



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.30 am, TUESDAY, 19TH NOVEMBER, 2019

Location

Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH

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(DISTRIBUTED 13/11/19)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
Charles Wyn Jones
Olaf Cai Larsen
Edgar Wyn Owen

Annwen Hughes
Linda Ann Jones
Judith Mary Humphreys
Mair Rowlands

Independent (5)

Councillors

John Brynmor Hughes
Dewi Wyn Roberts
Eryl Jones-Williams

Anne Lloyd Jones
Hefin Underwood

Llais Gwynedd (1)

Councillor Anwen J. Davies

Gwynedd United Independents (1)

Councillor Dewi Owen

Ex-officio Members

Chair and Vice-Chair of the Council

AGENDA

1. ELECTION OF VICE CHAIR

To elect a vice chair for this committee for 2019/20

2. APOLOGIES

To receive any apologies for absence.

3. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

4. URGENT ITEMS

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

5. MINUTES

5 - 7

The Chairman shall propose that the minutes of the last meeting of this committee held on 9/4/19, be signed as a true record.

6. ELECTED MEMBERS' REMUNERATION

8 - 9

Report on the information of the Annual Report of the Independent Remuneration Panel for Wales

7. TECHNOLOGY AND COMMUNICATION

10 - 13

To present an update of the work to improve communication through the use of technology.

8. ELECTED MEMBERS' ANNUAL REPORTS 2018/19

14 - 18

Presenting information in relation to Elected Members' Annual Reports (2018/19) that were published and the improvements made to our processes.

9. DIVERSITY SUB-GROUP

19 - 23

To submit an update on the work of the Diversity sub-group to Committee members and request observations on the draft work programme.

10. LEARNING AND DEVELOPMENT PROVISION FOR MEMBERS

24 - 29

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

11. INTIMIDATING BEHAVIOUR AGAINST COUNCILLORS

30 - 31

To present the latest guides from the WLGA "Councillors' guide to handling intimidation".

DEMOCRATIC SERVICES COMMITTEE 9/04/19

Present: Anne Lloyd Jones (Vice-Chair)

Councillors: Annwen Hughes, John Brynmor Hughes, Charles Wyn Jones, Olaf Cai Larsen, Judith Mary Humphreys and Edgar Wyn Owen

OFFICERS: Geraint Owen (Head of Corporate Support), Vera Jones (Members Manager - Democracy Service) and Sion Owen (Members' Support Officer)

APOLOGIES: Councillors Annwen Daniels, Anwen J. Davies, Linda Ann Jones, Dewi Owen, Dewi Wyn Roberts and Eryl Jones-Williams

1. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

2. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 12 February 2019 as a true record.

3. FINANCIAL REMUNERATION FOR ELECTED MEMBERS

Submitted - the report of the Democratic Services Manager noting the final recommendations of the Independent Remuneration Panel for Wales, and members were reminded that the Panel's draft proposals had been presented to the committee at its meeting on 25 October 2018. She added that the Panel had decided not to set different levels of remuneration now, as no authorities used these different levels. It was noted that there had been an increase of £268 (1.97%) in the basic salary for Members with an increase of £800 in the salaries of the Leader, Deputy Leader and Executive Members inclusive of the £268 increase in basic salary. The other senior salaries payable would receive the increase as per the basic salary increase only. The Panel had noted that the number claiming reimbursement for the costs of care had remained low, and encouraged those eligible to claim it. It was emphasised that any member could refuse the salary increase by informing the Head of Democratic Service in writing.

Observations from the discussion:

- That it was important that everyone was aware that the Panel was responsible for setting the salary level, not the Council.
- That promoting the reimbursement of the costs of care for those eligible was not an easy task. Nevertheless, it was important for the availability of the reimbursement to be promoted prior to the elections in order to encourage diversity among candidates.
- That the fact that the salary of the Council Chair had been increased to the same level as the chairs of other Council Committees was a positive development, following the Panel's decision not to give a choice in terms of salary levels.

In response, the Democratic Services Manager noted that claims for reimbursements for the costs of care had been reported individually in the past, but the Panel had allowed

councils to publish the total of the claims in order to prevent the stigmatisation of those claiming it. As 2018/19 was the first reporting cycle since the Panel introduced the change, it was too early to see whether the change had had an effect in increasing the low number who had claimed a reimbursement of the costs of care. It was added that arrangements would be made for a leaflet to be sent to all members to promote the reimbursement.

4. DRAFT WORK PROGRAMME 2019/20

Submitted - the report of the Head of Democratic Services presented by the Democratic Services Manager, noting that the work programme was submitted following a request in the discussions on rationalising the number of meetings at the 2 February 2018 meeting of this Committee. As the number of Committee meetings had been rationalised, it was important to use the time available for the Committee effectively. It was added that the work programme remained dependent on the input of members in proposing items, as much if not more than officers' input.

Observations from the discussion:

- That there was a need to find ways of increasing the number of members on the Members' Portal.
- That the Portal was very useful, but that it was difficult to access it and it was difficult to understand why a password was needed to access the information on it.
- That the proposed work programme was very light, and that discussing the Council's Committees Calendar at the April meeting would likely be too late in the year.

In response, the Democratic Services Manager stated that the Members' Portal had been created following feedback from members in the period leading up to the 2017 election in order provide information more effectively. It was acknowledged that the number of users had been low, and though the feedback received about the Portal noted that the information provided was useful, it was difficult to use. Internal discussions had been held in order to improve the platform which provided the Portal and that reducing the number of log-in pages to the minimum to comply with security guidelines was part of the work. A report on work progress would be presented at the November 2019 meeting of this Committee.

5. HEAD OF DEMOCRATIC SERVICES' ANNUAL REPORT

The Head of Democratic Services submitted the report which was to be submitted to the Council at its meeting on 2 May 2019. He noted that it was an attempt at creating a more concise report, focusing on the developments of the year. He added that technological developments were likely to be an unavoidable part of the Committee's work, given the pace of developments in the field. He also referred to low attendance level of members at information sharing sessions. The Democratic Service also intended to assist the sub-group of this Committee to re-visit the Diversity in Democracy work. He also emphasised the need to hold a continuous dialogue between elected members and officers in order to create a service which met their needs.

Observations from the discussion:

- Following the reference to members' attendance at information sharing meetings, a member asked whether any research had been undertaken to analyse the situation.
- Were there any grounds to the feeling that some meetings were being held because they had been scheduled rather than because important matters needed to be discussed?

- That there was a role for the political groups to ensure a better attendance level.
- That there was a risk of causing conflict between encouraging or forcing members to attend meetings and the Committee's diversity in democracy objectives, which meant that it was much easier for individuals who were nearing retirement age to attend meetings as they had fewer work and family responsibilities to deal with.
- Was the timing of meetings affecting attendance levels?
- Was there a pattern in terms of attending committee meetings when elections were in the pipeline?
- Was it possible to impose rules in terms of membership of committee on members?

In response, the Head of Democratic Services noted that members' attendance had been referred to at a working group discussing the Scrutiny procedure, and that we would need to experiment in order to find effective methods of sharing information with the members. He added that members' ability to attend meetings was a matter that the Diversity in Democracy sub-group should be aware of in doing its work, in order to consider any possible solutions.

The Democratic Services Manager stated that it was not statutorily possible to force members to be members of committees, but that it was possible to offer encouragement and that the matter had been raised at the Council's Business Group. It was intended to move towards a system of holding informal meetings which would report back to formal committee meetings.

The meeting commenced at 10.30 am and concluded at 11.20 am

CHAIRMAN

Agenda Item 6

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	19 NOVEMBER, 2019
SUBJECT	FINANCIAL REMUNERATION FOR ELECTED MEMBERS
PURPOSE	Report on the information of the Annual Report of the Independent Remuneration Panel for Wales.
RECOMMENDATION	Members of the Committee are asked to: <ul style="list-style-type: none">• Consider any responses they wish to submit as a response to the consultation on financial remuneration• Consider how to promote the process of care reimbursement claims.
AUTHOR	Vera Jones, Democratic Services Manager

BACKGROUND

1. The annual report of the Independent Remuneration Panel for Wales (February 2020) was published in draft form on 15 October, 2019. The report is submitted to the Democratic Services Committee in order to make observations upon which to form a response to the draft consultation by the Panel. There is a need to respond to the consultation by 10 December, 2019. A link to the full report can be viewed via the link below.

[Independent Remuneration Panel for Wales Draft Annual Report - February 2020](#)

MAIN MATTERS

2.1 The main points that derive from the report are as follows:

- Increase of £350 in the basic salary for all elected Members (increasing from £13,868 to £14,218 - a 2.5% increase) from April 2020.
- No additional increases will be paid to senior salary post-holders in 2020. In other words, the salary of the Leader, Deputy Leader, Members of the Executive, Committee Chairs (who receive remuneration) and Leader of the largest Opposition Party will only receive an increase to the basic salary (i.e. an increase of £350 only).
- The salary for the Head of the Civic Department and the deputy head of the Civic Department has been set on the same scale as last year, with only an increase to the basis salary.

- 2.2 As reported annually, the Independent Remuneration Panel for Wales independently sets the salary levels for all Councillors in Wales.
- 2.3 If an Elected Member decides to surrender the salary, it is necessary for him/her to declare so in writing to the Head of Democratic Services, see clause 3.5 which states as follows:

“This salary will be paid by every principal authority in Wales from 1 April 2020 to all of its elected members unless any individual member will personally, and in writing, opt to receive a lower sum”.

REIMBURSEMENT OF CARE COSTS

- 3.1 One of the main issues that needs to be addressed according to the Panel is the low number of Councillors using the provision in the framework to reimburse care costs.

“From the discussions during our visits with councils, it is clear that very few members use the provision in the framework to reimburse care costs. It appears that some members are still reluctant to claim all of what they are entitled to in order to support their work due to concerns regarding the unfavourable publicity this could attract (see Appendix 4 for publishing requirements).”

- 3.2 The Panel further reports:

“We urge the Democratic Services Committee to take steps to encourage more members to use this element of our framework and to facilitate the claim process so that the members in question do not face financial disadvantage. We are currently undertaking a review of this provision with the aim of encouraging more members with care responsibilities to take advantage of it.”

- 3.3 The numbers who claim care cost reimbursements (caring for an older or young dependant) is very low in Wales, and this is also true here in Gwynedd. We now publish the information anonymously on the Council website but it appears that Members are still reluctant to claim the care cost reimbursements. Committee Members are asked to consider what steps can be taken to further promote these rights.

RECOMMENDATION

- 4 Members of the Committee are asked to:
- Consider any specific observations in response to the consultation
 - Consider how to promote the process of care reimbursement claims.

Agenda Item 7

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	19 NOVEMBER, 2019
SUBJECT	COMMUNICATION AND TECHNOLOGY
PURPOSE	Present an update of the work to improve communication through the use of technology
RECOMMENDATION	Members of the Committee are asked to: <ul style="list-style-type: none">• Consider and approve the way forward• Identify a small Group of Elected Members to assist with a trial of the new Porth
AUTHOR	Huw Ynyr, Senior Information Technology Manager Vera Jones, Democratic Services Manager

BACKGROUND

1. At the meeting of the full Council on 18 July 2019, Councillor and Cabinet Member, Nia Jeffreys stated "*that there are environmental benefits of using modern technology and of being more inclusive, increasing the potential for participation and attracting more individuals from different backgrounds into Local Government, and it would also save money.*"
2. The Council has made progress with its use of technology, but there is room for further improvement, and the Democratic Services Committee has a specific function in looking at this.
3. Among the developments to note to date are:
 - ✓ Most members receive and read their committee documents electronically
 - ✓ By moving to the Office 365 provision, Members can now gain access to their member e-mail accounts/documents on any device in any location (wi-fi access permitting). A large number of members have reported that this has made a great difference.
 - ✓ All information about Councillors is updated automatically on the web site through the "modern.gov" development
 - ✓ Members can easily claim travel costs electronically
 - ✓ Skype provision is available to all members in order to contact each other and officers electronically. *

- ✓ The Council also uses video conferencing facilities at some informal meetings – internal and external meetings.
- ✓ Most members communicate electronically with the electorate (e-mail, social media, etc.)
- ✓ 1-1 training sessions have been provided (and are still available) for members who wish to receive any technological assistance - from using equipment to accessing Skype

*equipment varies from officer to officer

4. However, we must not rest on our laurels, and more could be done to further improve the provision.
5. One key thing to note is the need to try different ways, and recognise that we may not succeed every time!

VIDEO CONFERENCING

6. The Council has a video conferencing facility in Caernarfon (Ysgafell Ogwen and Siambwr Hywel Dda) and at one meeting room each in Dolgellau and Pwllheli. The equipment also enables simultaneous translation.
7. Informal meetings have been held with members and officers at the various locations, and have worked well on a few occasions, and at other times, not as well. However, every experience is constructive as we can learn from every experience. We are currently gathering views about the different user experiences to date.
8. Assuming that the technology works well and that the translation proceeds without a hitch, one of the main challenges when holding video conferences is the chairing of the meeting - especially when the Chairperson is at a "satellite" site. Because of the experiences to date, and the comments we have received about those experiences, we believe that a training session needs to be developed for chairing under such circumstances.

SKYPE

9. As previously noted, Skype is available on every Member's equipment - to be used for text, voice calls, or face to face calls only (were the recipient has full provision). We are aware that some Councillors use the technology. The main advantages identified is that this simultaneously saves time and travel costs.
10. Some informal meetings have been held via Skype - with a small number of members "calling" in to the meeting.

11. Once again, the experience to date has been variable, and specific factors need attention in order to further develop the provision. The Chairmanship element of such meetings again brings its own challenges - and this element must be included in any work programmes.

THE WAY FORWARD

12. Therefore we believe that the bigger picture must be considered whilst developing the way forward with the above. It is essential that this be done in a rational way that coincides with other relevant developments.
13. This is considered to be a joint project between the Finance Department and the Corporate Support Department. A Project Group has been established to move the work forward, and the Project Group will update the Democratic Services Committee with further developments.
14. Coupled with the above, it is considered that our current provision could still be improved. We will continue to trial the use of video conferencing and Skype, and will gather evidence about user experience, and will endeavour to eliminate barriers to making the best use of the current provision.
15. Furthermore, we will be working with the Learning and Development Service to develop training for chairing such meetings and will look into the work of other councils in the field, and will learn from their experiences.

MEMBERS' PORTH

16. In addition, one of the matters that have been receiving attention over recent months is the members' porth. Members will recall that the Porth was established at members' request as an electronic location from which to gain easy access to information.
17. Members submitted many comments on the practicality of the portal, and gave ideas about what they wanted to see. In short, the ease of use of the portal could be improved (user friendly), but that it contained very useful information - especially for new Members.
18. These comments have led to the development of the 'new look' portal, which is far easier to use and has been constructed from the perspective of the members who use it, rather than the design staff.
19. A pilot site has been created, with the aim of sharing the portal with all members soon as it is ready. The main advantages of the new portal are:
 - Simple

- Visually easier to use
 - Aiming to look through the eyes of a new member (who is unfamiliar with the Council)
20. The Democratic Services Committee asks for 3 or 4 members from your midst who are willing to be introduced to the portal and to use it over time in order to feed comments back to the officers. We also request comments on how to launch and promote the portal in its new form.

RECOMMENDATION

21. Members of the Committee are asked to:
- Consider and approve the way forward
 - Identify a small Group of Elected Members to assist with a trial of the new Porth

MEETING	Democratic Services Committee
DATE	19 November 2019
SUBJECT	Elected Members' Annual Reports
PURPOSE	Presenting information in relation to Elected Members' Annual Reports (2018/19) that were published and the improvements made to our processes
RECOMMENDATION	The Committee is asked to present any comments on further improving the arrangements
AUTHOR	Vera Jones Democracy and Language Service Manager

1. BACKGROUND

1.1 As you are aware the Local Government Bill (Wales) 2011 notes:

A local authority must make arrangements for:

- each person who is a member of the authority to make an annual report about the person's activities as a member of the authority during the year to which the report relates,
- each person who is a member of the authority's executive to make an annual report about the person's activities as a member of the executive during the year to which the report relates, and
- the authority to publish all annual reports produced by its members and by the members of its executive.

1.2 To remind Members, the original guidance received is attached in **Appendix A**.

2. ANNUAL REPORTS DURING THE PAST YEARS AND THIS YEAR'S IMPROVEMENTS

2.1 It is noted below the number of Elected Members who chose to produce an annual report over the past years:

2012/13	8 reports (pilot of the arrangements)
2013/14	26 reports (using the template for the first time)
2014/15	39 reports
2015/16	29 reports
2016/17	No reports were produced
2017/18	16 reports
2018/19	17 reports

- 2.2 The reports can be viewed through following the link below:
<https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/How-the-Council-works/Annual-Reports.aspx>
- 2.3 Over the years, Members of the Democratic Services Committee have discussed the annual reports on many occasions, with the continuing aim of producing reports which are visually attractive, trying to simplify the process by which they are produced whilst keeping within the guidelines for the reports.
- 2.4 This year, it was decided to further simplify the process, by asking Elected Members to answer two questions via email format only as follows:
- What were your main electoral and community activities during the period 4 May 2018 to 3 May 2019?
 - Which meetings did you attend during the period 4 May 2018 to 3 May 2019 in addition to those noted on your presence statistics on the website? (The Team will arrange to place a link to your details on the website).
- 2.5 This year's timetable was much tighter than it has been in the past, with the aim of ensuring that reports were published bilingually on the website before the summer. The steps were as follows:
- **By 21 June** members were requested to submit a draft response in one language to the Democracy Service for checking.
 - The date for responding was extended to **4 July**.
 - Following agreement on the final version the Service arranged a translation of the annual report.
 - On **19 July** the work was completed and the annual reports were published on the Council's website

The process was much smoother for the Members and the Officers this year for producing the 2018/19 reports. It is believed that the reasons for this are:

- There was no template to complete, instead two questions needed the attention of the Members
- There was no work in transferring from one computer programme to another
- Many unnecessary steps were deleted from the background processes, steps that did not add value
- The work was given priority by officers so that it could be completed in a timely manner

3. RECOMMENDATION:

- (i) The Democratic Services Committee is asked to present any comments on further improving the arrangements.

ANNUAL REPORTS BY MEMBERS OF A LOCAL AUTHORITY

Introduction

Part 1 of the Local Government (Wales) Measure 2011 (“the Measure”) contains provisions intended to strengthen local democracy. Chapter 1 of that Part concerns the support provided to members of a local authority and section 5 within that chapter provides for the production of annual reports for these members. This statutory guidance is issued under section 5(4) of the Measure. The guidance relates to local authorities making arrangements for the production of annual reports.

What the Measure requires

Section 5 requires county and county borough councils (local authorities) to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This includes enabling any member of the council’s executive to be able to report on their executive activities also. Any reports produced by members of a county or county borough council must be published by that council. A local authority is free to set conditions/limits on what is included in a report. A local authority must publicise what arrangements it has for publishing annual reports and in drawing up these arrangements must have regard to this guidance in so doing.

Guidance

Duties of a local authority - A local authority must make the arrangements enabling its members to produce annual reports. This means it must tell its members how and by when to do this. The Measure, at section 8 and the following sections, provides for a Head of Democratic Services (HDS) to carry out democratic services functions as defined in section 9. This includes the provision of support and advice to members to assist them in the carrying out of their functions and organisation of the annual report process would fall within this. The Measure prevents the HDS from providing support and advice to a member of an executive in relation to the carrying out of that member’s executive functions, but production of an annual report, even if it made reference to the member’s executive activities, is not an executive function in itself.

Publication of reports

How a local authority decides to publish is a matter for that authority to decide upon. The minimum requirement would be for the authority to include a link to a member’s annual report on that part of the authority’s website which carries details of individual members. There is no requirement for any publicity beyond this, and authorities should be careful that, if they decide to provide any further publicity for the reports, the same provision is provided for all members. Therefore, should a member request that his/her report is given any greater publicity, that request should be declined unless carried out in respect of all members. Local authorities should ensure also

that their website includes information about the introduction of annual reports and how members of the public can access them.

Content of reports

The central purpose of the reports is for members of the public to find information about their local councillor's activity. Local authorities may place their own restrictions on content in reports. Annual reports should include only factual information. In the main that would suggest information on meetings, events and conferences etc. attended, training and development received. While it might be acceptable to record information such as "made representations on behalf of the campaign to save the local hospital in the following ways", it would not be acceptable to say "succeeded in saving local hospital by my efforts on my constituents' behalf". Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. So, whereas it would be acceptable to include information concerning, for instance, a speech made at a conference where the member was attending because of their council role, it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation. Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

The following areas are proposed as standard items to be included:

- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
- Local activity – details of surgeries held, representations made on behalf of electors and the results of these
- Major projects – involvement in local, county or regional initiatives or projects
- Learning and development – details of Training and development events attended or undertaken, conferences and seminars attended.

Agenda Item 9

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	19 NOVEMBER, 2019
SUBJECT	DIVERSITY SUB-GROUP
PURPOSE	To submit an update on the work of the Diversity sub-group to Committee members and request observations on the draft work programme.
RECOMMENDATION	Members of the Committee are asked to: a. Note the above information b. Submit any observations on the work programme.
AUTHOR	Vera Jones, Democratic Services Manager

BACKGROUND

1. The 'Diversity in Democracy' sub-group was specifically established to attempt to create circumstances for people from different backgrounds to represent the people of Gwynedd by standing for election to become a Councillor.
2. The Group has established a 'Terms of Reference' for its work - it can be viewed in **Appendix A**. The Terms of Reference explain the background, purpose and membership.

UPDATE OF THE GROUP'S WORK

3. The sub-group has recommenced work over recent months and is pleased to welcome new members to the group. Progress has been made in three specific areas: raising awareness of unconscious bias, undertaking a pilot event to increase awareness of democracy arrangements among young people, and establishing a further work programme.
4. Unconscious Bias - The report from the Organisational Learning and Development Team notes the success of the "unconscious bias" training, which arose originally as a request from the Democratic Services Committee. Raising greater awareness of the unconscious bias we all have opens the door to enable us to do something about the situation and improve circumstances for everyone.
5. Raising awareness of democracy arrangements among young people - A group of 85 young people from six primary schools in the Dyffryn Nantlle catchment area visited the Council Chamber in July this year. The purpose of the session was to try to raise the children's awareness of the Council's democracy arrangements. They experienced

a discussion in the Chamber and were given an opportunity to question some Councillors on different topics.

6. The visit was a success and the children benefited from the experience. The sub-group has discussed the lessons learnt from that first event and has considered the best way to hold a similar event in future.
7. Work Programme - the group has also discussed the future work programme and many suggestions have been included. See below a table of the main points of the work programme:

YOUNG PEOPLE

Raising awareness of democracy arrangements among young people

Hold and trial one or two other events with young people such as:

- Consider arranging a discussion session with a group of young people on a specific field and use the opportunity to explain how they could influence things (i.e. by means of the democracy arrangements) as they discuss the subject. A suggestion was made to collaborate with officers from the Environment department in order to arrange a discussion on a specific subject (e.g. litter/climate/dog fouling/plastics)
- Contact the Youth Service to discuss events to promote democracy
- Consider proposing an item on events to promote diversity in democracy to a meeting of Gwynedd Governors

DISABLED PEOPLE

Understanding the barriers

- One member of the sub-group wishes to discuss the barriers to becoming a Councillor at the next meeting of the Meirionnydd access group and to report back to the group. By gaining an understanding of these barriers, it will be possible to see what the Council can do to help

THE THREE TARGET GROUPS

Considerations to practical arrangements

- Hold discussions with the Independent Remuneration Panel for Wales on the impact of the current allowance level to Councillors and the fact that it is not sufficiently high to promote diversity
- Ask the Panel to investigate the impact on benefits as allowances are increased.
- Investigate the work of Welsh Government in terms of employers releasing staff to attend meetings and report back to the sub-group

Further research work

- Investigate the work of Welsh Government to ensure an update on the national mentoring project and report back to the sub-group
- Re-visit research work undertaken by the group on barriers that have been identified by members, and contact Councillors to ask them why they decided to stand in the first place. Use the output of this work as foundation for a further work programme.

RECOMMENDATION

8. Members of the Committee are asked to:
 - a. note the above information
 - b. Submit any observations on the work programme.

**Terms of Reference
Diversity in Democracy
(Sub-group of the Democratic Services Committee)**

1. Project group name: Diversity in Democracy

2. Purpose:

The Council's Democratic Services Committee has recognised for some time that the Membership of Gwynedd Council's Elected Members does not reflect the society it represents. Specifically, there is an inconsistency between the proportion of elected members and the proportion of the population in the following fields:

- Women
- Young People
- Disabled People

In addition, Gwynedd Council's Equality Plan 2016-2020 has identified a specific Objective (Objective 3) which aims to "Create circumstances for people from different backgrounds to represent the people of Gwynedd by standing for election as an elected member". It is likely that this objective will also be prioritised for the 2020-2024 plan.

The Group was originally established to review arrangements when considering the 2017 elections. The purpose of the Group is to try to create the right conditions for people from different backgrounds to represent the people of Gwynedd by standing for election as an elected member.

The original work focused on:

- Identifying existing barriers that prevented individuals from standing for local government elections
- Share information on a wider scale on how to stand and what this entails (a specific section was created on the website to answer questions in a clear and simple manner, and a video was created to explain the role of a Councillor and the work of the Council).
- Post a series of messages via social media to raise the awareness of elections among Gwynedd residents and the need for more people from diverse backgrounds to stand
- Hold a series of open evenings to answer questions from prospective candidates as they consider standing

Furthermore, the group (under the guidance of the Democratic Services Committee) has:

- held a series of training sessions "to raise awareness of unconscious bias" among Elected Members

- piloted arrangements to hold sessions for primary school pupils to get a taste of democracy by visiting the Council Chamber

3. The Group's Objectives:

The Group will continue to contribute to the endeavours to promote greater diversity from diverse backgrounds to stand in Local Government elections. Therefore, to this end, there will be a need to

- Draw up an action plan in an attempt to respond to the three priority fields

4. The Group's Constitution

The Group consists of members from the Democratic Services Committee as follows:

Councillors:

Anne Lloyd Jones

Dewi Owen (Chair of the sub-group)

Cai Larsen

Annwen Daniels

Eryl Jones-Williams

Dewi Wyn Roberts

Mair Rowlands

Officers:

Sion Gwynfryn Williams (or member of the team)

Vera Jones

Sion M Owen

5. Operational arrangements of the Group

- The project Group will be chaired by Councillor Dewi Owen, Chair of the Group
- Group meetings will be held as required, by means of the video conferencing provision
- Group members are given an opportunity to add items for discussion on the agenda before each meeting
- Action points are noted and circulated following each meeting.

MEETING	Democratic Services Committee
DATE	19 November 2019
TITLE OF THE REPORT	Learning and Development Provision for Members
PURPOSE	To provide an overview of the provision <i>Learning and Development</i> for Members, and highlight successes, challenges and developments
RECOMMENDATION	The Committee is invited to: <ul style="list-style-type: none"> • Consider the steps in order to encourage more Members to take responsibility for their learning and take advantage of development opportunities • Consider the content of the Training Programme for 2020/21 and suggest additional titles to be included
AUTHOR	Carey Cartwright (<i>Organisational Learning and Development Manager</i>)

1. OVERVIEW

As noted in previous reports, a comprehensive development programme is offered which includes 'traditional' face-to-face training, and elements such as workshops, coaching and e-learning. Also, a programme is provided to develop Leadership.

The programme includes *key/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 and take increasing responsibility for the content of the programme.

2. SUCCESES

2.1 Feedback following Recent Sessions

2.1.1 Unconscious Bias

(19 Members have attended the training so far. The next session is arranged for 26/2/20).

Feedback following the session

- *"We believe that we make decisions based on evidence, logically. In reality, we make decisions more impulsively and rationalise to justify these decisions.*
- *"Worthwhile training for everyone, especially those who make staffing decisions such as appointing or disciplining"*
- *"I might be more aware that people consider things from various perspectives and am more willing to see things from their perspective. It's important to see things from the perspective of the "People of Gwynedd" - those who use our services or are affected by our decisions - rather than from the perspective of councillors and officers"*
- *"The course will help me on the Employment Appeals Committee, where the Committee members must weigh up the viewpoint of the staff member who is appealing, as well as the viewpoint of the managers who have disciplined him/her."*

Feedback Policy Officer and Improvement Issues Officer (Democratic Services) Welsh Local Government Association:

"I immensely enjoyed the training. The facilitators were excellent, the content was excellent and the pace and level were just right too. I believe that this should be mandatory training for all councillors. If you are able to offer it to neighbouring authorities I think that they would also find it useful."

- *"Extremely useful, different, practical and professional training.*
- *"Nobody knows what could arise in their ward, and therefore the experiences that I have had on this course have been excellent"*
- *"Challenging, and difficult times, but touched upon very contentious issues"*
- *"I have gained valuable skills"*

2.2 Women in the Council - Our Place

The Organisational Learning and Development team has responded to a specific demand to set up a network/group for women who have been elected as County Councillors. The group currently has a professional development agenda.

Two sessions have already been held (Steering Group: 22/05/19, Session 2: 30/09/19)

- Part 1: A presentation for information or a Guest Speaker
 - Guest speaker 08/01/2019: Liz Saville Roberts (MP)
- Part 2: Motivated group discussions
 - Examples of the themes that have arisen thus far:
 - Building self-confidence and increasing resilience
 - Encouragement to focus on joint planning as women in the world of politics
 - Receiving various viewpoints from the group - cross-party and political spectrum
 - Intensify trust and co-operation amongst peers from the groups whilst increasing an understanding of their matters, motivation and intention as members

Nine members from Gwynedd have attended the groups, and one member from Anglesey County Council has joined. There is scope to invite Members from other nearby Councils.

2.3 Ffordd Gwynedd

A number of Cabinet Members have taken advantage of the opportunity to attend **Ffordd Gwynedd: Managers' Training Programme** sessions in order to develop their understanding further through a combination of formal learning, discussions and practical experiences. Here are some of the observations received from Cabinet Members:

- *"I learnt a great amount by attending the Ffordd Gwynedd training. The mixture of formal and practical learning was very effective, and the good examples and stories the trainers added to the sessions created a fun atmosphere to the training. It was inspirational for me to see the Council Managers' response to the training. Everyone on the course was leaving with enthusiasm and commitment to truly put the people of Gwynedd at the centre of their work."*

2.4 One-to-one coaching

We would like to remind the Committee that all Members have access to 1:1 Coaching sessions as well as Mentoring sessions with their former members. One example of feedback on the coaching sessions is that they have been transformational and that the Member continues to get great benefit from them.

3. MEASURING PERFORMANCE

In order to measure our performance as a Service, we contact Members to ask for the relevancy and impact of the training provision, and also ask for suggestions on how to improve our provision. Positive and constructive feedback was received from a number of Members:

- *"The titles that you offer cover everything we as Members need, and I can only commend that."*
- *"Every Member is responsible for his/her own development, and make an effort to attend the sessions that are arranged for them"*

4. CHALLENGES

4.1 Attendance

Attendance numbers remain inconsistent e.g. training on "*Safe Leadership*" was arranged specifically for Members who had not attended, but the event had to be cancelled due to the disappointing number who registered.

A number of Members who do not take advantage of the learning programme were targeted in order to better understand the barriers for them. Here is a sample of the feedback received:

- "*Between working every day with all Committees, I have to prioritise things*"
- "*I only attend titles that interest me*"
- "*I can get the information for any field where I need assistance over the phone/e-mail/the internet, and I don't feel that I need a Manager/officers to give me information.*"
- "*A great barrier for me is that I have to take 'unpaid leave' for Committees and training that is arranged during my work days*"
- "*At my age, I'm not sure how much more 'development' I need to do, so I don't believe that it's important to me anymore*"

4.2 The Response of the Learning and Development Service

- Carry out further research to discover what prevents Members from attending
- Ask Members whether there are 'gaps' in the Learning provision
- Tailor learning programmes to the needs of individuals and groups
- Offer more titles in the centre of the County
- Offer a selection of dates for titles
- Continue to develop the use of technology, e.g. *Skype* and e-learning

The Committee is invited to consider the steps in order to encourage more Members to take responsibility for their learning and take advantage of development opportunities, especially in key/core fields.

5. 2020/21 TRAINING PROGRAMME

5.1 The training programme for 2020/21 is still evolving (Appendix 1). The titles in the programme are based on:

- Suggestions from Officers and Departments on their specialist fields
- Observations 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.

Dyddiad ac amser / <i>Date and time</i>	Digwyddiad / <i>Event</i>	Lleoliad / <i>Location</i>	Arweinwyr / <i>Leaders</i>
		Lleoliad / <i>Location</i>	Arweinwyr / <i>Leaders</i>
Mai 15 May (13:30 – 15:30)	- RHYDD / FREE - Ymwybyddiaeth Awtistiaeth Autism Awareness	Siambr HYWEL DDA Chamber, Caernarfon	Sioned Thomas (WLGA)
Mai 17 May (10:00 – 13:00)	Gofalu am ein Hamgylchedd Caring for our Environment (I unrhyw un sydd heb fynychu For those who haven't attended)	Clwb Pêl Droed PORTHMADOG Football Club	Dafydd Meurig + Angela Russell
Mai 20 May (10:00 – 12:00) (13:30 – 15:30)	Gweithdy Aelodau - Ail Fodelu Gofal Cartref Members' Workshop - Re-modelling Domiciliary Care	Ystafell PRYSOR Room, Penrhyndeudraeth	Meilys Haulfryn Smith
Mai 21 May (13:30 – 15:30)	Gweithdy Aelodau – Ail Fodelu Gofal Cartref Members' Workshop - Re-modelling Domiciliary Care	Ystafell Peris Room, Caernarfon	Meilys Haulfryn Smith
Mai 22 May (14:00 – 16:00)	Merched yn y Cyngor – Ein Lle Ni Women of the Council – Our Place	Ystafell	
Dyddiad ac amser / <i>Date and time</i>	Digwyddiad / <i>Event</i>	Lleoliad / <i>Location</i>	Arweinwyr / <i>Leaders</i>

Mehefin 3 June	(10:00 – 13:00)	Tuedd heb Wybod Unconscious Bias	Ystafell PERIS Room, Caernarfon	Iwan Wyn Jones a Nia Meleri Edwards
Mehefin 26 June		- RHYDD - FREE	-	-
Medi 16 September	(10:00 – 12:00)	Gweithdy i Aelodau - Cynllun Datblygu Lleol ar y Cyd Joint Local Development Plan (Gwynedd and Isle of Anglesey)	Siambwr DAFYDD ORWIG Chamber, Caernarfon	Gareth Jones
Medi 18 September	(10:00 – 12:30)	Arwain yn Ddiogel Safe Leadership (t unrhyw un sydd heb fynychu for those who haven't attended previously)	Siambwr HYWEL DDA Chamber,	Catrin Love - Cansto – diffyg niferoedd cancelled : insufficient numbers
	(13:30 – 16:00)	Hybu'r Gymraeg – Rôl i bawb Promoting the Welsh language – A role for everyone	Siambwr HYWEL DDA Chamber	Gwenllian Mair Williams
Medi 27 September	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi Sesiwn ar gyfer Aelodau sydd heb fynychu For Members who have been unable to attend previous sessions	Caernarfon Lleoliad yn ddibynnol ar niferoedd Venue dependent on numbers	Helen Mary Parry
Medi 30 Septmber	(10:00 – 12:30)	Merched yn y Cyngor : Ein Lle Ni Women of the Council : Our Place	Ystafell PERIS Room Caernarfon	Nia Meleri-Edwards
Tachwedd 27 November	(10:00 – 12:00) (pm)	Tai Teg – Pa gynlluniau sydd ar gael Which schemes are available - RHYDD - / FREE -	Siambwr HYWEL DDA Chamber, Caernarfon	Catrin V Roberts
Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders

Ionawr 8 January	(am)	Merched yn y Cyngor - Ein Lle Ni Women of the Council– Our Place (<i>I'w gadarnhau / To be confirmed</i>)	Penrhyndeudraeth	Liz Saville Roberts (Siaradwr Gwadd/Guest Speaker)
	(1:00 – 16:00)	Hybu'r Gymraeg – Rôl i bawb Promoting the Welsh language – A role for everyone	Ystafell DWYRYD Room, Penrhyndeudraeth	Gwenllian Mair Williams
Chwefror 26 February	(10:00 – 12:30)	Arwain yn Ddiogel Safe Leadership (I bawb sydd heb fynychu/for everyone who haven't attended previously)	Ystafell PRYSOR Room Penrhyndeudraeth	Catrin Love
	(13:30 – 16:00)	Rhagfarn heb Wybod Unconscious Bias (I bawb sydd heb fynychu/for everyone ho haven't attended previously)	Ystafell PRYSOR Room Penrhyndeudraeth	Nia Meleri Edwards + Iwan Wyn Jones
Mawrth 18 March	(am)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility (I bawb sydd heb fynychu/for everyone who haven't attended previously)	I'w gadarnhau / To be confirmed	Helen Mary Parry

Dyddiadau ychwanegol yn y Calendr / Additional dates in the Calendar
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Titles that require consideration that have yet to be arranged:

- Scrutiny Questioning Skills
- Training for Chairs and Vice-chairs
- IT / Members' Portal / Skype

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	19 NOVEMBER, 2019
SUBJECT	INTIMIDATING BEHAVIOUR AGAINST COUNCILLORS
PURPOSE	To present the latest guides from the Wales Local Government Association (WLGA) "Councillors' guide to handling intimidation".
RECOMMENDATION	Members of the Committee are asked to: <ul style="list-style-type: none"> • Consider the guides from the Local Government Association (WLGA) "Councillors' guide to handling intimidation" • Consider raising their fellow members' awareness of the guides
AUTHOR(S)	Vera Jones, Democratic Services Manager Sarah Jones, Communications Officer - Members and Staff

BACKGROUND

- 1 The Democratic Services Committee has discussed the need to try to ensure your own personal safety in your role as Councillor in a public position in the past. The Local Government Association (WLGA) has introduced guides previously, focusing mainly on personal safety and how to respond to intimidation on social media.
- 2 In a world where an increasing number of people involved in democracy (at a national or local level) state that they have suffered intimidation, the WLGA has updated its guides for Councillors. They include practical steps that Councillors and candidates can consider for their personal safety.
- 3 The guides define public intimidation as follows:

“words and/or behaviour intended or likely to block or deter participation in public debate, which could lead to an individual wanting to withdraw from public life.”
- 4 Everyone will acknowledge that discussing, debating and having a different views is all part of healthy democracy. The guides state that *“abuse, public intimidation and threats are designed to undermine democratic decision making by generating fear in those who represent it.”*
- 5 Therefore, it is timely that the committee looks at this matter in order to consider what steps individuals can take to protect themselves, their workplace (e.g. their

home) and the people around them and what to do if they feel intimidated. The full WLGA guide can be seen by clicking on the link.

<https://www.local.gov.uk/councillors-guide-handling-intimidation>

- 6 In addition, it is important for the Committee to consider how to raise awareness of these guides among their fellow members. Naturally, the guide will be placed on the members' portal so that all Members can access it.
- 7 There are seven main chapters to the guide, therefore consideration could be given to creating a programme of seven main messages to be published over a specific period of time. This will;
 - Avoid bombarding councillors with too much information at the same time
 - Encourage better awareness of every specific subject in turn
 - Provide seven opportunities to raise general awareness of the field

The seven "chapters" are as follows:

Message
General advice to deal with intimidation / introduce the project
Personal safety
Councillors and social media
Dealing with inappropriate behaviour on social media
The law
Supporting councillors
Communicating with citizens, colleagues and officers

The Councillors will receive information via the Rhaeadr news site, with Facebook and e-mail messages to direct them to those messages.

- 8 Members of the Committee are asked to:
 - Consider the guides from the Local Government Association (LGA) "Councillors' guide to handling intimidation"
 - Consider raising their fellow members' awareness of the guides