for your views. This report reports on the results of our recent questionnaire and highlights the steps taken by the team over the latest period to ensure that the support is of quality and is useful to you as members.

Timing of Council Meetings

2. Statutory guidance (currently in draft form) have been published under section 6 of the Local Government (Wales) Measure 2011 on the timing of Council meetings. Councils are required to conduct a survey at least once soon after every Election to assess the choices of Councillors and to commit to act on the conclusions. The survey should be held no later than six months after the general elections.
3. In order to comply with the statutory guidance, we sent a questionnaire to all Councillors during October. One of the elements in question was to seek views on the timing of the Council's meetings.
4. 42 members answered the questionnaire in full. See below an analysis of the responses received, along with an outline of the next steps.
5. Full Council

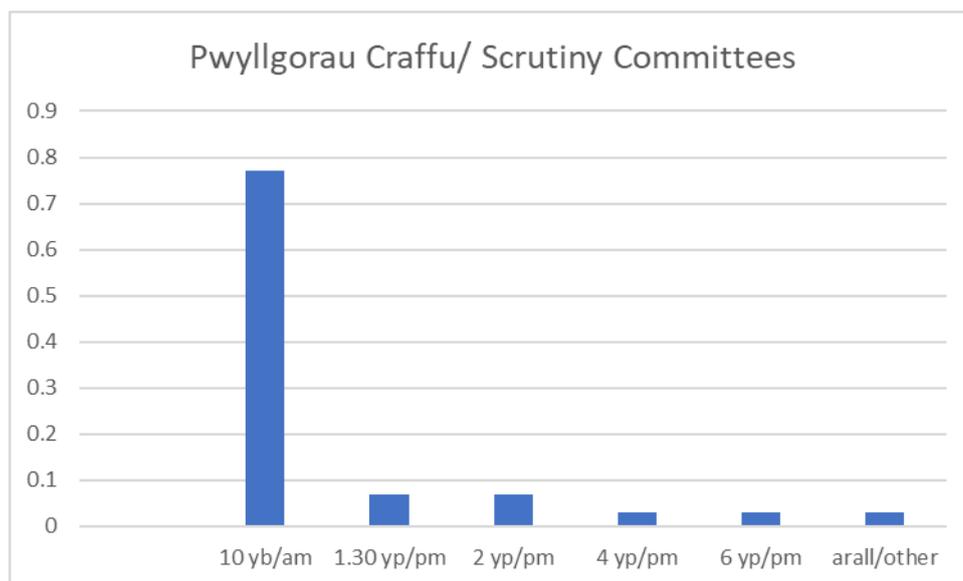


60% noted the desire for the meeting to be held at 1:30pm, with 26% noting 10am, 10% noting 2pm and 2% noting 6pm or another time. Comments were received which outlined the need to start in the afternoon as the political groups needed to be able to meet during the morning and have an opportunity to discuss the agenda.

6. Cabinet

75% of the Cabinet members who submitted a response noted the desire for the meeting to commence at 1:30pm, with 25% noting 10am. The timing of its meetings is a matter for the Cabinet itself; however, this is reported here for information.

7. Scrutiny



In terms of the timing of the Scrutiny committees, 77% noted that they were eager for them to commence at 10am, with 7% noting 1:30pm, 7% noting 2pm and 3% noting 4pm, 6pm or another time.

Comments were received noting that scrutiny committees should continue to be held in the morning as it was then possible to do ward work in the afternoon, or if it was a lengthy meeting, starting in the morning meant that it was possible to have a lunch break before reconvening for an afternoon session.

8. Planning

56% noted the desire for the Planning Committee to commence at 10am, with 28% noting 1:30pm, 11% noting another time, and 5% noting 6pm. One individual noted that they had chosen 10am as the most favourable time, but that they realised that site visits were held on the morning of the meeting on occasions, and that this would work against this arrangement.



9. Other Committees

In terms of the other committees being held, it was noted by 68% that they wished for these committees to commence at 10am, with 12% noting 1:30pm, 8% noting 2pm, and 3% noting either 4pm or 6pm or other.

10. The following selection of comments on the timing of committees represents the main messages presented:

“As a Councillor who also has a full-time job, it is not possible for me to attend every meeting that is held during the day.

The meetings that are held at 16:00 work much better for me personally.”

“For other committees, if they are held in the morning then this provides flexibility to continue into the afternoon, if more time is needed. I prefer to avoid evening meetings as many meetings in the community are held at this time, e.g. school governors, community councils, voluntary groups, political groups”

“meetings during the day work better - many other demands during the evening”

"No specific reason to be honest, I just feel that it is important to commit to the Council's work in the morning (the Full Council is the exception due to the Group meetings)! I WOULD NOT like the meetings to be held in the evening, only as an exception."

“I would be glad if committees were held in the morning if possible; I would also be glad if committees, training and Council meetings would be held on specific days, such as Tuesdays, Wednesdays and Thursdays, instead of things being spread across the whole week. This would enable me to arrange and plan things better.”

11. In addition, comments were presented about the length of committees. There were clear messages about the need to ensure a break for a sensible length of time if any Committee meeting ran for a long time. This was required in order to allow individuals (both Councillors and staff) to have some time to eat, do some light exercise/move and take a break from the screen at a virtual meeting or when joining remotely during a multi-location meeting.

12. Obviously, it is not possible to meet everyone's needs, and so there will be a need to act on the recommendations of the majority. The next step is to use the above information as a basis to discussions in order to create the Committees Calendar for 2023/24. A draft will be submitted to you as the Democracy Services Committee in March 2022.



Councillor Satisfaction

13. We are eager to improve our service on a continuous basis and to provide the support that is needed for Councillors. Therefore, following the Post-Election welcome period for Members, we believed that it was timely to ask for feedback on the service being offered by the democracy team specifically.
14. A range of questions were asked, including the satisfaction with the work of the team and any developments the team could make in the future. Again, 41 Councillors responded to the questionnaire in full and noted their views about the team's service.
15. 95% noted that the service was very good, or good, with 2 councillors noting that the service was acceptable.
16. A number of additional responses were received, which included the following:
 - “The team has been welcoming since I commenced in the post and are very supportive to any enquiry”*
 - “The team has been supportive, active and has always been there to help and enable me as a new councillor.”*
 - “Effective communication, courteous, conscientious and friendly.”*
 - “In eighteen years, I don't think I've ever experienced any problems and have always found the team members to be very helpful.”*
17. Members were asked if there were any developments or changes the team could implement to further support Councillors in their role. Amongst the observations, frustration was expressed regarding the democratic/ political actions in the Council. This was a political issue.
18. Amongst the other comments were the following. One member made a request for an informal 'mentor', and a weekly list of the training available. The request has already been forwarded to the Learning and Development Team so that direct discussions can be held with the individual.
19. An enquiry was made about which documents are available on the Members' Intranet. As a result of the comment, we will be sending information over the coming weeks to outline the content of the members' intranet so that everyone is aware of the very useful information contained.
20. One member expressed discontent at the way that attendance at meetings was currently noted, and we will arrange a meeting with the individual over the coming weeks to discuss the matter.
21. One member requested a confirmation email when the democracy team receive an apology from a member unable to attend a meeting. The team will

move to act on sending a message of acknowledgement in the near future; however, this will only be actioned for apologies that are received in good time.

22. We are eager to improve our service and respond to the requirements of Councillors and we continuously state and act on our mission. In addition to the electronic questionnaire that is sent to Councillors twice a year, we will reinstate our arrangements to hold a conversation with 2 or 3 Councillors per month to discuss the support being offered and in order to gain a better understanding of the barriers.

Communicating with Councillors

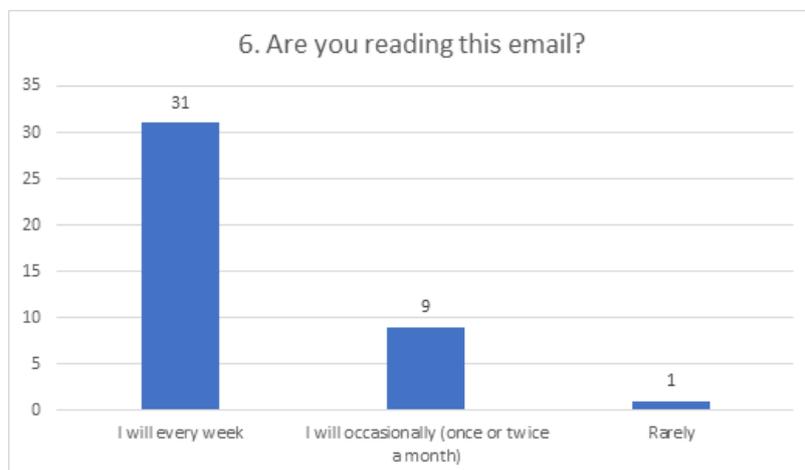
23. The exercise was also an opportunity to ask Members' opinions about the methods the Council's Communication and Engagement Service uses to share news / useful information with Councillors and how the service can be improved, so as to help Members with their work.

24. Questions were asked about four general areas – the Weekly Bulletin for Members; Council Leader and Deputy Leader Bulletin; Members' Intranet; the intention of organising briefing meetings and/or briefing notes on key issues.

25. There was positive and constructive feedback about these points, which will help the Service to continue to meet the needs of Elected Members. Here is an outline of the responses received:

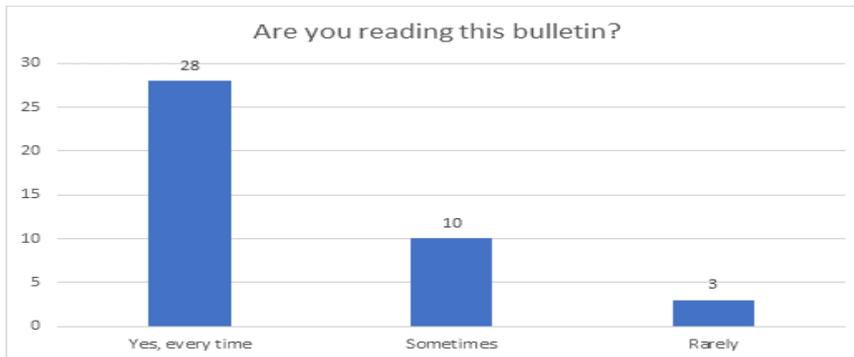
i) **Members' Bulletin**, which is sent weekly to all councillors via e-mail, containing links to news items on the intranet and some other relevant items:

- **76%** (31) said that they **read it every week**;
- **22%** (9) said they read it **occasionally** (once or twice a month);
- **2%** (1) said that they **rarely** read it.



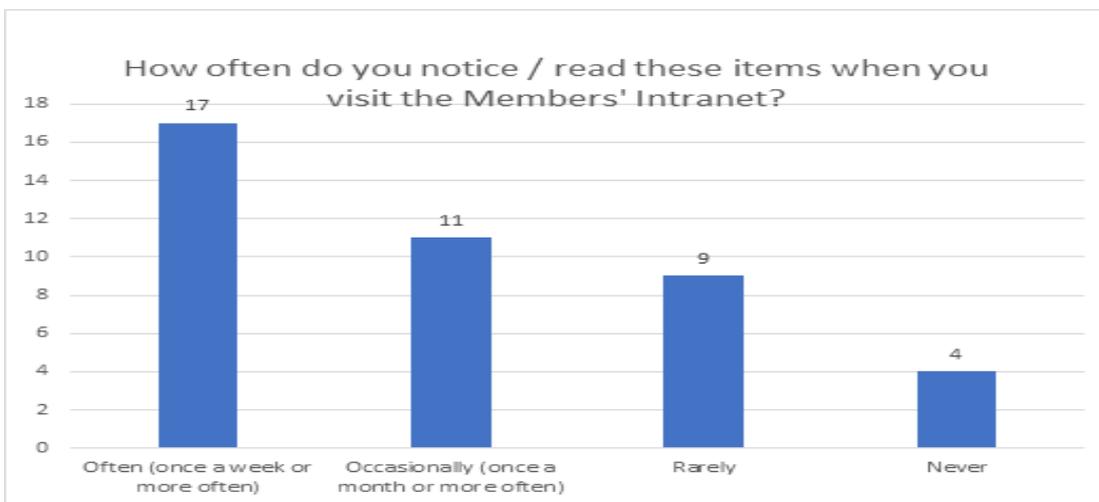
ii) **The Leader's and Deputy Leader's Bulletin**, which is sent to all councillors every other week – usually as part of the weekly Members' Bulletin:

- **68%** (28) said they **always** read it;
- **24%** (10) said they read it **occasionally**;
- **7%** (3) said that they **rarely** read it.



iii) **The news section on the Members' Intranet**, where news items and snippets of information are regularly published for councillors:

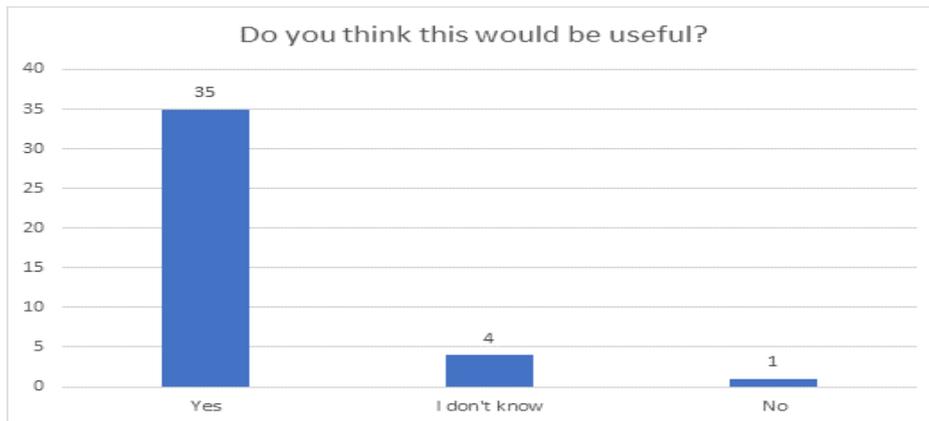
- **27%** (17) said they notice/read these items **often** (once a week or more often);
- **41%** (11) said they notice/read these items **occasionally** (once a month or more often);
- **22%** (9) said that they **rarely** notice/read these items;
- **10%** (4) said they **never** notice/read these items.



iv) **Briefing Sessions and Notes.** There are plans to start holding briefing sessions and providing briefing notes for members regarding key issues that are likely to attract the attention of constituents or in the press. The aim will be to provide

background information on a specific subject so that Members have time to understand more about the context before being asked questions about it:

- **88%** (35) said they thought **this would be useful**;
- **10%** (4) said they **didn't know** if this would be useful;
- **3%** (1) said this **would not be useful**.



26. There was an opportunity for Members to give written comments and suggestions for each question. The Service is grateful to all who took advantage of the opportunity to share their ideas and experiences. Based on this feedback, improvements will be introduced which will include:

- Regular items in the Weekly Bulletin which will signpost readers to useful information available on the Members' Intranet, for example:
 - Members' Training Calendar;
 - Directory of key officers in all service areas;
 - Council Committees calendar;
 - Details of the Council's consultations and engagement exercises, and those of our partners;
- Feature articles about Council staff members and their work;
- Articles to highlight the work of committees and working groups other than the Cabinet;
- Establish a system of holding Briefing Meetings and providing Briefing Notes for Members about key issues, similar to the virtual meeting held recently with the Chief Executive about the Council's budget and the financial situation.



Female Councillors

27. As a part of the activities of the Promoting Diversity in Democracy programme, arrangements were put in place over the last Council term to hold specific sessions for Women who are Councillors. These informal sessions (chat over a cuppa) have offered a safe space where Councillors have had an opportunity to

- support each other and compare experiences and learn from each other
- discuss barriers or issues that concern them and offer solutions.

28. All discussions are undertaken in a safe and non-political environment. We normally report back on the themes arising during the discussions in order to see whether the Council needed to consider specific steps. The main themes arising from the latest conversations were:

- That the Welcome Programme and training had been good, but that work-life balance was difficult. This was particularly true when attempting to reconcile the role of a Councillor with:
 - a) an increase in ward work (the size of wards had increased in some places and the needs of society had certainly increased) and
 - b) reconciling the role of a Councillor with full-time employment
- Another prominent theme was how society had changed, with a number seeing people who felt entitled to receive support at any time, and others noting that more in society behaved in an increasingly threatening manner.
- As a result of the above conversation, a discussion was held on safety in the Chamber, when considering holding surgeries or meeting with the public, and the threats that had occurred over social media and on the street. Everyone was encouraged to attempt to attend the training course on safety, which had been recently adapted to address councillor safety, and to look on the intranet for tips before holding surgeries. Also, a request was made for training on dealing with social media.

29. Two meetings were held, and one group was eager to arrange a "guest female" to speak about their experiences for a section of the next meeting. The other group was eager for the sessions to continue. The next session will be arranged for the beginning of 2023.

Recommendation

30. The Democratic Services Committee is asked to note the observations and accept the report.



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| Date of meeting : | 17 November 2022 |
| Subject | Local Government and Elections (Wales) Act 2021 |
| Recommendation | <p>The Democratic Services Committee is asked to</p> <ul style="list-style-type: none"> • accept the update of the actions in accordance with the requirements of the Act and to recommend the Petitions Scheme to the Cabinet • identify 2 or 3 members to assist with the work of developing a protocol 'Research Support and Services for Councillors'. |
| Contact Officer: | Annes Sion, Democracy Team Leader |

What is the background and relevant considerations?

1. As you are aware, the Local Government and Elections (Wales) Act 2021 received Royal Assent back at the beginning of 2021. The Act has 9 main sections which are relevant to Local Authorities.
2. The Act has been placed on the Corporate Risk Register due to its significance, and a work programme was imposed which showed the range of tasks that arise as a result of this Act. An operational team from the Democracy and Language Service and Legal Services was created in order to undertake this work and make these provisions operational.
3. The purpose of this report is to provide an update for you, the Democratic Services Committee, on those relevant actions and the work that has been done in accordance with the requirements of the Act.

Participation Strategy

4. Under the Local Government and Elections (Wales) Act 2021 - section 3, local authorities in Wales must publish a Participation Strategy which notes the ways that local people are encouraged to participate in the Council's decision-making process.
5. Developing a draft strategy has been a piece of work that the operational team has been undertaking over the past months. It is emphasised that the strategy will evolve and improve over time as good practice emerges. This strategy will outline Cyngor Gwynedd's aim of encouraging people to participate in the decision-making process.
6. The strategy will emphasise the Council's aim of being open and responsive to the needs of Gwynedd's residents and communities. This will give local people an opportunity to influence policies and services and to



shape them. Our objective is to create a culture of partnership with the public which encourages expressing views and contributions.

7. The Local Government and Elections (Wales) Act 2021 places a number of duties on local authorities in terms of participation. Namely:
 - I. Promoting awareness of the functions that the Council deliver for local residents and businesses and for visitors.
 - II. Sharing information on how to become an elected Member or a Councillor, and what the role of a Councillor includes.
 - III. Ensuring that information on decisions that have been made, or which are to be made by the Council, are more easily accessible
 - IV. Offering and promoting opportunities for residents to provide feedback to the Council, including observations, complaints and other types of observations.
 - V. Promoting awareness of the advantages of using social media to communicate with residents for Councillors.

8. It is required, in line with the guidance for the Participation Strategy to be the subject of a public consultation before it is adopted. Consequently, it is intended to submit a report to the Council's Cabinet in December, requesting permission to enter into a public consultation on the content of the strategy in January 2023. We will present the findings of the consultation, as well as any adaptations in the final version of the strategy to the Full Council in March.

Petitions Scheme

9. Again, in Section 3 of the Act, it is a requirement for the Council to create and publish a Petitions Scheme.

10. Petitions are one way for individuals, community groups and organisations to participate in the democratic process. It is a way for the public to raise matters of concern with the Council, and allow Elected Members to consider the need for change.

11. The Scheme (Appendix 1) sets out the steps the Council can take when receiving a petition from individuals, community groups and organisations. An outline is provided of the requirements in order to submit a valid petition, and it highlights who can sign the petition and how the Council will confirm a valid petition. Valid petitions that are received will be published on the Council's website, including the actions to be followed.

12. It must be re-emphasised that statutory arrangements exist in a few specific fields, such as Schools Restructuring and the Planning Field, and that a petition WILL NOT be accepted outside these arrangements.

13. After receiving your observations on the Petitions Scheme today, we will submit the Scheme to the Cabinet at the end of November, to be recommended for adoption by the Full Council in December.



Research Support and Services for Councillors

14. The document "Local Government: Guidance for Principal Councils", notes the latest guidance that local authorities must address. Although the guidance is currently in the form of a consultation document, no major changes are anticipated and therefore we have given them appropriate attention.
15. One of the specific fields in question is "Research Support and Services for Councillors". The document notes that every elected member should be able to obtain a variety of information and support. The document also notes that referring individual members to existing sources of information or training opportunities is what is in question in the 'support/research' pack.
16. Democratic Services Committees are required to establish a protocol or a set of rules that govern how councillors should expect to gain access to information, and a research Service that is fair and balanced, avoiding any duplication.
17. The draft protocol is currently being developed. Ensuring the input of a small team of councillors to assist with the draft before its submission to the Committee would be very valuable. The Committee is asked to identify 2 or 3 members to assist with this work. This will involve 1 meeting, probably at the beginning of 2023.

Recommendation

The Democratic Services Committee is asked to

- accept the update of the actions in accordance with the requirements of the Act and to recommend the Petitions Scheme to the Cabinet
- identify 2 or 3 members to assist with the work of developing a protocol 'Research Support and Services for Councillors'.

Petitions Scheme 2022

Overview

Petitions are one way for individuals, community groups and organisations to participate in the democratic process, by raising matters that are of concern to the public with the Council, and allowing Elected Members to consider the need for change.

Petitions can have positive outcomes that lead to change or steer discussion.

Before considering whether a petition should be raised, it is suggested that you discuss the matter with your Local Councillor who could assist you with the matter or explain how to submit observations on a specific subject to the correct person within the Council.

Who can raise a petition?

Anyone who lives, works, owns a business or studies in Gwynedd can sign or submit a petition, including those over 16 years of age. Anyone who lives in the area of a nearby Council can also sign or submit a petition IF there is a reasonable reason for the subject of the petition to affect them directly.

Petitions can be submitted on paper or electronically, using an on-line petitioning system that satisfies the requirements of a valid petition, or a combination of both.

Considering a Petition

A petition can be considered at a meeting of the Council, the Cabinet, or by the relevant member of the Cabinet or by a Scrutiny Committee if the subject of the petition is related to the specific role of that committee.

Note that statutory arrangements exist in a few specific fields (e.g. Schools Restructuring and the Planning Field). A petition will not be accepted outside those statutory arrangements.

The Head of Democracy Services and the Monitoring Officer will consider the petitions submitted, decide whether the petition is acceptable based on the following criteria for a valid petition, and will advise on which appropriate body will consider it. Confirmation will be needed regarding the validity of the petition before it is published on the Council's website.

Requirements for a Valid Petition

Main Petitioner

Every petition requires a lead petitioner to be noted, who will act as a contact point for the petition. Here are the requirements that are necessary for the main petitioner:

1. The name of the main petitioner could be an individual who lives, works or studies within Gwynedd, a landowner / taxpayer or organisation located in Gwynedd.
2. The main petitioner must note the home / work / organisation address in full, as well as an e-mail address or contact information where any correspondence relating to the petition can be sent.

The Petition

The Council will consider every petition with more than 100 signatories that falls within the scope of this Scheme. The Council can use its discretion where fewer than 100 signatories are received in cases where there is clear local support for action (e.g. where the residents of a small community have petitioned for traffic calming measures).

Petitions can be submitted to the Council or to one of its committees, either on paper or electronically, with the general requirements of the Scheme applicable to paper petitions and e-petitions. The petition must:

1. include a clear, concise statement dealing with the subject of the petition. The petition may be returned if it is ambiguous;
2. relate to a matter for which the Council is responsible.
3. call on Cyngor Gwynedd to take specific steps, for example: "We call on Cyngor Gwynedd to..." or "We call on the Cabinet to..." It must be repeated on every page of a paper petition.
4. provide the names and postal addresses of those who are signing the petition, including postcodes.
5. The suggested petition template is shown in Appendix A (Link opens in a new window)

Petitions should not include:

1. Offensive, derisive or provocative language. This not only includes swearing and obvious insults, but any language that a reasonable person would consider to be offensive.
2. False or defamatory statements.
3. Information that has been prohibited from publication by a court order or a body or person with similar powers.

4. Material that may be confidential, commercially sensitive, or may cause distress or personal loss.
5. Any commercial approval, promotion of any product, service or publication or statements that are tantamount to advertisements.
6. Individuals' names.
7. Matters where a petition is not the appropriate channel for them (for example, correspondence about a personal matter or a matter that is the subject of a court case).
8. Petitions on matters that are already the subject of an Ombudsman's decision (or a person with similar powers)
9. Petitions that are essentially freedom of information requests, observations, praise or complaints, that will be forwarded to the appropriate department for a suitable response.
10. Petitions that raise matters relating to potential misconduct by councillors or local government employees are taken as complaints that arise under the Local Government Act 2000 and they will be reported to the Monitoring Officer instead of being considered under this petitions scheme.
11. The petition will not be accepted if it is substantially similar to a petition that was submitted to one of the Council's Committees during the past six months.

Petition Signatories

An appropriate signatory is an individual who lives, works, owns a business or studies in Gwynedd; a landowner / taxpayer or who lives in an area of a nearby county and where it can be reasonably expected for them to be affected by the subject of the petition.

An individual can only sign a petition once. People must not sign the same on-line and paper petition, and duplication can be removed if it is found that a petitioner has signed twice.

Submitting a Petition

Paper or electronic petitions, that are to be considered by the Council, must be submitted to:

Democratic Services
Cyngor Gwynedd
Shirehall Street
Caernarfon

Gwynedd
LL55 1SH

Or electronically to: GwasanaethauDemocratiaeth@gwynedd.llyw.cymru

How and by when will the Council acknowledge the receipt of a petition?

Acknowledgement of the receipt or information about a paper petition, or the submission of an electronic petition to the Democratic Services, will be provided within 5 working days, subject to the contact details of the main petitioner being supplied at the same time.

Confirming a Valid Petition

Initial checks to confirm that a submitted petition meets the requirements of the Scheme will be carried out by the Monitoring Officer and Democratic Services Officers.

If a number of petitions are received on a similar subject, which seek similar outcomes, only one main petitioner will be able to submit their petition to the Council. The Main Petitioner for each petition will be informed by the Democratic Services and they will be asked to contact each other to consider options to combine the petitions and decide which lead petitioner will submit the petition to the Council. If no agreement can be reached, the petition with the greatest number of signatories will be allowed to be submitted to the Council.

Any concerns regarding the validity of the petition will be raised with the Monitoring Officer before any petition is invalidated.

If your petition is invalid, the main petitioner will be informed within 5 working days of receiving the petition.

The steps that the Council can take in response to any petition received.

Petitions will be accepted via e-mail or by hand and as a first step they will be checked and if acceptable, they will be displayed on the Council's website for a period of two months.

The petition will need to be signed by over 100 signatories before it is accepted by the Council. The Council can use its discretion where fewer than 100 signatories are received in cases where there is clear local support for action (e.g. where the residents of a small community have petitioned for traffic calming measures). After being open for a period of two months, every petition will be checked.

If valid, the petition will be forwarded to the Cabinet Member with a copy sent to the Chair of the relevant Scrutiny Committee.

Following a discussion and consultation between the Cabinet Member and the Scrutiny Chair, the Cabinet Member will draw up a response to the petition within 20

working days, noting the actions e.e the item to be discussed in a Scrutiny Committee.

The actions will also be noted on the website within 5 working days of the response being sent to the Main Petitioner.

Exceptions

In the period immediately before an election or referendum, we may need to deal differently with your petition. If so, we will explain the reasons for this and discuss any amended timetable that may apply.

Alternatives to Petitions

After reading the Petitions Scheme, the individual or organisation may be of the opinion that a petition is not the most appropriate way to achieve the desired outcome. The alternative options that enable members of the public to have their say include:

- a. Writing to the Cabinet Member or Appropriate Senior Officer
- b. Contacting your Local Councillor
- c. Responding to a consultation
- d. Raising your concerns with the Scrutiny service
- e. Making a suggestion via the Council's website
- f. Asking a question in the Council.

Data Protection Act 1998 and GDPR

All personal data will be treated in accordance with data protection acts and our Privacy Policy. We will keep a hard copy and electronic information about petitions for 12 months and after this period elapses, it will be securely destroyed.

Agenda Item 8

| | |
|----------------------------|--|
| MEETING | Democratic Services Committee |
| DATE | November 2022 |
| TITLE OF THE REPORT | Learning and Development Provision for Members |
| PURPOSE: | To provide an update about the <i>Learning and Development</i> provision for Members, and highlight successes, challenges and developments |
| RECOMMENDATION | The Committee is invited to consider the current training arrangements and suggest any titles or additional support they wish the <i>Learning and Organisational Development</i> team to provide |
| AUTHOR | Carey Cartwright (<i>Learning and Organisational Development Manager</i>) |

1. OVERVIEW

It has been a period of substantial and continuous change in terms of the Learning and Development provision. This was mainly due to the Covid crisis as any face-to-face training had to be suspended for some time (as noted in previous reports), and alternative training methods had to be developed e.g. virtual ('remote') training. This restricted the number of events held for a period, and the training programme was also lighter as we approached the end of the electoral term.

Detailed planning was undertaken to prepare a programme for the new electoral term, with comprehensive induction sessions followed by a series of events (starting with the highest priorities). Historically, a full development programme was provided which included training sessions and other developmental elements such as workshops, coaching, mentoring and e-learning, as well as a programme to develop the Leadership. We are now again offering some face-to-face training events balanced with 'remote' events, in order to be able to offer a similar range of developmental opportunities.

We have consulted in detail on the content and teaching style for the 2022/23 training programme, in order to offer an appropriate variety of relevant, high quality titles.

The success of the programme is supporting Elected Members to accomplish their roles effectively and the programme includes *core* titles (which are identified by Officers mainly) and *developmental* titles which provide Members with an opportunity to consider their own personal learning and development needs.

2. DEVELOPMENTAL EVENTS

2.1 Training Programme

The 2022-23 training programme (Appendix 1) notes the range of developmental events held since May 2022 up to the present day (and on to the end of March 2023).

A busy programme of events can be seen with an initial focus on training that is key to perform the role e.g. **The Code of Conduct, Corporate Parenting**, for specific committees e.g. **Training for Members of the Planning Committee**, and also titles such as **Safe Leadership and Personal Safety** which address the health and well-being of Members. We would like to emphasise the importance of attending sessions, especially core titles e.g. **Equality**.

Attendance rates have varied greatly, despite offering a selection of dates in order to provide flexibility. A large number of Members attended the session on **Categorising Schools according to Welsh Medium Provision**, but the response to some other titles is disappointing e.g. only 12 have registered for the **Safeguarding Children and Adults** session on 9 November and 8 for 16 November. (We understand that Cllr Elin Walker Jones intends to send a message noting the importance of the Safeguarding training, and understanding the key background work that takes place in the Department.)

It should be noted that the content of the **Safe Leadership and Personal Safety** training under the guidance of Catrin Love has been adapted in light of the current situation. We would like to encourage all Members who did not attend the first sessions to make every effort to attend the sessions timetabled for January 2023.

It is important to again share the message that training sessions are offered for a reason i.e. to help Members to perform their role more effectively when representing their electors. It should also be noted that they are refreshers for returning Members, in order to keep up with changes and to learn about the latest work that is undertaken by the Departments.

2.2 Coaching and Mentoring

Coaching and mentoring sessions are still available, and several Members have taken advantage of them.

3. LOOKING TO THE FUTURE

3.1 Developmental Titles

It can be seen from the programme (Appendix 1) that a comprehensive programme is in place. As well as the above programme, additional sessions are developed in response to demand. One example of this is **Social Media** training which will include *using social websites* with a focus on basic

principles and what to do/not to do in light of bullying etc. This has been raised by a number of Members in teatime chats. An invitation will be sent out once we have agreed on content details and practical arrangements with the provider.

3.2 Leadership Development

The Cabinet has committed to a developmental programme to maximise effectiveness as individual leaders and as a team.

3.3 Personal Development Reviews

Members will be invited to take advantage of a personal review session with a Learning and Development specialist, to discuss their training/developmental needs and to draw up a personal developmental programme. This may be of particular interest to new Members. The invitation will be sent to Members informing them of arrangements in due course.

4. CHALLENGES

4.1 Attendance Rates

As noted in 2.1, attendance rates (even with technological options) have been disappointing for some titles and the benefit and personal advantages need to be emphasised again.

4.2 Using Technology to Provide Training

Although the virtual ('remote') teaching style is not as effective for everyone, the technology has developed and evolved substantially in recent years, improving learning experiences and maximising its effectiveness. Virtual ('remote') learning is now well-established and it will be a key element of every learning and development programme (alongside 'traditional' learning) in future.

There are clear advantages in terms of 'any time - any place' access to the learning (technology permitting), and it also reduces travel time for Members and contributes towards the green agenda by cutting down mileage.

We have experimented with video recordings of learning sessions (Welsh and English versions) so that Members can watch them again or can access them if they were unable to attend the 'live' session. Whilst the recordings are a convenient 'back up' resource - they should not replace the live sessions. This can also cause a problem in terms of record-keeping as there is no evidence that an individual is present for the entire session.

Another point is contributions/engagement in sessions, with a number of Members attending without switching on their cameras. It should be noted that this is difficult for trainers as they cannot see and assess responses, and it is also a matter of courtesy and respect for the person delivering the presentation. Therefore, we would like to note the importance of switching on cameras during the sessions.

4.3. Gathering Feedback - Measuring Impact

Gathering feedback after training sessions has been exceptionally important to us as a Service in order to continuously learn and improve our provision. It is possible to do this electronically (or by other methods), and we would like to encourage all Members to share observations and suggestions.

4.4 The Response of the Learning and Organisational Development Service

- Continue to gather evidence about obstacles for Members to be able to take advantage of developmental opportunities in order to increase attendance rates
- Continue to develop the virtual ('remote') teaching style and trial new software/techniques
- Monitor use of video recordings of learning sessions to ensure that it is not regarded as a replacement for attending 'live' sessions
- Support Members to ensure easy access to learning through technology
- Invite Members to highlight 'gaps' in the Learning provision
- Tailor learning programmes to the needs of individuals and groups

3.4 Offer individual consultations and support (Personal Development Reviews)

- Provide valuable learning experiences

5. 2022/23 TRAINING PROGRAMME

The training programme for 2022/23 is still evolving. (Appendix 1).

The titles in the programme are based on:

- Suggestions from Officers and Departments on their specialist fields
- Suggestions by Members (fields for personal development as well as groups)

The Committee is invited to consider the current programme and to propose suggestions for additional fields/titles to be included.

The Committee is also invited to consider the training arrangements and suggest any additional support that would enable Members to take advantage of developmental opportunities, and encourage them to take responsibility for their own learning.

RHAGLEN DATBLYGU AELODAU ETHOLEDIG

ELECTED MEMBERS' DEVELOPMENT PROGRAMME

APPENDIX 1

2022/23

| Dyddiad ac amser / <i>Date and time</i> | Digwyddiad / <i>Event</i> | Dull Dysgu / <i>Learning Method</i> | Arweinwyr / <i>Leaders</i> |
|---|---|-------------------------------------|--|
| Mai 10 + 11 May | Diwrnod Croeso / Welcome Day | Hybrid | Amrywiol |
| Mai 30 May (10:00 – 11:00) | Cyflwyniad i Gynllunio / Introduction to Planning (Holl Aelodau / All Members) | Rhithiol / virtual | Gareth Jones/Keira Sweeney/Rebeca Jones |
| Mehefin 6 June (2:00 – 3:00) | Hyfforddiant i Aelodau'r Pwyllgor Cynllunio / Planning Committee Members Training | Rhithiol / Virtual | Gareth Jones/Keira Sweeney/Rebeca Jones |
| Mehefin 8 June (10:00 – 11:00) | Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility | Rhithiol / Virtual | Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager) |
| Mehefin 9 June (10:00 – 12:30) | Y Cod Ymddygiad / The Code of Conduct | Rhithiol / virtual | Iwan Evans (Pennaeth Gwasanaethau Cyfreithiol / Head of Legal Service) |
| Mehefin 22 June (10:00 – 11:00) (14:00 – 15:00) | Cyflwyniad i Opsiynau Tai Gwynedd / Introduction to Gwynedd Housing Options | Rhithiol / virtual | Swyddogion Amrywiol (Tai ac Eiddo) |
| Mehefin 29 June (10:00 – 12:30) | Hyfforddiant i Aelodau'r Pwyllgor Llywodraethu ac Archwilio / Training for the Governance & Audit Committee Members | Rhithiol / Virtual | Dewi Morgan / Luned Fon Jones |
| Mehefin 30 June (10:00 – 11:00) | Cyflwyniad i Ddigartrefedd / Introduction to Homelessness | Rhithiol / virtual | Swyddogion Amrywiol (Tai ac Eiddo) |

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| | (16:00 – 17:00) | | | |
| Gorffennaf 7 July | (10:00 – 11:00) (16:00 – 17:00) | Cyflwyniad i'r Cynllun Gweithredu Tai / Introduction to the Housing Action Plan | Rhithiol / virtual | Swyddogion Amrywiol (Tai ac Eiddo) |
| Gorffennaf 13 July | (10:00 – 12:30) (2:00 – 4:30) | Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality | Rhithiol / Virtual | Delyth Gadlys Williams |
| Gorffennaf 25 July | (4:00 – 5:00) | Gofal Cartref – Diweddariad ar y model Newydd Home Care – Update on the new model | Rhithiol / Virtual | Meilys Haulfryn Smith, Sian Wyn Griffiths |
| Medi 8 September | (2:00 – 3:30) | Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety (Sesiwn dwyieithog / bilingual session) | Rhithiol / virtual (Zoom) | Catrin Love (Ymgynghorydd Iechyd Diogelwch a Lles / Health, Safety & Wellbeing Consultant) |
| Medi 9 September | (10:00 – 11:00) | Cadeirio Pwyllgorau Craffu – Agweddau Cyfreithiol / Chairing Scrutiny Committees – Legal Aspects) | Rhithiol / virtual | Sion Huws |
| Medi 14 September | (2:00 – 4:30) | Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality | Rhithiol / virtual | Delyth Gadlys Williams |
| Medi 21 September | (10:00 – 12:30) | Y Cod Ymddygiad / The Code of Conduct | Rhithiol / virtual | Iwan Evans (Pennaeth Gwasanaethau Cyfreithiol / Head of Legal Service) |
| Medi 28 September | (2:00 – 3:00) | Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility | Rhithiol / virtual | Helen Mary Parry |
| Medi 29 September | (2:00 – 3:30) | Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety (Sesiwn Cymraeg / Welsh medium session) | Rhithiol / virtual (Teams) | Catrin Love |
| Hydref 5 October | (1:30 – 3:30) | Categorioidio Ysgolion yn ôl y ddarpariaeth cyfrwng Cymraeg / Categorising Schools according to the Welsh language provision | Rhithiol / virtual | Debbie Williams-Jones |
| Hydref 10 October | (2:00 – 3:30) | Polisi Cynllunio a'r Cynllun Datblygu Lleol / Planning Policy & the | Rhithiol / virtual | Gareth Jones a Rebeca Angharad |

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| Hydref 12 October | (10:00 – 11:30) | Local Development Plan | | Jones |
| Hydref 12 October | (2:00 – 3:00) | Deddf Llesiant Cenedlaethau'r Dyfodol / Future Generations | Rhithiol / virtual | Dewi Wyn Jones a Sandra Thomas |
| Hydref 27 October | (10:00 – 11:00) | Wellbeing Act | | |
| Hydref 19 October | (2:00 – 3:30) | Ffordd Gwynedd | Rhithiol / virtual | Dafydd Gibbard (Prif Weithredwr/Chief Executive) |
| Tachwedd 9 November | (10:00 – 11:00) | Diogelu Plant ac Oedolion / Safeguarding Children & Adults | Rhithiol / virtual | Dafydd Paul / Mannon Trappe |
| Tachwedd 16 November | (2:00 – 3:00) | | | |
| Tachwedd 11 November | (10:00 – 11:30) | Ffordd Gwynedd | Rhithiol / virtual | Geraint Owen a Carey Cartwright |
| Tachwedd 11 November | (1:00 – 2:30) | Hyfforddiant i'r Pwyllgor Llywodraethu ac Archwilio – Y Broses Gwynion The Complaints Procedure – Training for the Governance & Audit Committee | Rhithiol / Virtual | Matthew Harris (Ombudsman) |
| Tachwedd 22 November | (1:30 – 4:30) | Amrywiaeth mewn Democratiaeth i Ferched/ Diversity in Democracy for Women | Rhithiol / Virtual | Dr Jessica Laimann Swyddog Polisi a Materion Cyhoeddus Women's Equality Network (WEN) Wales / Rhwydwaith Cydraddoldeb Menywod (RhCM) Cymru |
| Tachwedd 24 November | (10:00 – 11:00) (3:00 – 4:00) | Rhiantu Corfforaethol / Corporate Parenting | Rhithiol / virtual | Marian Parry Hughes / Aled Gibbard |
| I'w gadarnhau / To be confirmed | | | | |
| Rhagfyr 6 December | (1:30 – 3:00) | Gwneud i Gyfryngau Cymdeithasol weithio i Gynghorwyr / Making | I'w gadarnhau / To be confirmed | I'w gadarnhau / To be confirmed |
| Rhagfyr 15 December | (10:00 – 11:30) | Social Media work for Councillors | | |
| Rhagfyr 14 December | (10:00 – 11:00) | Safle Treftadaeth y Byd / World Heritage Site | Rhithiol / virtual | Rebeca Angharad Jones / Roland Evans |
| Rhagfyr 15 December | (3:30 – 5:00) | | | |
| Ionawr 11 January 2023 | (10:00 – 11:30) | Anwytho Llywodraethwyr Newydd / New Governors Induction | Rhithiol / virtual | Buddug Mair Huws |
| Ionawr 12 a 13 January 2023 | (9:30 – 4:30) | Cymorth Cyntaf Iechyd Meddwl / Mental Health First Aid | Wyneb i Wyneb (Ystafell LLYFNI) | Bethan Roberts |

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|--|--|---------------------------------|-------------------------------------|
| | | Room, Caernarfon) | |
| I'w gadarnhau / To be confirmed Ionawr 19 January (10:00 – 11:30) | I'w gadarnhau / To be confirmed Gwneud i Gyfryngau Cymdeithasol weithio i Gynghorwyr / Making Social Media work for Councillors | I'w gadarnhau / To be confirmed | I'w gadarnhau / To be confirmed |
| Ionawr 25 January (1:30 – 4:00) (5:30 – 8:00) | Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality | Rhithiol / Virtual | Delyth Gadlys Williams |
| Chwefror 1 February 2023 (1:30 – 3:00) (5:30 – 7:00) | Arwain yn Ddiogel a Diogelwch Personol / Safe Leadership & Personal Safety | Rhithiol / Virtual | Catrin Love |
| Chwefror 8 February 2023 (10:00 – 11:30) Chwefror 9 February 2023 (3:30 – 5:00) | Trefniadau Cwynion Ysgol – y gwahanol fathau o gwynion, pa Bolisi sy'n berthnasol a sut mae delio â nhw / School Complaints Procedures – the different types of complaints, what Policies are appropriate and how to deal with them. | Rhithiol / Virtual | Buddug Mair Huws |
| Mawrth / Ebrill 2023 (I'w gadarnhau / To be confirmed) | Arwain Newid yn y Gymuned / Leading Change in the Community | Rhithiol / Virtual | Carey Cartwright & Ffion Bryn Jones |
| Mawrth / Ebrill 2023 (I'w gadarnhau / to be confirmed) | Deall Egwyddorion Ffordd Gwynedd / Understanding the principles of Ffordd Gwynedd | Rhithiol / Virtual | Geraint Owen & Carey Cartwright |

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|--------------------------|---|
| Date of meeting : | 17 November 2022 |
| Subject | The Independent Remuneration Panel for Wales's Draft Report |
| Recommendation | Members of the Democracy Services Committee are asked for <ul style="list-style-type: none"> • their observations in order to respond to the consultation by the Independent Remuneration Panel for Wales • observations with regards to reviewing the responsibilities of the Chairs of the committees |
| Contact Officer: | Vera Jones, Democracy and Language Services Manager |

What is the background and relevant considerations?

1. The Independent Remuneration Panel for Wales publishes a draft report every year in October. It outlines the proposal for the following financial year. The draft was published in October 2022, outlining the proposed amendments for the 2023-24 financial year. There is an opportunity to respond to the recommendations made by 1 December, 2022.
2. The draft amendments, should they come into force, will be published by 28 February 2023 and will be operational for the 2023-24 financial year.

The Role of the Independent Remuneration Panel for Wales

3. The Panel's responsibility is to set the salary levels of Wales' Councillors, and their role is fully independent. Since its establishment, the Panel has regularly and firmly expressed that local democracy and public service governance are not cost-free, and that a value must be given to them if we are to enable everyone to participate. It is important to promote a culture that encourage individuals to receive remuneration to ensure that people from all parts of society can participate confidently in our democracy.
4. In addition, the Local Government (Wales) Measure 2011 makes it a requirement for the Panel to consider the financial implications of its decisions. The Panel has had to seek to balance both elements in parallel every year as it makes its decisions.
5. The Panel has noted that this year is a year of reinforcement. *“Major changes were put in place last year, and agreement was reached on a*



substantial increase in salary levels. We wish to allow time for last year's Decisions to take root and to allow the Panel to continue to develop a research and evidence base to steer future decisions and move to a more long-term planning cycle. This report reflects that decision.”

The Panel's Main Decisions

6. A full copy of the report in its draft form is available by clicking on the following link.

[Independent Remuneration Panel for Wales: draft annual report 2023 to 2024 | GOV.WALES](#)

Remuneration for elected Members.

7. The basic salary, which is paid to every elected member, is remuneration for the responsibility of representing the community and participating in the scrutiny and regulatory work and the functions associated with local governance. This is based on an amount that equates to three full days a week. The Panel reviews this time commitment regularly, and no changes are proposed for 2023 - 2024.
8. The Panel has decided, for the financial year running from 1 April 2023 to 31 March 2024, that it is correct to maintain the link between the basic salaries of councillors and the average salaries of their electors.
9. The basic salary will be **£17,600**. This is an increase of 4.76% in the basic salary.
10. Early next year, the Panel will gather evidence from the main councils, to investigate whether the workload of elected members has changed, and how it has changed.

Higher Salaries for elected Members.

11. Although the boundaries changed in some authorities and the number of Councillors also changed as a consequence of that, the Panel has decided not to change the number of higher Salaries that can be determined in the individual authorities. 18 is the maximum number of higher salaries that can be paid to Group B authorities, which includes Cyngor Gwynedd.
12. The table below shows the details of Group B payments for 2023-24.

Recognition Payment

| | |
|--|---------|
| Basic salary (payable to every elected member) | £17,600 |
| Band 1: leader | £59,400 |

| | |
|--|---------|
| Band 2: deputy leader | £41,580 |
| Band 2: executive members | £35,640 |
| Band 3: committee chairs (if they receive a recognition payment) | £26,400 |
| Band 4: the leader of the largest opposition party | £26,400 |
| Band 5: leaders of other political groups | £21,340 |

13. The posts of the civic head and the deputy civic head have not been included in the cap. The civic heads are senior posts in councils and they are different to political or executive leadership. As well as chairing important meetings, the civic head is the 'first citizen' and the authority's 'ambassador', who represents the council in its dealings with all types of organisations and bodies.

14. Paying the remuneration for these roles is a decision for the Council. The level for 2023/24 has been set as follows:

Civic Head £26,400
Deputy Civic Head £21,340

Other costs

15. No further changes are made to the payments and benefits paid to elected members and therefore every other Decision from 2022-23 still stands and they should be applied to 2023-24, including those that encompass:

- travelling and subsistence
- care and personal support
- sickness absence
- corporate joint-committees
- executive assistants
- additional salaries and job-share arrangements
- Co-opted Members

16. It should also be noted that the report refers to matters relating to Town and Community Councils, but this is not elaborated upon in this report.

Reviewing the Responsibilities of Committee Chairs

17. At the Annual Meeting of the Council on 19 May 2022, the following list of senior salaries was approved for 2022/23.

- 
- Leader
 - Deputy Leader
 - Up to another 8 members of the Cabinet 3
 - The Leader of the largest Opposition party*
 - Committee Chairs:
 - Scrutiny Committees (x3)
 - Planning Committee
 - Licensing Committee (the Central and General Licensing committees count as one Committee)
 - Pensions Committee

18. As a result of the changes with the appointment of a Lay Member as Chair of the Governance and Audit Committee, only 17 of the 18 senior salaries have been earmarked for 2022/23 and the Democracy Services Committee was asked to review this for 2023/24.

19. It is likely that the most sensible way of reviewing the responsibilities of Committee Chairs is to seek to assess the work pressures arising in the specific role. Over the coming months therefore, I will be asking the officers with responsibility for the Council's main committees to outline the responsibilities/demands on Chairs (in consultation with the Chairs), and will be reporting on the results to the next meeting of the Democracy Services Committee on 16 March 2023, in order to draw up a recommendation for the Annual Meeting of the Full Council on 4 May 2023. The draft table can be seen in Appendix A.

Recommendation

20. Members of the Democracy Services Committee are asked for
- their observations in order to respond to the consultation by the Independent Remuneration Panel for Wales
 - observations with regards to reviewing the responsibilities of the Chairs of the committees



APPENDIX A

RESPONSIBILITIES OF COMMITTEE CHAIRS 2022/23

| COMMITTEE | MEETINGS - programmed | MEETINGS - Held | ADDITIONAL RESPONSIBILITIES | FURTHER COMMENTS |
|--|--------------------------|--------------------|--------------------------------|---------------------|
| Education and Economy Scrutiny Committee | | | | |
| Communities Scrutiny Committee | | | | |
| Care Scrutiny Committee | | | | |
| Central/General Licensing Committee | | | | |
| Planning Committee | | | | |
| Pensions Committee | | | | |
| Employment Appeals Committee | | | | |
| Democratic Services Committee | | | | |
| SACRE | | | | |
| Language Committee | | | | |
| Chair/vice-chair of the Council | | | | |

