

**Appendix 1**

**(FC = Full Council, Cab = Cabinet, AGC = Audit and Governance Committee, DSC = Democratic Services Committee, SC = Standards Committee)**

Provisions	Description	Comes into Force	Responsible Officer	Preparation Steps / Resources	Timetable	Status
<b>Part 1 Elections</b>	<ol style="list-style-type: none"> <li>1. Extend the Voting Franchise to those aged 16 upwards and also eligible foreign citizens. Duty to raise awareness of the right.</li> <li>2. The right for council officers to stand in an election without requiring them to resign if they are unsuccessful (with the exception of officers in politically restricted posts).</li> <li>3. The right of a Council to choose a Majority Voting or STV voting system.</li> </ol>	<p>1 and 2 already in force (for May 2022 elections)</p> <p>3. May 2022</p>	<p>1,2 - Head of Legal Services (Monitoring Officer)</p> <p>3. Chief Executive.</p>	<p>1 - A cross-departmental Project Team is in place and an officer has been appointed to undertake the work of coordinating and engaging, together with other elements of the Government grant.</p> <p>2 - Work to raise awareness of changes to the statutory provision regarding who is eligible and ineligible to stand has commenced. This is undertaken jointly with the Democracy and Language Service.</p> <p>3 - This can be reported upon specifically to the new Council after the power comes into force in May 2022</p>	<p>1 and 2 Permanent until the May 2022 election period</p> <p>3 - No action required until after May 2022.</p>	<p>1 - This work is based on promoting and engagement particularly so with the Key Stage 4 and 5 ages. The COVID situation means that the promotion programme remains challenging. As opportunities to attend educational establishments are limited, we are examining other methods of communication and promotion.</p> <p>2 - Being achieved.</p>
<b>Part 2 Chapter 1 General power of competence for Local Authorities</b>	Grants a general power of competence to Principal Councils and some Eligible Town and Community Councils. The Council is dependent on a statutory right to undertake any activity. This provision gives general unlimited power to act to a specific function	November 2021	Head of Legal Services (Monitoring Officer)	Heads of Department Briefing Note	30 September 2021	Briefing note and presentation provided to Heads of Department.
<b>Part 3 Promoting Access to Local Government,</b>	1. The right to hold formal meetings on a hybrid and virtual basis, but a Policy needs to be adopted	1,2,3 May 1 2021	1-2 and 4-8 Head of Corporate Support	1 and 2 Democracy and Language Service preparing a Policy on meeting arrangements to be adopted by the	Report to Cabinet and DSC in	1 and 2 Reports will be submitted in accordance with the timetable.

	<ul style="list-style-type: none"> <li>2. Provide remote attendance rights for members on a statutory basis</li> <li>3. Incorporate changes in matters such as publishing meeting agendas and dealing with matters such as publishing decisions.</li> <li>4 A duty to encourage public participation in matters such as decision-making</li> <li>6. The requirement to adopt a Participation Strategy</li> <li>7. The requirement to adopt a Petitions Scheme</li> <li>8 Statutory requirement to web-cast a range of meetings.</li> <li>9. The requirement to publish Guidelines to the Constitution</li> </ul>	4- 9 May 2022	<p>Department</p> <p>3 and 9 Monitoring Officer</p>	<p>Cabinet and Full Council</p> <p>Monitoring Officer to lead on reviewing the Constitution and preparing Guidelines.</p>	<p>November</p> <p>For the Full Council meeting on 2 December 2021</p> <p>4-7 - Statutory Guidance is expected on the requirements.</p> <p>8. Taking action is subject to issuing regulations that will define the nature of the requirement.</p> <p>9. Report to Full Council March 2022</p>	<p>3. The adaptations for virtual and hybrid meetings have been incorporated in the Constitution. Any changes deriving from the other aspects will be incorporated as the provisions are established.</p> <p>9. A Template of Constitution Guidelines is being developed nationally with WLGA and external specialist solicitors.</p>
<b>Part 4 Local Authority Executives, Members, Officers and Committees</b>	<ul style="list-style-type: none"> <li>1. To establish the post described as "Chief Executive" on a statutory footing with specific responsibilities.</li> <li>2. Allow the appointment of members as Cabinet Members assistants</li> <li>3. Include job-sharing provision for Cabinet members within Cabinet arrangements.</li> <li>4. Allow job-sharing for Chairs and Vice-chairs</li> <li>5. Group Leaders to have statutory responsibility for the conduct of their members</li> <li>6. Give the Annual Standards Committee</li> </ul>	May 2022.	<p>1. Head of Corporate Support Service</p> <p>2,3,4 Monitoring Officer</p> <p>5 and 6 Monitoring Officer</p>	<p>1 - Amend the Chief Executive's job description.</p> <p>2 - 3 Amend the Constitution to reflect the provision and establish arrangements. On a joint basis with the Monitoring Officer and the Democracy and Language Services.</p> <p>4 - Action will be subject to regulations bringing the provision into force.</p> <p>5 - A report on the provision has been</p>	<p>May 2022</p>	<p>1 - The Chief Executive's job description already reflects the change.</p> <p>2-3 Draft amendments were submitted to the AGC November 2021</p> <p>5- The engagement has slipped. It is intended to hold the promotion meetings with Committee members by the end of December 2021.</p>

	report to the Council a statutory footing.			submitted to the Standards Committee - Steps to raise awareness among group leaders and draw up a Protocol on promoting the duty.  6 - Annual Report of the Standards Committee submitted to the Full Council		
<b>Part 5 Collaborative Working by Principal Councils</b>	<ol style="list-style-type: none"> <li>1. Ministerial power to establish Corporate Joint Committees ("CJs"). These are a new type of local government body. They will be bodies in their own right with their own legal status.</li> <li>2. The core membership will consist of Council Leaders</li> <li>3. Mandate Powers - Strategic Planning, Transportation, Economic Well-being and School Improvement.</li> <li>4. Regulations published establishing a CJC for North Wales which will deal with the Strategic Development Plan, Strategic Transport Plan and Economic Well-being power. Functions operational from June 2022.</li> <li>5. Two or more councils have the right to request to establish one through a statutory instrument.</li> </ol>	In force	Gwynedd, as the Host Authority for the North Wales Economic Ambition Board leads on a project to respond to this new procedure. A work programme and feedback will be provided as a result of this work. The Project is led by the Leaders and Chief Executives at a regional level.	Brief FC and Cab as part of awareness of the Act.  Report on the implications of establishment regulations to Cabinet and Scrutiny Committees	To be established, but the CJC will need to be operational for 2022 due to financial requirements.	
<b>Part 6 - Performance and Governance of Principal Councils and the Duty of a Principal Council to continuously review its performance</b>	<ol style="list-style-type: none"> <li>1. Establish the concept of statutory annual performance reports and consultation as part of the process</li> <li>2. Appoint a "Panel" for assessing the Council's performance -</li> <li>3. The need for setting Improvement Objectives (Best Value) is being removed</li> <li>4. The requirement for 1/3 members of the Audit and Governance Committee to be lay members including the Chair -</li> </ol>	<ol style="list-style-type: none"> <li>1. In force</li> <li>2. May 2022</li> <li>3. In force</li> <li>4. Will come into force in May 2022</li> <li>5,6 In force</li> </ol>	Chief Executive and Head of Finance Department in terms of Audit Committee arrangements  4- Commence a process to appoint lay members to the	Brief FC and Cab as part of awareness of the Act. AGC to lead	1,2 Report to AGC and Cabinet July 2021  5 and 6 Council report as part of the Constitution reform	???????

	<p>5. Establishing and naming an Audit and Governance Committee is now statutory</p> <p>6. Audit and Governance Committee to adopt the function of complaints procedure overview</p>		<p>Committee. Report to AGC and FC December with recommendations for Committee size and appointment of lay members for May 2022.</p> <p>Monitoring Officer to amend the Constitution to reflect the agreed changes.</p> <p>Monitoring Officer to implement changes 5 and 6 to the Constitution as they are statutory requirements.</p>		programme.	
<b>Part 7 - Mergers and Restructuring of Principal Areas</b>	To establish a framework for a process of merging councils should such plans come forward.	May 2022	Chief Executive	Brief FC and Cab as part of awareness for information	Already happened	
<b>Part 8 - Local Government Finance</b>	<p>1. Powers to require information relating to hereditaments, relevant information in determining whether a person is liable to pay non-domestic rates.</p> <p>2, Removal of power to provide for Imprisonment of Council Tax Debtors which incorporates in an Act what is already operational through Regulations.</p>	In force	Head of Finance	Brief FC and Cab as part of awareness for information	Already underway	
<b>Part 9 - Miscellaneous</b>	<p>1. Afford the Head of Democracy Services post statutory chief officer protection status.</p> <p>2. Removal of restriction that prevents the Monitoring Officer from being the Head of Democracy Services.</p> <p>3. Provisions relating to merging and demerging Public Services Boards.</p>	May 2022	<p>Head of Corporate Support</p> <p>Monitoring Officer - take steps to amend the Constitution.</p>	Part 11 of the Constitution needs to be amended to reflect the changes - This will be done for the Council in March 2022	Report to Council 2 December 2021	AGC Report includes details of the proposed amendments