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# AGENDA

**Committee**    DEMOCRATIC SERVICES COMMITTEE

**Date and Time of Meeting**    MONDAY, 6 FEBRUARY 2023, 4.00 PM

**Venue**    CR 4, COUNTY HALL - MULTI LOCATION MEETING

**Membership**    Councillor Cowan (Chair)
Councillors Ash-Edwards, Davies, Derbyshire, Goodway, Lay, McEvoy, Naughton, Palmer, Jackie Parry, Simmons and Thomson

**1**    **Apologies for Absence**

To receive apologies for absence.

**2**    **Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

**3**    **Minutes**  *(Pages 3 - 12)*

To approve as a correct record the minutes of the previous meeting.

**4**    **Member Induction Update**  *(Pages 13 - 24)*

**5**    **Demographic Profile Survey**  *(Pages 25 - 54)*

**6**    **Democratic Services Annual Report 2022**  *(Pages 55 - 104)*

**7**    **Activities & Service Support**  *(Pages 105 - 112)*

**8**    **Forward Work Programme**  *(Pages 113 - 116)*

**9**    **Urgent Items (if any)**

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**10      Date of Next Meeting**

**Davina Fiore**
**Director Governance & Legal Services**
Date:  Tuesday, 31 January 2023
Contact:  Kate Rees,
029 20872427, KRees@cardiff.gov.uk

DEMOCRATIC SERVICES COMMITTEE

28 NOVEMBER 2022

Present:      Councillor Cowan(Chairperson)
              Councillors Ash-Edwards, Davies, Derbyshire, Goodway, Lay, Palmer, Jackie Parry, Simmons and Thomson

41    :    APOLOGIES FOR ABSENCE


Apologies for absence were received from Councillor Naughton

42    :    DECLARATIONS OF INTEREST


There were no declarations of interest

43    :    MINUTES

The minutes of the meeting held on 5 September 2022 were approved by the Committee as a correct record and were signed by the Chairperson.


44    :    CYBER SECURITY - PASSWORDS, MULTIFACTOR AUTHENTICATION (MFA) AND MOBILE DEVICE PROTECTION

The Chair welcomed the Head of ICT to present the report, which provided an update on some of the Cyber Security controls in place around Cardiff Council systems and data.

Members were advised that the Council has reviewed the operation of Multi-factor Authentication (MFA), having received feedback regarding the frequency of prompts. Retaining weekly reauthentication is considered appropriate as there is a cost involved in using additional protection.

Members were advised that there are risks involved in allowing Members and officers to use their own devices for accessing Council systems. Some personal devices such as smartphones and tablets are allowed to be used to access Council email services. Mobile application management allows the Council to control applications to give people access to Council systems securely, and remove data and applications remotely.

Members were advised that the Council is seen as a good target for ransomware attacks due to its size and the funds it controls. LA's have been subject to ransomware attacks in earlier years and have taken years to recover, with some data never recovered.

Members sought clarification on the difference between a personal mobile phone and another personal device such as a Mac. Officers advised that the operating systems

of mobile phones and tablets differ from other devices. The Council has the tools to control applications on smartphones and tablets, but not other devices.

Members were advised that the Welsh Government and Assembly have access to additional security tools. Other organisations use different security tools such as geospatial tracking. The Council hopes to be able to put additional security measures in place when its Microsoft agreement is renewed in 2024. This could allow security policies to be reviewed.

Members discussed various issues around Multi-factor Authentication, including random prompts and poor signal strength when using Council mobiles. Officers advised that methods of authentication had been reviewed and biometric methods found to be too complex. Giving users a choice of $2^{nd}$ stage authentication method was found to be most suitable. Members were advised that the authenticator app should use Wi-Fi as well as mobile network signal. Wi-Fi can also be used for telephony as well as data. The Council is aware of pockets of no coverage on the EE network. There is an opportunity for Councillors to switch their mobile phones to the O2 network.

Members expressed frustration at the inability to use the copy and paste facility on mobile phones. Officers advised that it was considered necessary to restrict this facility for information management purposes. The advice from the Information Commissioner and information governance is not to allow information to be copied and pasted out of Council-controlled systems into uncontrolled applications. It was pointed out that it was possible to circumvent this sort of restriction. Officers advised that this had been discussed with information governance and the advice was that it was better to have some controls in place than none. It is considered particularly important to retain control of Council data. Similar restrictions are not necessary on Council laptops as they are Council-controlled devices.

Members questioned why it was necessary to have separate passcodes for mobile phone and Outlook login. Officers advised that the Council cannot control mobile phone passcodes but can control application passcodes. It is considered good practice to have multi-layered security on devices.

Members discussed the possibility of moving to fortnightly reauthentication. Officers advised that MFA worked more smoothly when users logged on daily. Different devices need to be synchronised which can take a few moments.

Members discussed their inability to log on to different Microsoft email accounts on their laptops. Officers advised that this was due to Microsoft policy and discussions had been undertaken regarding it. Microsoft was taking steps to address the issue, for example in relation to email accounts in English and Welsh.

Members were advised that the Standards and Ethics Committee had recommended that the Members' ICT protocol be reviewed.

Members were interested in hearing the feedback from the consultation. Officers advised that a number of key concerns had been raised, including the copy and paste facility and authentication. Members had queried why it was not possible to use Apple devices on the Council network. Officers advised that the Council's IT was

Microsoft-based and there was a cost implication to using Apple devices in addition. There were problems in the interface between softwares, and there would be additional pressure on IT support resources. Standardisation on one system makes it easier for the Council to support users.

During the consultation Members had also raised the issue of using Zoom. Officers advised that Members were not prevented from using Zoom through their browser.

RESOLVED:

To note the report.


45    :   INFORMATION GOVERNANCE UPDATE

Ian Allwood, Head of Finance presented the report, which was to provide a response to the queries that were raised by the Democratic Services Committee on 5 September 2022 in respect of the mandatory Information Governance and Data Protection session provided as part of the Member Induction Programme.

Members wished to know whether it would be possible to roll out the e-training across all mandatory sessions for those who have not completed it in person or hybrid.  Officers advised that further face-to-face sessions had been scheduled for Safeguarding and Corporate Parenting, and there were some outstanding attendees for Code of Conduct. The intention is to finish face to face modules, and any subsequent attendance to complete mandatory would be done via e0learning. It is preferable for members to attend face to face sessions as they are Cardiff-focused while the eLearning modules are generic. Officers advised that mandatory sessions had been arranged around Members' convenience and there had been many opportunities for Members to attend.

Members expressed a hope that Members who had not attended mandatory sessions had been drawn to the attention of the Whips.

Officers advised that there were no legal sanctions for non-compliance with mandatory training sessions. Other possible sanctions had been discussed with political group leaders, but none had been agreed.

Officers advised that there was a Welsh Government white paper out for consultation which included proposals on mandatory training for elected members,

Members raised the problem of members being unable to attend sessions due to work commitments. Officers expressed understanding of councillors' outside commitments. The point was made that councillors receive payment for their position and there is a responsibility to undertake the necessary commitments. Councillors were advised to contact officers if they had difficulties.

Members expressed gratitude for the written guides.

RESOLVED:

To:

a) Approve the circulation of the Information Governance: Guide for Elected Members and the Information Governance – Quick reference guide for Elected Members to all Elected Members.
b) Approve that the Information Governance for Elected members 2022 E-Learning module becomes the vehicle for all Elected Members who were unable to attend the IGDP in-person session to complete this training.
c) Approve that a request be sent to all Elected Members who have yet to complete their IGDP session to do so using the Information Governance for Elected members 2022 module by the 31st of January 2023.
d) Receive an update from the Head of Democratic Services on the progress made in the completion of the IGDP Mandatory training at its next meeting.

46   :   MEMBERS ENQUIRY SERVICE (MES) UPDATE

Gary Jones, Head of Democratic Services, introduced the report, which was to inform the Committee of the current performance of Member Enquiries System (MES) and the progress being made to develop the use of the system.

Members were advised that service areas had not been able to achieve the 10 working day SLA due to the increased level of enquiries since the Covid pandemic.

Additional tools are being developed for the HALO reporting system. The basic system is expected to come online later in 2023. Aspirations for more advanced tools were unlikely to be realised before 2024-26.

Work is continuing to improve the system, and these will be rolled out following testing.

Members expressed frustration that issues persisted with accessing the content of enquiries, Officers advised that some of the issues were due to the changeover to the HALO system, and these would be resolved shortly.

Members expressed frustration that it was difficult to identify particular officers that were dealing with complex enquiries. Officers advised that an effort would be made to make it easier for councillors to identify a named officer dealing with complex enquiries.

Members discussed the procurement of the system and why a system with the required reporting tools had not been procured. Officers advised thar there is reporting software in the Halo system, but it needs further development. It may be possible to acquire data from service areas for display in relation to matters which councillors wished to be informed on.

Members expressed their gratitude for the work of the Democratic services team in dealing with Members enquiries.

Members expressed a desire for an automatic system for chasing up responses within the allotted time. Officers advised that the Member Services team receive a reminder within 10 days if there has been no response. Officers will investigate a reminder system for Members.

Members expressed dissatisfaction that members of the public receive responses from named officers but Members do not. Officers advised that the provision of named responses from Oms would be investigated.

Members expressed frustration that it was necessary to open a new enquiry in order to follow up an existing one.

Officers advised that a 2-stage reporting process had been investigated, which involves a 10-day SLA to confirm an enquiry had been logged and would be responded to, with a following report on completion, with the enquiry remaining open until completion. There were concerns about the administrative work involved in ensuring that responses were updated by service areas using their own software systems in addition to HALO.

Officers confirmed that individual officers are named as signatories to email responses to enquiries within the email trail. The possibility of team leaders being named in final responses will be investigated.

Members wondered whether the Cardiff app could be developed to allow minor enquiries. Officers advised that the app had been developed to allow members of the public to log reports. It does not necessarily issue a response. It feeds into service area systems but does not feed into the MES. Officers will investigate whether the app can be enhanced to facilitate this.

Members sought further information on the extent of the investigation into possible software systems for the MES. Officers advised that an available system had been inherited, due to its low start-up cost. This had developed into the HALO system, which was a good system in terms of what it was trying to achieve. Bespoke case management software is available, including caseworker systems. These have been investigated, however licence costs were high. However, the additional functionalities of these systems had been identified and discussions were taking place with HALO to have these developed within the MES. Further enhancements suggested by Members could be raised with HALO for incorporation.

RESOLVED:

To note the content of the report.

47    :   MULTI-LOCATION MEETING CONFERENCING SYSTEM UPDATE

Gary Jones, Head of Democratic Services, introduced the report, which was to provide the Committee with an update on the use of the Council's multi-location meeting arrangements and the performance of the Council's conferencing system.

Members were advised that the integration of face-to-face and remote attendees was challenging, and the previous conferencing system was not able to meet the

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requirements of multi-location meetings under the Local Government and Elections Act (Wales) 2021. The EasyConf Connect system provides a single integrated platform with all the required functionalities.

A need for further training of Members has been identified, and an ICT refresh has allowed Members to be provided with up-to-date devices able to meet the technological requirements of multi-location meetings. Issues that have arisen during use include unfamiliarity with the software; diversity of devices; and inability to establish or maintain a connection.

It is planned to deliver improvements including an upgrade to the existing conferencing system; a conferencing equipment upgrade allowing the use of Microsoft Teams as a backup; addition of a chat facility; a software upgrade for all Members; and in-person training for Members and Committee chairs. The performance of the system will continue to be monitored over the succeeding 3-6 months.

Appreciation was expressed for the patience of Members in bearing with the challenges and frustrations of adapting to the new system.

Members expressed some scepticism about the system but also hope that the remaining problems would be resolved.

Members enquired as to what could be done to address connectivity issues in the use of the system related to the Council's broadband capacity. Officers advised that some of the connectivity breakdowns had been due to downloads of Microsoft security updates. A portion of bandwidth has now been reserved for committee meetings and the situation will be kept under review.

RESOLVED:

To note the content of the report and the actions that are being taken to improve the use of the council's multilocation meetings.

48 : DIVERSE COUNCIL DECLARATION DRAFT ACTION PLAN

Gary Jones, Head of Democratic Services, introduced the report, which requested consideration of a draft action plan for the delivery of the Diverse Council declaration approved by Council on 27 January 2022.

Members were advised that it had been intended to implement the declaration in time for the 2022 Local Government elections; however, this had not proved possible and it was now intended to develop a programme leading up to the 2027 elections. A number of actions for improving representation and diversity have been identified. Any measures undertaken must be met from within existing resources.

The plan integrates with the following item, achievement of WLGA Charter, and the two will be subsumed within the Participation Strategy under development by Cabinet.

Members wished to know whether areas of weakness in Member representation had been identified. Officers advised that consultation had been carried out with communities and hard to reach groups to better understood why there is a lack of engagement and participation. Results will be linked into the Diversity Survey and mapped against census and other data to assess the equitability of representation.

RESOLVED:

   a)  To note the content of the report and appendices.
To receive a report back on the results of the consultation with communities and hard to reach groups and the Diversity Survey before recommending the submission of the draft Diverse Council Declaration Action Plan for approval to Council.

49   :   ACHIEVING THE WLGA CHARTER FOR MEMBERS SUPPORT AND DEVELOPMENT

Gary Jones, Head of Democratic Services, introduced the report, which was to consider the requirements necessary to achieve the WLGA Charter for Member Support & Development.

Members were advised that an action plan has been developed of the key actions that will be necessary to be achieved before applying for the WLGA Charter, including actions to ensure that arrangements are in place for all members to be offered a Personal Development Review (PDR); prospective candidates, candidates and new members are informed of their roles and responsibilities; members are offered the opportunity to be mentored by Member peers; and information resources are provided.

Members were advised that the Charter would be reviewed and updated in April 2023.

Members sought information on the resource implications of achieving the Charter. Officers advised that discussions would have to take place with Human Resources regarding the PDR process and the possibility of streamlining it. One of the criteria for the Charter is for all senior salary holders to undertake a PDR, with the exception of the Leader; although some LA's had identified persons such as leaders of other councils with whom the Council Leader could carry out a PDR.

Members expressed concern that the role of a councillor was being identified as employment, and noted that employees have protections that councillors do not. The view was expressed that the special character of elected office ought to be recognised, noting that elected members are 'employed' by their electors rather than the Council. Officers advised that for newly elected Cabinet members, an annual development discussion with an experienced colleague might be beneficial.

Members expressed concern that the process might give Cabinet members a false sense of protection, noting that Cabinet appointments are political and can be altered or rescinded by the Leader for political reasons and not due to underperformance in the role. Officers advised that the PDR process was not related to performance but was an offer of support for improvement in the role.

Members wondered why a formal process was necessary, rather than informal arrangements when desired. Officers advised that this could be considered in the review of the Charter.

Members expressed the view that while there was a case for new members and people newly into roles to have discussions about personal development, it should not be as part of a formal PDR process, which would suggest it was performance and employment related.

Members expressed the view that it might be appropriate for whips to discuss personal development with new members, but noted that whips are not salaried.

Members suggested that due to its greater size it might be more useful to compare Cardiff with some of the larger UK LA's rather than other Welsh ones. Officers advised that Swansea Council had not signed up to the Charter. However, Rhondda Cynon Taf Council which is of a similar size has had the Advanced Charter twice, and is seen as example of good practice.

Members expressed the view that the Charter should be abandoned. Officers advised that the Council had agreed to work to work towards the Charter, and that it would be necessary to amend the Equality Action Plan if this decision were reversed.

RESOLVED:

To consider the amended Charter after April 2023 and refer it to political groups for their consideration.


50    :    SCHEDULE OF REMUNERATION 2023-2024

Gary Jones, Head of Democratic Services, introduced the report, which was to consider the proposals of the Independent Remuneration Panel for Wales (IRPW) ('the Panel') draft report 2023/24 with regard to the levels of Members' remuneration and allowances, and an addition to the approved duties contained within Cardiff Council's Members' Schedule of Remuneration.

Members were advised that the IRPW proposed an increase in the Members' Basic Salary from £16,800 to £17,600, and that Senior Salaries increase by the amount of increase in the Basic Salary.

Members were advised that the purpose of the proposed addition to the Members' Schedule of Remuneration was to equitably reflect remuneration of duties undertaken by elected Members appointed by the Council to duties such as Committee chair.

Members were advised that the deadline for responses was 1 December 2022, but that it would be possible to ask the IRPW for an extension to the consultation period.

Members expressed the view that it would be appropriate to refer the consultation questions to party groups for discussion.

Members sought clarification on whether it was possible for councils to decide to remunerate at a lower level than proposed by the IRPW. Officers advised that it was not, but that individual Members could elect to forego all or part of their remuneration or an increase in their remuneration.

RESOLVED:

a) To refer the report of the IRPW with consultation questions to all Members for discussion and await responses from Members and groups'
b) To request the Head of Democratic Services to collate and analyse the responses.
c) To delegate authority to the Head of Democratic Services in consultation with the Chair to prepare appropriate responses and submit them to the IRPW.

To recommend the amended list of "Approved Duties" within Schedule 2 of the Members' Schedule of Remuneration 2022/23 to Council for approval and adoption.

51   :   DEMOCRATIC SERVICES - ACTIVITIES AND SERVICE SUPPORT

Gary Jones, Head of Democratic Services, introduced the report, which was to inform the Committee on the performance of the Council's Democratic Services since the last meeting on 5 September 2022.

An update was provided on the level of completed member development sessions and on scheduled and planned member development sessions and topics. Potential future learning topics were suggested for consideration.

Members were advised that comparative data from the Demographic Profile Survey would be presented to the Committee at its next meeting in January 2023.

A number of proposals were put forward for achieving savings in the Democratic Services budget. Members expressed the view that the costs of democracy should be ringfenced.

RESOLVED:

a) To note the information set out in the report.
b) To prioritise the planned member development topics for delivery as is: Dementia Friendly Cardiff; Age Friendly Cardiff Awareness; Rights of a Child in Practice; and Fast Track Cities.
c) To reserve the proposed possible future member development topics for consideration for scheduling unless other topics arise and take priority
d) To approve the presentation of a comparative diversity survey report at its next meeting on 23 January 23

To note that budget savings may impact on services and identify any potential budget saving opportunities for Democratic Services.

52   :   FORWARD WORK PROGRAMME

Gary Jones, Head of Democratic Services, provided Members with an update on topics for inclusion in the Committee's Forward Work Programme.

*This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg*

RESOLVED:

To approve the Committee's Forward Work Programme

53    :    URGENT ITEMS (IF ANY)

No urgent items were received.

54    :    DATE OF NEXT MEETING

The next meeting will be on 6 February 2023.


The meeting terminated at 7.05 pm

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE:**            **06 February 2023**

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### MEMBER INDUCTION UPDATE 2022

#### Reason for this Report

1.   The purpose of this report is to update the Democratic Services Committee on the progress that has been made with the Member Induction following the Local Government Elections in 2022.

#### Background

##### Role of the Democratic Services Committee

2.   The Local Government (Wales) Measure 2011, Part 1, Chapter 2, https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2 requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services.

3.   Prior to the Local Government Elections in 2022 the Democratic Services committee were consulted about proposals for the Member induction in 2022.  The induction was developed to support the effective governance arrangements of the Council, enable the newly elected councillors to undertake the variety of roles they are expected to carry out and to integrate them quickly into the Council following their election.

4.   The Elected Member Learning and Development Strategy 2019 – 22 was updated and approved by Council on 25 November 2021.  It identified 5 Phases of Learning and Development for Elected members.  The first three of these phases cover the learning activities immediately following the election of a Councillor.  The phases are as follows:

| Phase | Description | Estimated Timescale |
|-------|-------------|---------------------|
| Phase 1 | Administration | First 7 days after election |
| Phase 2 | The Essentials | Prior to the Annual Meeting of Council |
| Phase 3 | The Core Functions | 3 - 6 months after the Annual Meeting of Council |
| Phase 4 | Identifying the Needs of Individual Councillors | Following completion of the Member Induction |
| Phase 5 | Continuing Development | Throughout the 5 year term of office |

5.  In addition, other learning opportunities are planned to be provided by the WLGA which includes E-Learning and Councillor Workbooks.

6.  The Member Induction Programme was considered by the Democratic Services Committee at its meeting on 5 September 2022.

**Issues**

Pre-Induction Period

7.  Prior to the Election an email was sent to all candidates and agents by Electoral Services which provided an outline of the activities and information that would be required should candidates be successfully elected including a copy of the first month of the induction programme

8.  At the Election an Induction Pack was provided which contained the essential administrative documents and a full copy of the Member Induction Programme from 9 May – 31 Aug 2022.

9.  It is uncertain how effective the sharing of this information in advance of the Induction was as a number of elected members have commented that it would be good to have known in advance about the "Marketplace and Welcome to the Council" on the Monday following election in particular. There may need to be additional engagement with the Political Groups on this prior to the next local elections.

Phase 1 - Administration

10. This phase was initiated by a Marketplace Event which provided an opportunity for all Elected Members to: sign their Acceptance of Office, receive advice to enable them to complete their Register of Interests, have their official photographs taken, identify their ICT requirements and to find out more about the services provided by the Council. This phase had the following expected outcomes:

    a. All Acceptances of Office completed
    b. Elected Member induction administration completed
    c. Cardiff Undertaking signed by all Elected Members

11. These expected outcomes were achieved by 26 May 2022 except for the signing of the Cardiff Undertaking which is being considered for further review as it replicates the Code of Conduct and other legislative requirements.

Phase 2 - The Essentials

12. This phase commenced with a range of topics delivered in person prior to the Annual Meeting of Council and included: the Members' Code of Conduct (including the decision-making structure of the Council, the Safeguarding Protocol and the Use of Social Media protocol), Constitution Support provided for Elected Members, Members' enquiries and casework, multi-location meetings, information governance and personal safety and security. Expected outcomes for this phase included:

    a. All Members have a basic knowledge of the Council, its structure and role

b. Code of Conduct training completed by all Elected Members
c. Elected Members are able to effectively undertake their governance and decision-making role at Council meetings

8. During this phase many of the learning activities were switched from in-person sessions to remote sessions on MS Teams to assist members to find the necessary time to attend each session and to improve attendance.

9. It is considered that the expected outcomes for this Phase of the Member Induction have been partially achieved as there are 5 Elected Members who have yet to complete their Code of Conduct training during this administration. Details of non-attendance have been provided to the relevant Group Whips and members who have not attended the training have been asked to identify a suitable time to meet with the Monitoring Officer to receive training. However, three of these members attended code of conduct training in the previous administration.

Phase 3 - The Core Functions

10. The core functions phase focussed on the provision of Committee Inductions, safeguarding and corporate parenting. The expected outcomes from this phase included:

a. Elected Members understand the roles to which they have been appointed.
b. Elected Members are more able to carry their role in their wards and for the City.
c. Elected Members are aware of their responsibilities when representing the Authority

11. Following the committee and relevant induction sessions (see paragraphs 12 -21) it is considered that the expected outcomes for this phase of the Member Induction have been achieved.

Mandatory Training

12. Some of the induction topics were identified as "Mandatory" for all members because of their importance and that they related to legislative or constitutional requirements. Two of the topics, Constitution and Committee Procedures and the Preparation for the Annual Meeting of Council were re-categorised as "Recommended" due to the inclusion of committee procedures within committee inductions and the timeliness in respect of the preparation of Annual Meeting of Council.

13. The following is a summary of attendance at Mandatory Learning events.

| Ser | Topic | Expected Attendees | Total | % |
|---|---|---|---|---|
| 1. | What Councillors need to Know (Including Code of Conduct and elevant protocols) | | 74 | 93.67% |
| 2. | Information Governance and Data Protection | 79 | 43 | 54.43% |
| 3. | Supporting Equality in Cardiff's Diverse Communities | | 65 | 82.28% |

| 4. | Corporate Parenting | | 67 | 84.81% |
|----|---------------------|---|----|----|
| 5. | Safeguarding | | 59 | 74.68% |

14. It should be noted that there are a range of reasons to explain why the mandatory learning topics have not currently been completed by all members.  These relate to the availability and commitments of Elected Members including:
    - Existing commitments which could not be changed prior to the scheduled learning events
    - Increased expectation on the newly elected members to address the concerns of their constituents following the election and increasing the Elected Members workload

15. Further sessions were arranged over the next few months which were anticipated to enable all of the mandatory sessions to be completed within this municipal year. Group Whips were provided with information in relation to their Group Members attendance at mandatory training.  In addition, some of the key non-mandatory sessions will be provided to ensure that all Members are confident in undertaking.

16. All Members who have yet to complete their mandatory training sessions have been advised of the E-Learning modules available on the Cardiff Academy for them to complete the Member Induction.  Weekly reports are provided to the Head of Democratic Services by the Cardiff Academy of any Elected Member completing an E-Learning module.  The Mandatory training records are updated and shared with political Group Whips on a regular basis.

17. In addition, membership of some Committees required a mandatory committee induction.  These inductions were successfully completed by all Elected Members for the following committees:

| Ser | Committee | Expected Attendees | Total | % |
|-----|-----------|--------------------|-------|---|
| 6. | Licensing Committee | 12 | 12 | 100% |
| 7. | Public Protection Committee | 12 | 12 | 100% |
| 8. | Cabinet | 12 | 12 | 100% |
| 9. | Planning Committee | 12 | 12 | 100% |
| 10. | Governance and Audit Committee | 6 | 6 | 100% |

18. The membership of these Committees is not consistent, but any Members subsequently appointed to these committee must complete the appropriate induction during this administration before they are able to formally participate in committee business.

Other Training

19. A range of other topics have been delivered to support Elected Members in their role as a Councillor.  These have not been identified as mandatory and therefore if a

returning or new councillor has existing knowledge and skills of this topic there has been no requirement for them to attend these training sessions.

20.  This is a list of other topics that have been attended:

| Ser | Topic | Category | Attendance Totals |
|---|---|---|---|
| 11. | Member Services and MES | 🟩 | 14 |
| 12. | Personal Safety and Security | 🟩 | 14 |
| 13. | The Constitution and Committee Procedures | 🟨 | 27 |
| 14. | Support for Members | 🟩 | 11 |
| 15. | Introduction to Scrutiny | 🟩 | 14 |
| 16. | Multi-location meetings | 🟩 | 32 |
| 17. | City Tour | 🟩 | 16 |
| 18. | Performance Management and Data Strategy | 🟨 | 22 |
| 19. | Preparation for the Annual Meeting of Council | 🟨 | 17 |
| 20. | Planning for Members | 🟨 | 26 |
| 21. | Local Government Finance | 🟩 | 28 |
| 22. | Child Friendly Cardiff | 🟨 | 26 |
| 23. | Scrutiny Chairs | 🟨 | 5 |
| 24. | What makes Effective Scrutiny | 🟩 | 15 |

Legend:

| | |
|---|---|
| 🟨 | Recommended Learning |
| 🟩 | Beneficial Learning |

21.  Other topics were arranged on an ad-hoc basis and included:

| Ser | Topic | Category |
|---|---|---|
| 25. | Getting to grips with your ICT | 🟩 |
| 26. | Orientation of County Hall | 🟩 |
| 27. | Scrutiny Committee Inductions | 🟩 |

Evaluation of Learning

22. Following each induction topic, a hard copy or electronic evaluation form was provided to attendees.  The summary of evaluation responses is shown at **Appendix A.**

23. The following shows the number of responses which have been received for the all-member mandatory sessions.

| Training Course | No of Completed Returns | | | Attendance | Response Percentage |
|---|---|---|---|---|---|
| | Virtual | Hard | Total | | |
| Info Governance and Data Protection | 4 | 10 | 14 | 43 | 32.56% |
| Decision Making Code of Conduct | 6 | 7 | 13 | 74 | 17.57% |
| Safeguarding | 4 | 0 | 4 | 59 | 6.78% |
| Supporting Equality and Diverse Communities | 4 | 0 | 4 | 65 | 6.15% |
| Corporate Parenting | 2 | 0 | 2 | 67 | 2.99% |

24. The following shows the number of responses which have been received for the committee mandatory sessions:

| Training Course | No of Completed Returns | | | Attendance | Response Percentage |
|---|---|---|---|---|---|
| | Virtual | Hard | Total | | |
| Licensing and Public Protection | 2 | 0 | 2 | 12 | 16.67% |
| Planning Committee | 0 | 0 | 0 | 12 | 0.00% |
| Governance and Audit Committee | 0 | 0 | 0 | 6 | 0.00% |
| Cabinet | 0 | 0 | 0 | 12 | 0.00% |

25. The following shows the number of responses which have been received for the other induction sessions:

| Training Course | No of Completed Returns | | | Attendance | Response Percentage |
|---|---|---|---|---|---|
| | Virtual | Hard | Total | | |
| Members Services and MES | 5 | 5 | 10 | 14 | 71.4% |
| Personal Safety and Security | 6 | 5 | 11 | 14 | 78.57% |
| The Constitution and Committee Procedures | 5 | 3 | 8 | 27 | 29.63% |
| Support for Members | 3 | 3 | 6 | 11 | 54.54% |
| Introduction to Scrutiny | 3 | 0 | 3 | 14 | 21.43% |
| Multi-location Meetings | 0 | 0 | 0 | 32 | 0.00% |
| City Tour | 0 | 0 | 0 | 16 | 0.00% |
| Performance Management & Data Strategy | 2 | 0 | 2 | 22 | 9.09% |
| Preparation for the Annual Meeting of Council | 0 | 0 | 0 | 17 | 0.00% |
| Planning for Members | 2 | 0 | 2 | 26 | 7.69% |
| Local Government Finance | 3 | 0 | 3 | 28 | 10.71% |
| Child Friendly Cardiff | 4 | 0 | 4 | 26 | 15.38% |
| What makes Effective Scrutiny | 0 | 0 | 0 | 15 | 0.00% |

26. It is noticeable that the higher level of evaluation responses was received with in-person activities early in the induction and with hard copy evaluation forms being completed at the end of the session. Moving to virtual delivery of training significantly reduced the total number of responses with many activities having no evaluation responses at all.

27. Of the evaluation responses that were received the significant majority were positive with only minor negative feedback. However, it can only be assumed that if there were any issues with the delivery of any of the Induction sessions attendees would have provided immediate feedback to the Head of Democratic Services of any concerns they had at the time.

28. The use of the online evaluation form has been of very limited success. The Democratic Services Committee is requested to consider how a higher-level of evaluation form responses for any training event be achieved.

**Financial Implications**

29. Any costs from Democratic Services activities and services support are to be monitored and contained within the existing Democratic Services funding sources and budgets.

**Legal Implications**

30. Under the Local Government (Wales) Measure 2011, Part 1, the Democratic Services Committee is responsible for overseeing the democratic services functions of the Council, ensuring this work is adequately resourced; and reporting to full Council accordingly.

31. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:

    a. to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);

    b. to promote the role of the authority's Scrutiny Committees;

    c. to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and

    d. any other functions prescribed by the Welsh Ministers.

32. In determining how to exercise its functions, the Committee must have regard to the statutory guidance issued by the Welsh Ministers. The Welsh Government has indicated that it is proposing to revoke the earlier guidance (Statutory Guidance from the Local Government Measure 2011) issued in June 2012 and has issued refreshed draft guidance for consultation (in Chapter 2 of the Consultation Document, Local Government: Guidance for Principal Councils, 17 March 2022): Guidance for principal councils | GOV.WALES.   The revised draft guidance on Democratic Services Committees is substantially unchanged but has been updated to reflected legislative changes, including the removal of the legislative prohibition on the monitoring officer also being the head of democratic services (under section 161 of the Local Government and Elections (Wales) Act 2021).

33. The information set out in the body of this report enables the Democratic Services Committee to oversee the work of democratic services, ensure the work is adequately resourced and report to full Council, as appropriate.

34. Other relevant legal provisions are referred to in the body of the report.

   **RECOMMENDATIONS**

35. The Democratic Services Committee is requested to:

   a. Note the information set out in the report.

b.  Assist the Head of Democratic Services to identify opportunitiees to:

    i.  improve awareness of the induction process to candidates standing for Election.

    ii.  achieve a higher-level of evaluation form responses for any training event.

**GARY JONES**
**HEAD of DEMOCRATIC SERVICES**
31 Jan 2023

Appendix A   Summary of Evaluation Responses

Background Papers:

Elected Member Learning and Development report to Council on 25 November 2021.

Updated Proposals - Draft Outline Member Induction Programme 2022 report to Democratic Services Committee dated 24 January 2022.

Member Induction Update report to Democratic Services Committee on 5 September 2022.

**SUMMARY OF EVALUATION RESPONSES**

| Ser | Committee |
|---|---|
| 1. | **What Councillors need to Know**<br>• Significant majority of positive responses<br>• 1 Disagree response regarding insufficient time allocated to the course.<br>• No suggestions for improvement |
| 2. | **Information Governance and Data Protection**<br>• Majority of positive responses (75%)<br>• Comments included:<br>   ○ Too many slides with too much information, some very small writing, and unsupported with hard copies to enable this to be followed.<br>   ○ It felt that the organisations requirements were being delivered, without ensuring that participants are adequately able to implement what's being taught in the way they make use of their technology or handle their case work.<br>   ○ Keping to time<br>• Suggestions on how we can improve this learning opportunity included:<br>   ○ Provide different levels of course depending on expertise of participants.<br>   ○ Follow up with dedicated one to one support.<br>   ○ Perhaps some more examples scenarios/case studies to illustrate and application of relevant legislation |
| 3. | **Supporting Equality in Cardiff's Diverse Communities**<br>• Majority of positive responses (75%)<br>• Aspect/s of this training course could be improved?<br>   ○ It was a bit unfortunate that there was such a long discussion about the difficulties in balancing different strands of diversity. It didn't seem quite the right place to have that discussion, as lots of attendees would have been coming across some of this for the first time.<br>• Other suggestions on how we can improve this learning<br>   ○ If you are consistently getting people coming a little late (because often they are balancing attending with other work commitments I just wonder if it might be occasionally reintroducing the officers for latecomers |
| 4. | **Corporate Parenting**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |
| 5. | **Safeguarding**<br>• Significant majority of positive responses<br>• 1 Disagree response regarding active participation |
| 6. | **Licensing Committee**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |

| | |
|---|---|
| 7. | **Public Protection Committee**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |
| 8. | **Cabinet**<br>• No feedback |
| 9. | **Planning Committee**<br>• No feedback |
| 10. | **Governance and Audit Committee**<br>• No feedback |
| 11. | **Member Services and MES**<br>• Significant majority of positive responses<br>• No suggestions for improvement |
| 12. | **Personal Safety and Security**<br>• Significant majority of positive responses<br>• Suggestions for improvement<br>   o Ask attendees which groups or individuals were they concerned about.<br>   o Overly negative picture from presenter<br>   o Room was too hot and stuffy |
| 13. | **The Constitution and Committee Procedures**<br>• Significant majority of positive responses<br>• No suggestions for improvement |
| 14. | **Support for Members**<br>• Majority of positive responses<br>• Suggestions for improvement<br>   o Its good keep it up |
| 15. | **Introduction to Scrutiny**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |
| 16. | **Multi-location meetings**<br>• No feedback |
| 17. | **City Tour**<br>• No feedback |
| 18. | **Performance Management and Data Strategy**<br>• Significant majority of positive responses<br>• No suggestions for improvement |
| 19. | **Preparation for the Annual Meeting of Council**<br>• No feedback |
| 20. | **Planning for Members**<br>• Significant majority of positive responses<br>• No suggestions for improvement |
| 21. | **Local Government Finance**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |
| 22. | **Child Friendly Cardiff**<br>• All positive comments with Agree or Strongly agree with all categories |

| | |
|---|---|
| | • No suggestions for improvement |
| 23. | **Scrutiny Committee Induction**<br>• All positive comments with Agree or Strongly agree with all categories<br>• No suggestions for improvement |

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**CYNGOR CAERDYDD**
**CARDIFF COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE:**                    **06 February 2023**

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### DEMOGRAPHIC PROFILE SURVEYS

**Reason for this Report**

1.   The purpose of this report is to update the Democratic Services Committee on the outcome of the Demographic Profile survey, also known as the Diversity survey undertaken following the Election in 2022 and to provide a comparison with a similar survey undertaken in the 2017- 2022 administration prior to the election.

<u>Background</u>

2.   The Local Government (Wales) Measure 2011, Part 1, Chapter 2, https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2 requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services.

3.   As part of the Local Government (Wales) Measure 2011, local authorities are required to conduct a standardised survey of councillors and candidates for election to the office of councillor in their areas. The survey is to include both county and town and community councillors and candidates and asks a prescribed set of questions

4.   The Welsh Local Government Association (WLGA) in collaboration with Local Authorities agreed that the provision of this survey would be undertaken by the Local Government Data Unit on behalf of Local Authorities in Wales with the response data being provided to each Local Authority and the WLGA.  Historically, the responses to this survey have not provided the level of detail required to accurately identify the demographic profile of the Council representation nor any support which should be considered to the serving elected members.

5.   To identify the baseline demographics of the Elected Members of Cardiff Council and to determine whether its representation reflected the diversity of the population of Cardiff, a survey was undertaken with Elected Members in July 2021.  The outcomes of this survey were reported to the Committee on 24 Jan 2022.  The committee was also informed of the intention to repeat the survey following the Local Government Elections later that year.  The repeated survey would enable a comparison to be undertaken to determine if the representation reasonably reflected the population of Cardiff.

6.	The survey was comprised of a number of questions relating to a range of factors including protected characteristics.  The questions mirrored the Council's demographic questionnaire which officers were requested to complete when then joined the Authority.

7.	Following the 2021 Census, some data has been released which has enable some comparison between the outcomes of the surveys undertaken by Members and the details of the residents of Cardiff.

**Issues**

8.	The surveys were initially circulated via email which contained a link to on online survey portal.  Responses could be provided from a Personal Computer or a smartphone.  Hard copy surveys were also made available for completion.  The surveys were open for approximately a 3-month period with various channels being used to encourage completion of the survey.

9.	In 2021, the 75 Elected Members of the Council were invited to complete the survey and 66 responses (85%) were received.  In 2022 a total 59 (74.7%) Elected Members completed the Diversity survey.

10.	Whilst the level of responses was high these totals were lower than anticipated. The factors preventing a higher level of responses to the survey may include: the timing of the survey, the number of surveys that Elected Members were being requested to undertake, the similarity of the survey to previous surveys, the use of technology or other factors which prevented a significant number of members not responding to the survey needs to be understood.  This will allow a higher level of Elected Members to be encouraged to respond to subsequent surveys.

Key Findings

11.	The full details of the Demographic Profile surveys and the relevant data from the 2021 census is shown at **Appendix A.**  The following are the key findings from the surveys:

a.	Gender
There was an increase of 10% in female respondents from 25 (38%) to 28 (48%) which if this was reflected by the total of Elected Members would indicate that the representation of female was only 3% less that the total number of females identified in Cardiff by the 2021 Census.

b.	Age
The current administration has seen as reduction 10% of Elected Members over 65 from a total of 21 or 32% in 2021 to 13 (22%) in 2022.

c.	Marital Status

More than half of Elected Members in the current administration (32 or 58%) are married which is a reduction of 6% in the previous one (42 or 64%).

There was a higher level of Members in this administration who declared that they are:

- co-habiting (8 or 14%) or living together with their partner compared to Elected Members in previous administration.
- either single (10 or 17%) or separated or divorced (5 or 9%) compared to those in the previous administration.

d. Ethnic Group

More than three quarters of Elected Members who completed the survey (79% in 2017 and 78% in 2022) are mainly form a White British background which reasonably reflects the census data.
The proportion of Elected Members in 2022 (16%) from a minority background is lower when compared to the current proportion of BAME population (21%) who live in Cardiff.

e. Religion

The survey identified an increase from 44% in 2017 to 48% in 2022 in the number of Elected Members who did not regard themselves as belonging to any particular religion.

Of those Elected Members who identified themselves with a particular faith, the largest number and proportion consider themselves to have Christian beliefs.

A much lower proportion of Elected Members confirmed that they are Muslim (6 and 7%), with Hindu, Sikh and other faiths (2%) with Jewish representation increasing in 2022 to 2%.

f. Disability

The majority of Elected Members (83% in 2017 and 2022) confirmed that they do not have a disability.  This is higher than the census data which indicated that 74.4% of Cardiff residents consider themselves "Not disabled under the Equality Act with no long term physical or mental health conditions."

A much lower proportion (17%) of Members indicated that they have some form of disability.

g. Sexual Orientation

The majority of Members in the current (86%) and previous administrations (82%) confirmed that they are 'Heterosexual or straight'.

In both periods, around 10% indicated that they are 'Bisexual'.

A much lower proportion (<3%) stated that they were 'Gay', and those (1) in each period who 'Prefer not to Say'.

h. Employment

A substantial proportion of Elected Members are either working full time or part-time.  In current administration two thirds (66%) are working, with as many as (42%) working full time and nearly a quarter (24%) working part time.

The survey identified that there had been a reduction of 9% of Elected Members who considered themselves as "Wholly retired from work" from 23% in 2017 to 14% during this current administration.

i.   Housing Tenure

The vast majority (84%) of Elected Members in the current and previous administration own the house they live in.

No less than half (50% in 2017 and 54% in 2022) have a mortgage while around a third (34% in 2017 and 32% in 2022) confirm that their dwellings are "Owned outright".

A much lower proportion (8% in 2017 compared to 5% in 2022) indicated that they live in rented accommodation.

j.   Children at Home

The results above show that around two thirds of Elected Members in the previous (68%) and current (64%) administration do not have children living at home.

A smaller proportion of Elected Members (< 20%) during both administrations have young children under 16 living at home.

k.   Caring Responsibilities

In the previous administration as many as a third (33%) had caring responsibilities but this had reduced to 19% in the current administration who are taking on this role.  This number is still considered a fairly substantial proportion of the total.

l.   Welshness

The majority of Elected Members in the current and previous administration consider themselves as Welsh.

m.   Welsh Language

The majority of Members cited English as there first language (86% in 2017 and 81% in 2022).

In this current administration there is a higher number and proportion of Elected Members whose first language is Welsh (10%) and other languages (9%)

n.   Welsh Language skills

There are more Elected Members in this current administration (46%) who have degree of Welsh language skills (basic to fluent skills).

The total proportion of Elected Members who indicated that they are Welsh learners is lower in this current administration (22%) compared to the previous (30%) one.

The number of Members not able to speak Welsh has reduced by 3% from 35% in the previous administration to 32% in the current one.

12. Given the outcomes of the surveys shown above and the comparative data listed in **Appendix A**, the Committee is requested to identify any concerns or actions that can be undertaken within the remit of the Committee to address or improve future outcomes.

Future Surveys

13. With the targeted nature of these Demographic Profile surveys, it is unlikely that a similar one will be undertaken during this administration. Any changes to the demographics would be identified in other Elected Member surveys all of which would include a diversity section.

14. Other Elected Members surveys have been undertaken with the content comprising elements to meet the requirements of the Democratic Services Committee and Standards and Ethics Committee in a single survey. Many of the questions in these surveys were a virtual duplicate of the questions asked previously.

15. The surveys were also undertaken on an Annual or Bi-annual basis which, whilst providing some usual information did not always achieve any noticeably difference in the outcomes. The provision of the surveys and the time taken to collect the responses requires a high level of resources to administer and assess. This also creates some confusion and survey overload for Elected Members.

16. The Standards and Ethics Committee has requested a review of the questions of future surveys within their remit and it is proposed that the questions relating to Democratic Services Committee also be reviewed.

17. It is proposed that a survey to support the remits of both the Democratic Services Committee and the Standards and Ethics Committee be developed for delivery early in 2024.

**Financial Implications**

18. Any costs from Democratic Services activities and services support are to be monitored and contained within the existing Democratic Services funding sources and budgets.

**Legal Implications**

19. Part 1 of the Local Government (Wales) Measure 2011 provides for the strengthening of local democracy and Chapter 1 of that Part concerns the promoting and supporting of membership of local authorities. Sections 1 to 3 make provision for a survey of councillors and candidates for election as councillors ('the Local Election Survey'). The questions and form of the survey are prescribed in regulations and the Welsh Government has issued statutory guidance for Councils on carrying out the surveys.

The statutory guidance notes that 'the rationale behind a survey is that it would reveal the characteristics of those standing for election and those who get elected to local government at the normal elections (not by-elections). In order to allow for changes in the profile of candidates and councillors to be tracked over time, the survey must be repeated after each ordinary election (section 1 of the Measure). The purpose of the survey is to ascertain the effectiveness of policies aimed at widening participation in local government over time'. The statutory guidance also notes that individual authorities may arrange for the Local Government Data Unit to carry out the Local Election Survey on behalf of all 22 local authorities.

20. As noted in paragraphs 3 and 4 of this report, the 2022 survey which is the subject of this report is a separate survey, carried out voluntarily by the Council, over and above the arrangements made for the statutory Local Election Survey.

21. In considering this matter, the Democratic Services Committee should have regard to the statutory guidance on the exercise of its functions.

22. There are no other direct legal implications arising from the recommendations of the report.

**RECOMMENDATION**

23. The Democratic Services Committee is requested to:

a. Note the information set out in the report and Appendix A.

b. identify any concerns or actions that can be undertaken within the remit of the Committee to address or improve future outcomes.

c. Approve that a review of the questions of future surveys within the remit of the Democratic Services Committee be undertaken.

d. Approve that a survey to support the remits of both the Democratic Services Committee and the Standards and Ethics Committee be developed for delivery early in 2024.

**GARY JONES**
**HEAD of DEMOCRATIC SERVICES**
31 Jan 2023

Appendix A: Demographic Profile Survey – Comparative Data 2017 -2022

Background Papers:

Activities and Service Support report to Democratic Services Committee dated 24 Jan 2022.

Welsh Government Statutory Guidance, 'The Local Election Survey', January 2017
Microsoft Word - MA(L)MD_5370_16 Statutory Guidance Doc 3.doc (gov.wales)

Welsh Government, Guidance for Principal Councils, Consultation draft: Guidance for principal councils | GOV.WALES

**DEMOGRAPHIC PROFILE SURVEY – COMPARATIVE DATA 2017 -2022**

In total 59 (74.7%) Elected Members completed the Diversity survey in 2022. This is slightly lower than the total number (66 or 88%) who completed the same survey in the previous year. (2017-2022 administration)

1. **Gender**

   Census Data 2021 (Cardiff)

   | Description | Count | % |
   |---|---|---|
   | All usual residents | 362,310 | 100.0 |
   | Female | 185,460 | 51.2 |
   | Male | 176,850 | 48.8 |

   Survey Data - Gender

   | Year | Female | | Male | | Prefer Not Say | |
   |---|---|---|---|---|---|---|
   | | Count | % | Count | % | Count | % |
   | 2017 | 25 | 38 | 41 | 62 | | |
   | 2022 | 28 | 48 | 30 | 51 | 1 | 1 |
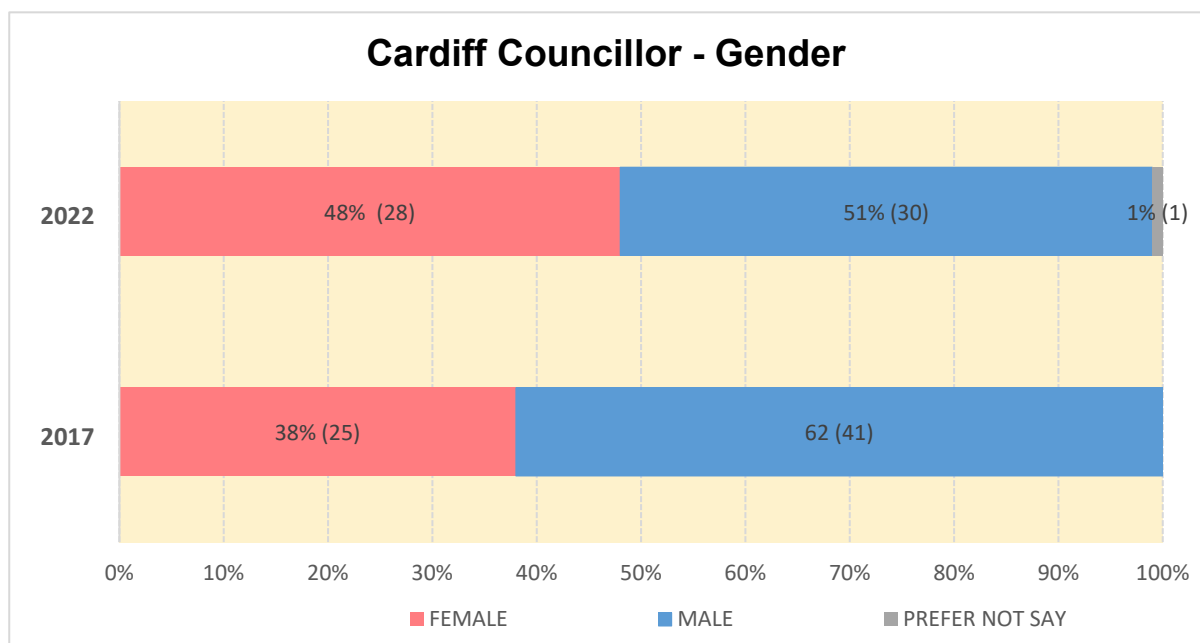
   

   The results above show that the total number and proportion of female Elected Members of the Council in this current administration who completed the survey is higher compared to the previous administration.

   There was an increase of 10% in female respondents from 25 (38%) to 28 (48%) which if this was reflected by the total of Elected Members would indicate that the representation of female was only 3% less that the total number of females identified in Cardiff by the 2021 Census.

## 2. **Age**

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| Aged 15 years and under | 25,422 | 7.0 |
| Aged 16 to 19 years | 22,520 | 6.2 |
| Aged 20 to 24 years | 37,885 | 10.5 |
| Aged 25 to 34 years | 56,306 | 15.5 |
| Aged 35 to 49 years | 67,407 | 18.6 |
| Aged 50 to 64 years | 59,696 | 16.5 |
| Aged 65 to 74 years | 28,874 | 8.0 |
| Aged 75 to 84 years | 16,506 | 4.6 |
| Aged 85 years and over | 7,117 | 2.0 |

Survey Data - Age (At Last Birthday)

| Age | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| 16-24 | 1 | 2 | 1 | 2 |
| 25-34 | 8 | 12 | 8 | 14 |
| 35-44 | 17 | 26 | 20 | 34 |
| 45-54 | 7 | 11 | 8 | 14 |
| 55-64 | 12 | 18 | 9 | 15 |
| 65-74 | 17 | 26 | 13 | 22 |
| 75+ | 4 | 6 | 0 | 0 |
| | 66 | | 59 | |



### Age (%)

| | 16 to 24 years | 25 to 34 years | 35 to 49 years | 50 to 64 years | 65 to 74 years | 75 years and over |
|---|---|---|---|---|---|---|
| 2017 | 2 | 26 | 11 | 18 | 26 | 6 |
| Census | 6.2 | 15.5 | 18.6 | 16.5 | 8.0 | 6.6 |
| 2022 | 2 | 34 | 14 | 15 | 22 | 0 |

■2017  ■Census  ■2022
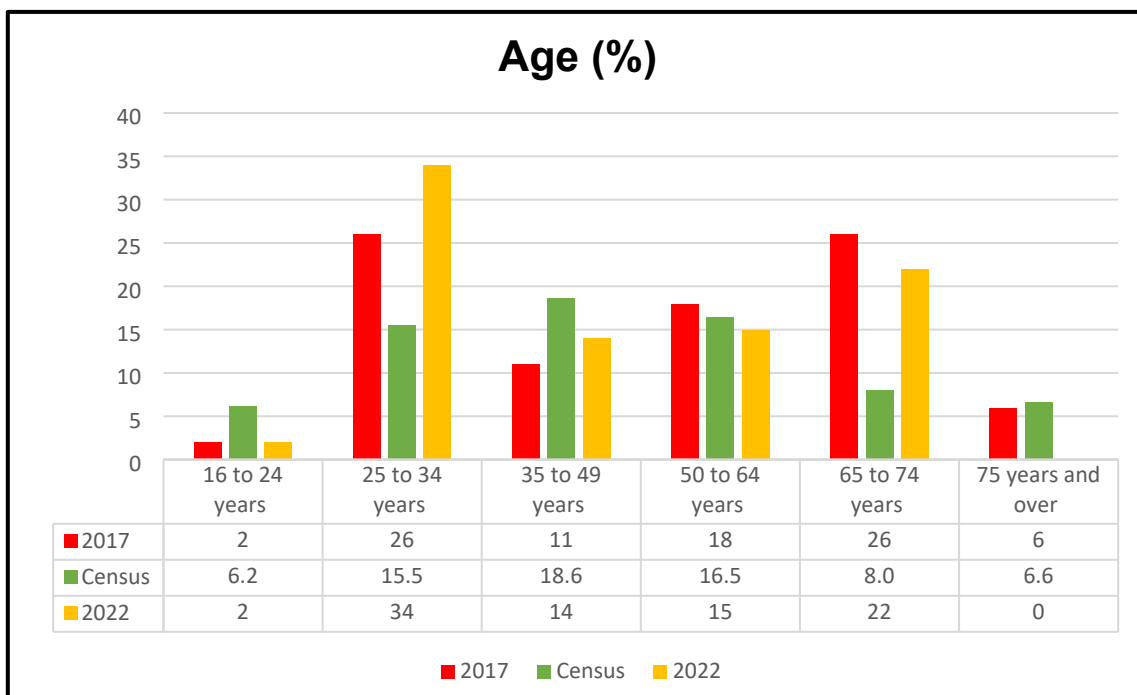
The results above show that there is a higher number and proportion (46 or 78%) of Elected Members in this current administration are within the working age i.e., aged 16 years – 65 years old.  The current administration has seen as reduction 10% of Elected Members over 65 from a total of 21 or 32% in 2021 to 13 (22%) in 2022.

It is worth noting that more than a third (20 total or 34%) of Members in this administration who completed the survey fall within the 35-44 years old age group.

## 3. Legal Partnership Status

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| All usual residents aged 16 and over | 296,306 | 100.0 |
| Never married and never registered a civil partnership | 143,987 | 48.6 |
| Married or in a registered civil partnership | 109,074 | 36.8 |
| Married | 108,482 | 36.6 |
| In a registered civil partnership | 592 | 0.2 |
| Separated, but still legally married or still legally in a civil partnership | 5,475 | 1.8 |
| Divorced or civil partnership dissolved | 22,997 | 7.8 |
| Widowed or surviving civil partnership partner | 14,773 | 5.0 |

Survey Data – Marital Status

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Single | 10 | 15 | 10 | 17 |
| Married | 42 | 64 | 34 | 58 |
| Living together Co-habiting | 7 | 11 | 8 | 14 |
| Separated Divorced | 3 | 5 | 5 | 9 |
| Widowed | 2 | 3 | 0 | 0 |
| In same sex civil partnership | 1 | 2 | 0 | 0 |
| Other | 1 | 1 | 2 | 3 |
| | 66 | | 59 | |
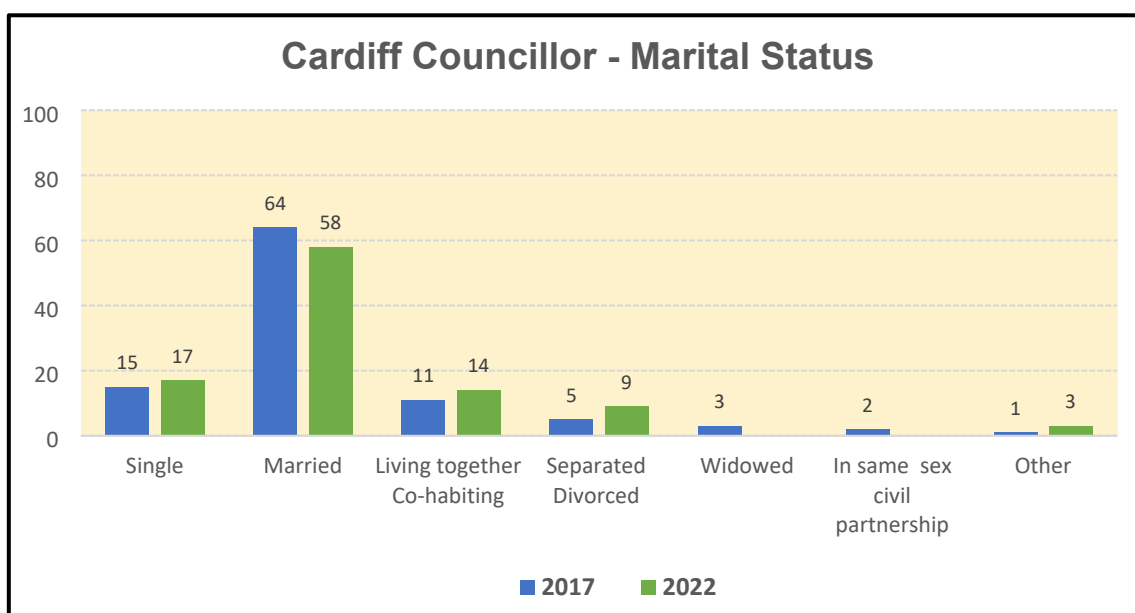


The results above show that more than half of Elected Members in the current administration (32 or 58%) are married which is a reduction of 6% in the previous one (42 or 64%). Additionally, there is also a higher number and proportion of Members in this administration who declared that they are co-habiting (8 or 14%) or living together

with their partner compared to Members in previous administration who gave a similar response.

There is also a higher number of Members who completed the survey in this current administration who declared that they are either single (10 or 17%) or separated or divorced (5 or 9%) compared to those in the previous administration.

## 4. Ethnic Group

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| Asian, Asian British or Asian Welsh | 34,983 | 9.7 |
| Black, Black British, Black Welsh, Caribbean or African | 13,896 | 3.8 |
| Mixed or Multiple ethnic groups | 14,506 | 4.0 |
| White | 286,931 | 79.2 |
| Other ethnic group | 11,994 | 3.3 |

Survey Data – Ethnic Group

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| White - British | 52 | 79 | 46 | 78 |
| White - Irish | 1 | 2 | 1 | 2 |
| White - Any other background | 2 | 3 | 2 | 3 |
| Asian/Asian British - Bangladeshi | 3 | 5 | 3 | 5 |
| Asian/Asian British - Indian | 2 | 3 | 2 | 3 |
| Asian/Asian British - Chinese | 1 | 2 | 2 | 3 |
| Asian/Asian British - Pakistani | 1 | 2 | | 0 |
| Mixed/multiple ethnic groups - white and black Caribbean | 1 | 2 | 2 | 3 |
| Mixed/multiple ethnic groups - white and Asian | 0 | 0 | 0 | 0 |
| Black/African/Caribbean/black British - African | 1 | 2 | 1 | 2 |
| White - Gypsy or Irish Traveller | 0 | 0 | 0 | 0 |
| Prefer not to say | 2 | 3 | 0 | 0 |
| | 66 | | 59 | |



Cardiff Councillor - Ethnic Groups (%)

## Ethnic Group (%)

Legend: ■ 2022 ■ Census ■ 2017

| Ethnic Group | 2022 | Census | 2017 |
|---|---|---|---|
| White | 83 | 79.2 | 84 |
| Asian, Asian British or Asian Welsh | 11 | 9.7 | 12 |
| Mixed or Multiple ethnic groups | 3 | 4.0 | 2 |
| Black, Black British, Black Welsh, Caribbean or African | 2 | 3.8 | 2 |
| Other ethnic group | 0 | 3.3 | 0 |
| Prefer not to say | 0 | 0.0 | |
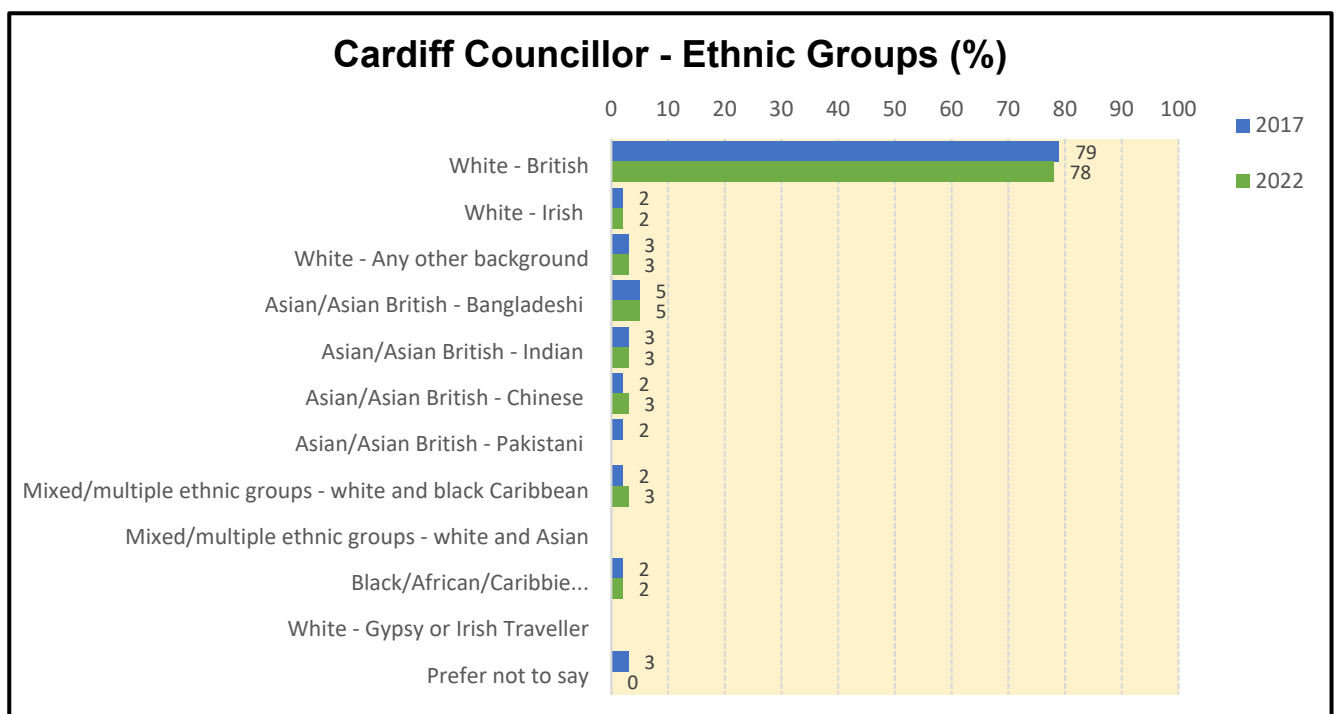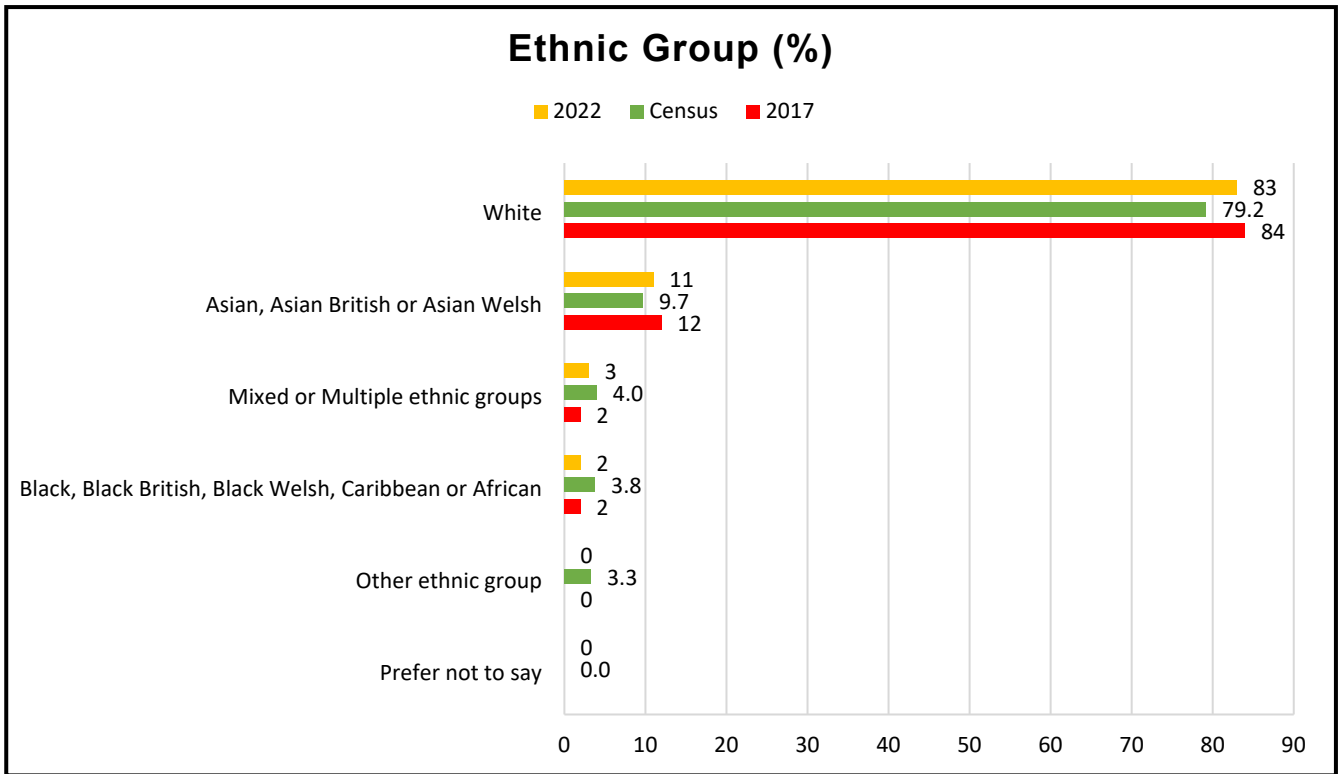
The results above show that the more than three quarters of Elected Members who completed the survey (79% in 2017 and 78% in 2022) and from the current previous administration are mainly form a White British background.

In the 2017 and 2022 administration, the proportion of Elected Members who are from an ethnic minority background group only account for 16% of total Elected Members of the Council.

The proportion of Elected Members in 2022 (16%) from a minority background is lower compared to the current total proportion of BAME population (21%) who live in Cardiff.

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## 5. Religion

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| No religion | 155,589 | 42.9 |
| Christian | 138,885 | 38.3 |
| Muslim | 33,650 | 9.3 |
| Not answered | 22,888 | 6.3 |
| Hindu | 5,434 | 1.5 |
| Other religion | 2,028 | 0.6 |
| Buddhist | 1,630 | 0.4 |
| Sikh | 1,517 | 0.4 |
| Jewish | 690 | 0.2 |

Survey Data – Religion

| Religion | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Christian | 30 | 45 | 23 | 39 |
| Muslim | 4 | 6 | 4 | 7 |
| Hindu | 1 | 2 | 1 | 2 |
| Sikh | 1 | 2 | 1 | 2 |
| Buddhist | 0 | 0 | 0 | 0 |
| Jewish | 0 | 0 | 1 | 2 |
| Other | 1 | 2 | 1 | 2 |
| No Religion | 29 | 44 | 28 | 47 |
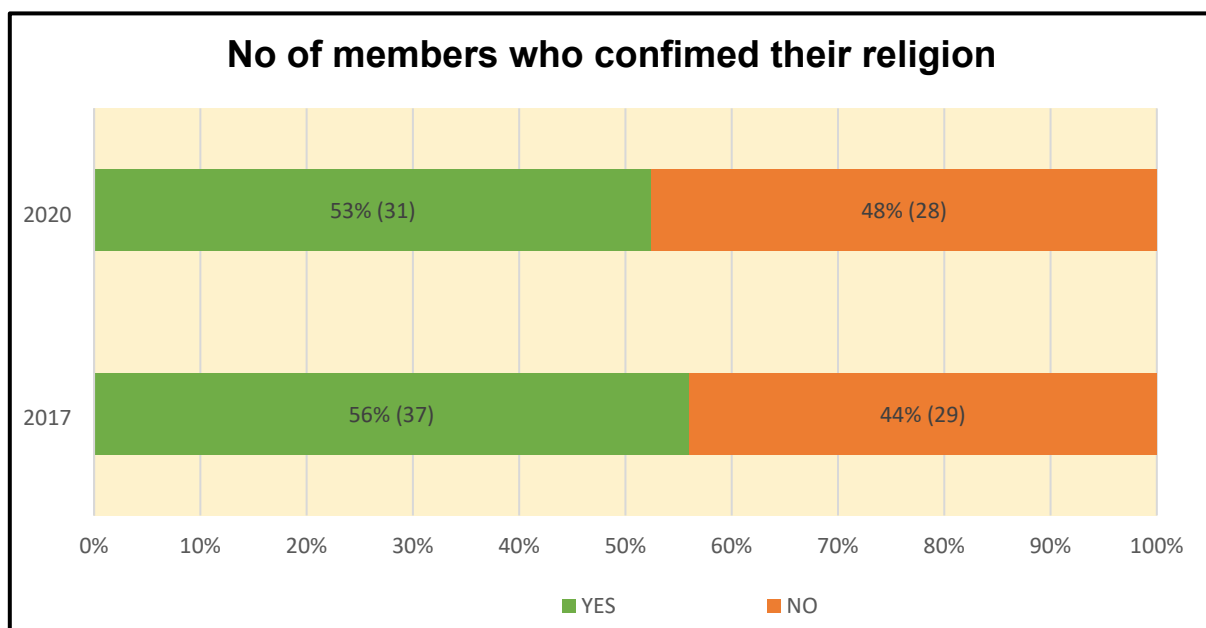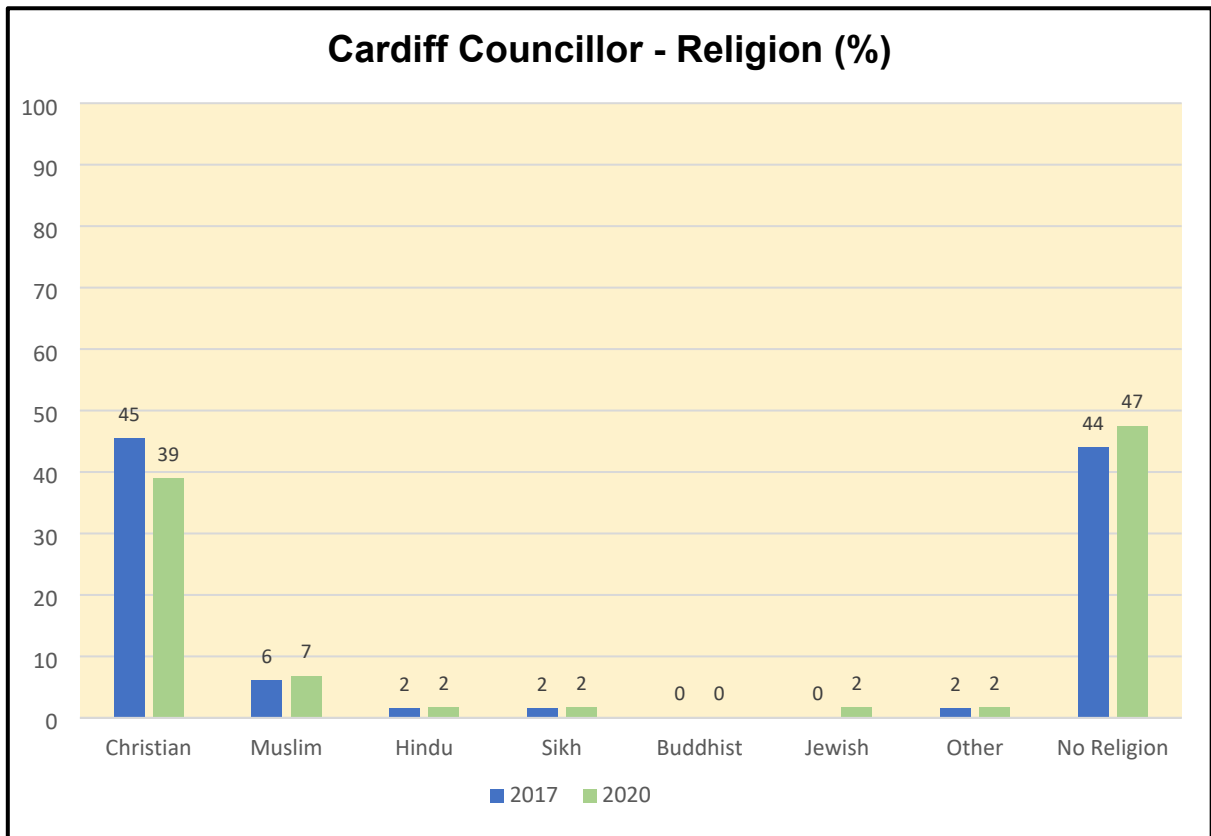
**No of members who confimed their religion**

| Year | YES | NO |
|---|---|---|
| 2020 | 53% (31) | 48% (28) |
| 2017 | 56% (37) | 44% (29) |

## Cardiff Councillor - Religion (%)



| Religion | 2017 | 2020 |
|----------|------|------|
| Christian | 45 | 39 |
| Muslim | 6 | 7 |
| Hindu | 2 | 2 |
| Sikh | 2 | 2 |
| Buddhist | 0 | 0 |
| Jewish | 0 | 2 |
| Other | 2 | 2 |
| No Religion | 44 | 47 |

The survey identified an increase from 44% in 2017 to 48% in 2022 in the number of Elected Members who did not regard themselves as belonging to any particular religion.

Of those Elected Members who identified themselves with a particular faith, the largest number and proportion consider themselves to have Christian beliefs.

A much lower proportion of Elected Members confirmed that they are Muslim (6 and 7%), with Hindu, Sikh and other faiths (2%) with Jewish representation increasing in 2022 to 2%.
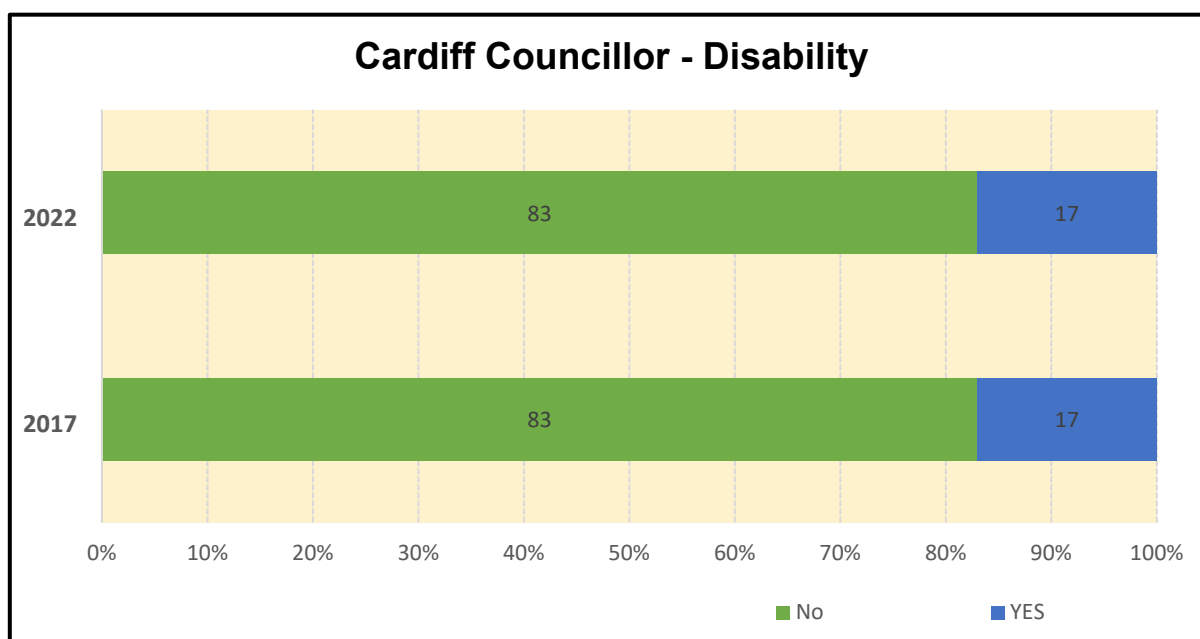
## 6. Disability

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| Not disabled under the Equality Act: No long term physical or mental health conditions | 269,502 | 74.4 |
| Disabled under the Equality Act: Day-to-day activities limited a little | 37,657 | 10.4 |
| Disabled under the Equality Act: Day-to-day activities limited a lot | 29,849 | 8.2 |
| Not disabled under the Equality Act: Has long term physical or mental health condition but day-to-day activities are not limited | 25,299 | 7.0 |

Survey Data – Disability

| Disability | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| No | 55 | 83 | 49 | 83 |
| Yes | 11 | 17 | 10 | 17 |

**Cardiff Councillor - Disability**



The majority of Elected Members in the previous and current administration (83% in 2017 and 2022) confirmed that they do not have a disability. A much lower proportion (17%) indicated that they have some form of disability.

## 7. Type of disability

Survey Data – Type of Disability

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Other | | 0 | 1 | 10 |
| Mental-health difficulties | 1 | 9 | 2 | 20 |
| Wheelchair user | 1 | 9 | | |
| Prefer not to say | 1 | 9 | | 10 |
| Learning impairment/difficulties | 2 | 18 | 2 | 20 |
| Visual impairment | 2 | 18 | 1 | 10 |
| Deaf/deafened/hard of hearing | 5 | 46 | 2 | 20 |
| Mobility impairment | 5 | 46 | 1 | 10 |
| Long-standing illness or health condition (e.g., cancer, diabetes, or asthma) | 5 | 46 | 3 | 30 |
| **Total indicating disability** | **11** | **16.7** | **10** | **16.9** |
| **Total indicating No Disability** | **55** | **83.3** | **49** | **83.1** |
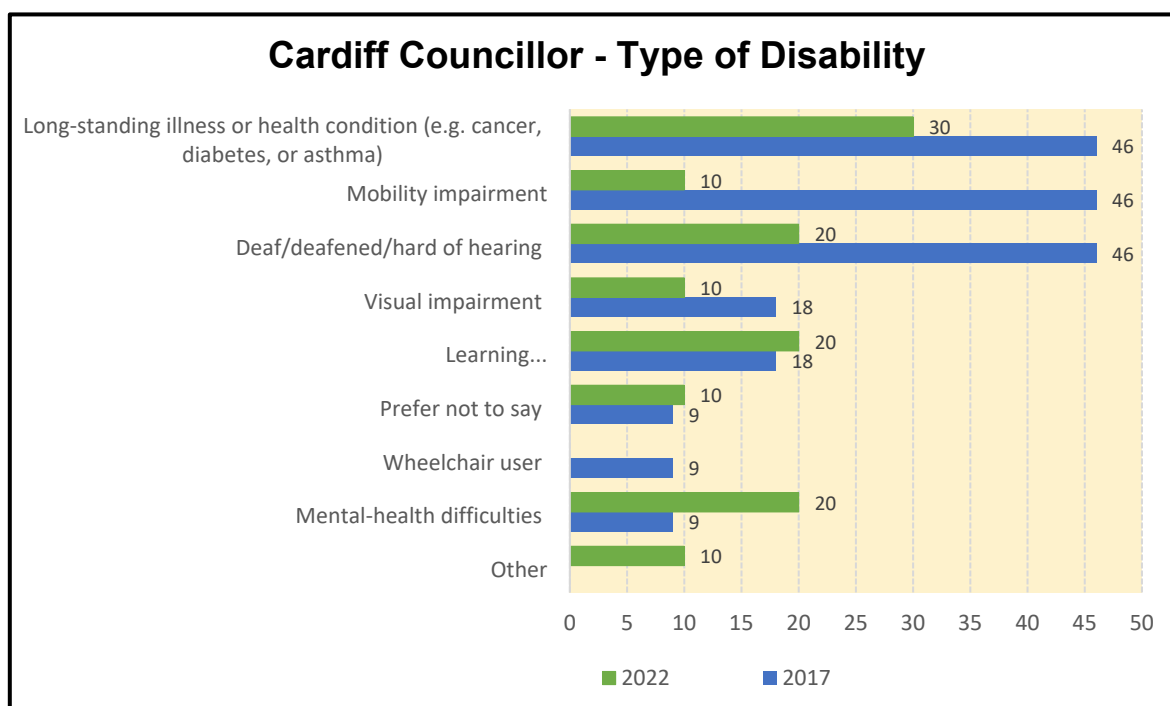


Of those who confirmed that they have some form of disability, a much higher proportion of Members in the previous administration indicated that they have some disability associated with old age such as 'long standing illness or health condition (46%), mobility impairment (46%), deafness or hard of hearing (46%). A much lesser proportion in current administration confirmed having similar disabilities.

## 8. Sexual orientation

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| Straight or Heterosexual | 257,826 | 87.0 |
| Gay or Lesbian | 7,175 | 2.4 |
| Bisexual | 7,027 | 2.4 |
| Pansexual | 1,001 | 0.3 |
| Asexual | 329 | 0.1 |
| Queer | 208 | 0.1 |
| All other sexual orientations | 68 | 0.0 |
| Not answered | 22,679 | 7.7 |

Survey Data – Sexual Orientation

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Heterosexual/straight | 54 | 82 | 51 | 86 |
| Bisexual | 8 | 12 | 5 | 9 |
| Gay man | 2 | 3 | 2 | 3 |
| Gay woman/lesbian | 1 | 2 | 0 | 0 |
| Prefer not to answer | 1 | 2 | 1 | 2 |
| Other | 0 | 0 | 0 | 0 |
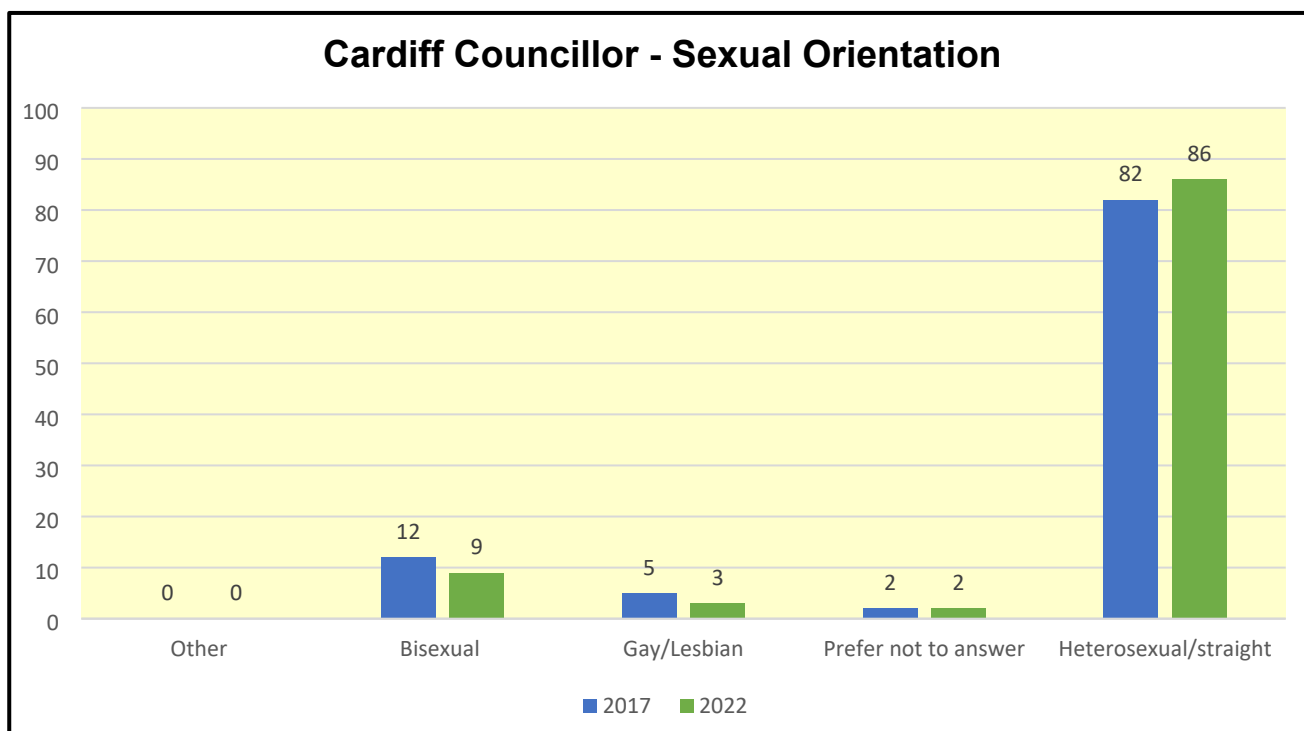


When asked about their sexual orientation, the majority of Members in current (86%) and previous administration (82%) confirmed that they are 'Heterosexual or straight'. In both periods, around 10% indicated that they are 'Bisexual'. A much lower

proportion (<3%) stated that they were 'Gay', and those (1) in each period who 'Prefer not to Say'.

## Sexual Orientation (%)

| | Other | Bisexual | Gay/Lesbian | Prefer not to answer | Heterosexual/straight |
|---|---|---|---|---|---|
| 2017 | 0 | 12 | 5 | 2 | 82 |
| Census | 0.5 | 2.4 | 2.4 | 7.7 | 87.0 |
| 2022 | 0 | 9 | 3 | 2 | 86 |
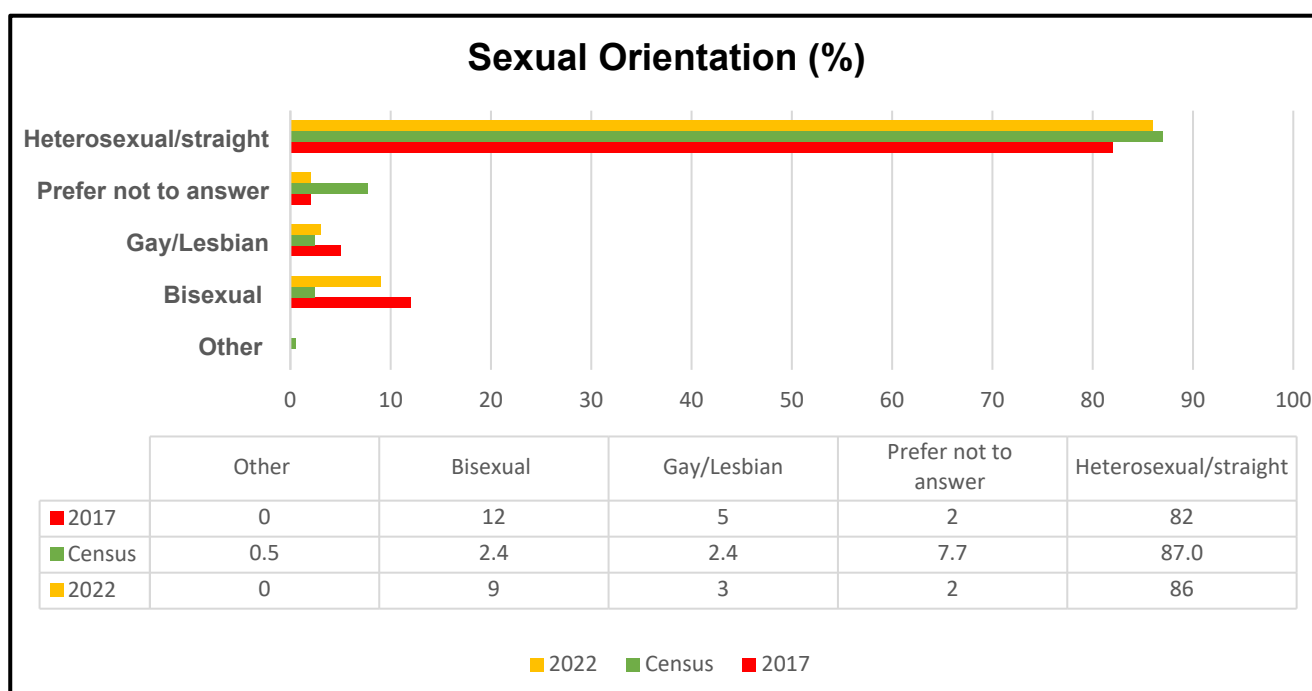
**Gender Identity**

Census Data 2021 (Cardiff)

| Gender Identity | Count | % |
|---|---|---|
| All usual residents aged 16 and over | 296,312 | 100 |
| Gender identity the same as sex registered at birth | 275,218 | 92.9 |
| Gender identity different from sex registered at birth but no specific identity given | 732 | 0.2 |
| Trans woman | 388 | 0.1 |
| Trans man | 350 | 0.1 |
| Non-binary | 426 | 0.1 |
| All other gender identities | 204 | 0.1 |
| Not answered | 18,994 | 6.4 |

Survey Data – Sexual Identity

This was not fully explored during the Elected Member surveys

## 9. Employment

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| All usual residents aged 16 years and over | 296,314 | 100 |
| Economically active (excluding full-time students) | 159,756 | 53.9 |
| • In employment | 151,501 | 51.1 |
| • Unemployed | 8,255 | 2.8 |
| Economically active and a full-time student | 12,978 | 4.4 |
| • In employment | 8,939 | 3 |
| • Unemployed | 4,039 | 1.4 |
| Economically inactive | 123,580 | 41.7 |
| • Retired | 49,949 | 16.9 |
| • Student | 35,981 | 12.1 |
| • Looking after home or family | 13,684 | 4.6 |
| • Long-term sick or disabled | 14,833 | 5 |
| • Other | 9,133 | 3.1 |

Survey Data – Employment

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Other | 7 | 11 | 9 | 15 |
| In full-time education | 0 | 0 | 0 | 0 |
| On a government training scheme | 0 | 0 | 0 | 0 |
| Permanently sick or disabled person | 0 | 0 | 0 | 0 |
| On a zero-hour contract | 1 | 2 | 0 | 0 |
| Unemployed - unregistered but seeking work | 2 | 3 | 3 | 5 |
| Caring for a child or adult | 0 | 0 | 1 | 2 |
| Looking after home | 3 | 5 | 1 | 2 |
| Working part-time (less than 30 hours per week) | 9 | 14 | 14 | 24 |
| Wholly retired from work | 15 | 23 | 6 | 10 |
| Working full-time (30+ hours per week) | 29 | 44 | 25 | 42 |

The results above show that a substantial proportion of Elected Members are either working full time or parttime.  In current administration two thirds (66%) are working, with as many as (42%) are working full time and nearly a quarter (24%) working part time.

During the previous administration a slightly lower proportion of Elected Members (58%) state that they were either working full time (44%) or working part time (14%). A much higher proportion of Elected Members (23%) during that time confirmed that they are 'Wholly retired from work', compared to those who gave a similar response (14%) during this current administration.

# Cardiff Councillor - Employment



| Employment | 2022 | 2017 |
|---|---|---|
| Working full-time (30+ hours per week) | 42 | 44 |
| Wholly retired from work | 10 | 23 |
| Working part-time (less than 30 hours per week) | 24 | 14 |
| Looking after home | 2 | 5 |
| Caring for a child or adult | 2 | |
| Unemployed - unregistered but seeking work | 5 | 3 |
| On a zero-hour contract | | 2 |
| Permanently sick or disbaled person | | |
| On a government training scheme | | |
| In full-time education | | |
| Other | 15 | 11 |

■2022 ■2017

## 10. Housing Tenure

Census Data 2021 (Cardiff)

| Description | Count | % |
|---|---|---|
| All households | 147,333 | 100 |
| Owned: Owns outright | 42,072 | 28.6 |
| Owns with a mortgage or loan or shared ownership | 43,794 | 29.7 |
| Social rented | 25,278 | 17.2 |
| Private rented or lives rent free | 36,189 | 24.0 |

Survey Data – Housing Tenure

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| Owned with a mortgage | 33 | 50 | 33 | 56 |
| Owned outright | 24 | 34 | 19 | 32 |
| Rented from local authority | 2 | 3 | 0 | 0 |
| Private rented | 2 | 3 | 3 | 5 |
| Rented from housing association | 1 | 2 | 0 | 0 |
| Other | 4 | 6 | 4 | 7 |
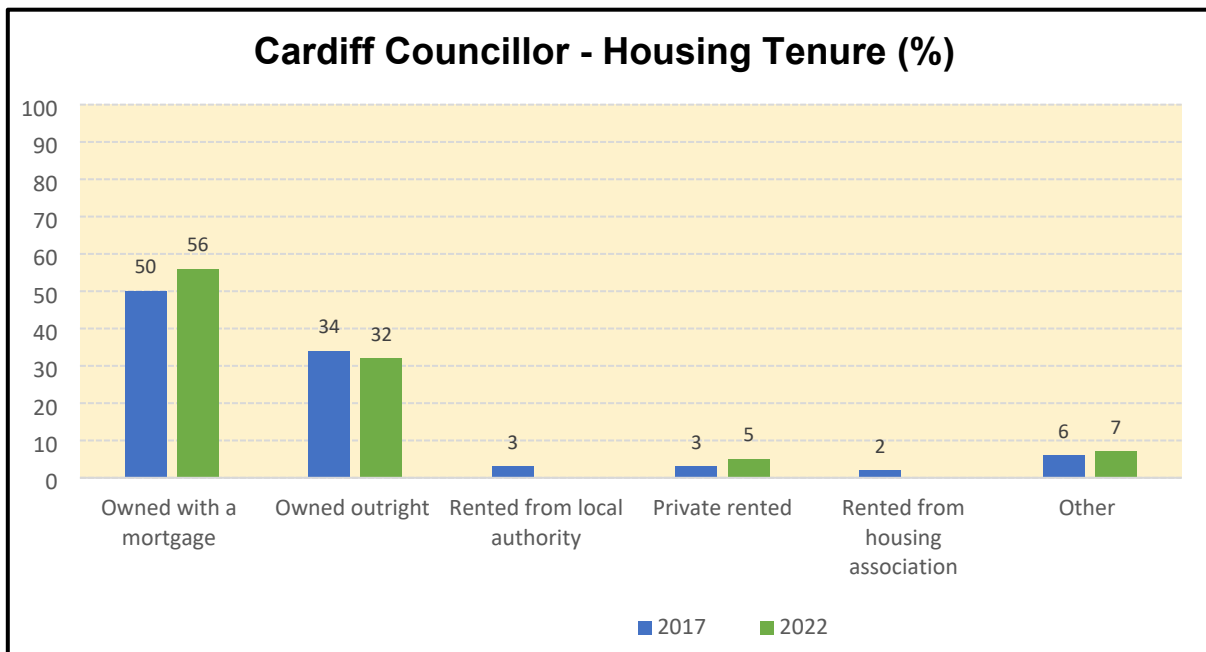


The results above show that the vast majority (84%) of Elected Members in the current and previous administration own the house they live in. No less than half (50% in 2017 and 54% in 2022) have a mortgage while around a third (34% in 2017 and 32% in 2022) confirm that their dwellings are 'Owned outright'. A much lower proportion indicated that they live in housing rented from the local authority, from a housing association or privately rented.

## Housing Tenure (%)
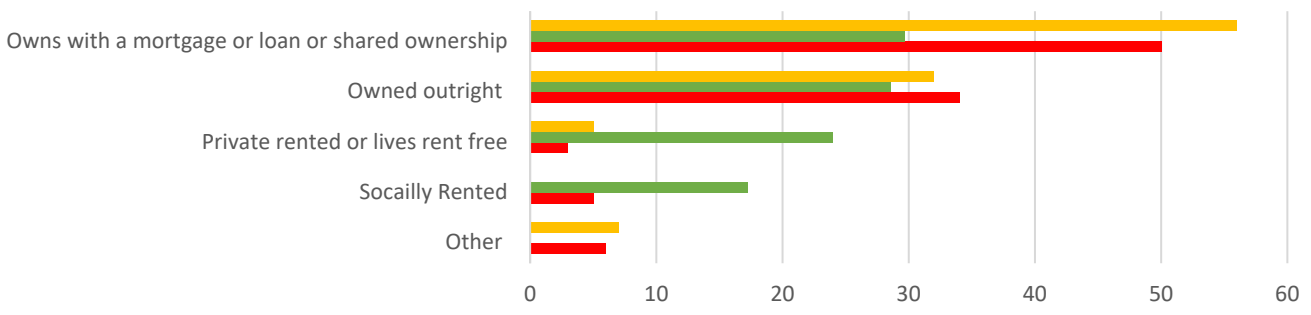


| | Other | Socailly Rented | Private rented or lives rent free | Owned outright | Owns with a mortgage or loan or shared ownership |
|---|---|---|---|---|---|
| 2017 | 6 | 5 | 3 | 34 | 50 |
| Census | 0.0 | 17.2 | 24.0 | 28.6 | 29.7 |
| 2022 | 7 | 0 | 5 | 32 | 56 |

■2022 ■Census ■2017

## 11. Children at Home

Survey Data – Children at Home

| Description | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| No children | 45 | 68 | 38 | 64 |
| Yes, aged 16-18 but not in full-time education or working | 3 | 5 | 0 | 0 |
| Yes, aged 16-18 in full-time education or working | 5 | 8 | 5 | 9 |
| Yes, aged 11-16 (secondary school) | 11 | 17 | 10 | 17 |
| Yes, aged 5-11 (primary school) | 9 | 14 | 8 | 14 |
| Yes, under 5 years old (pre-school) | 9 | 14 | 7 | 12 |
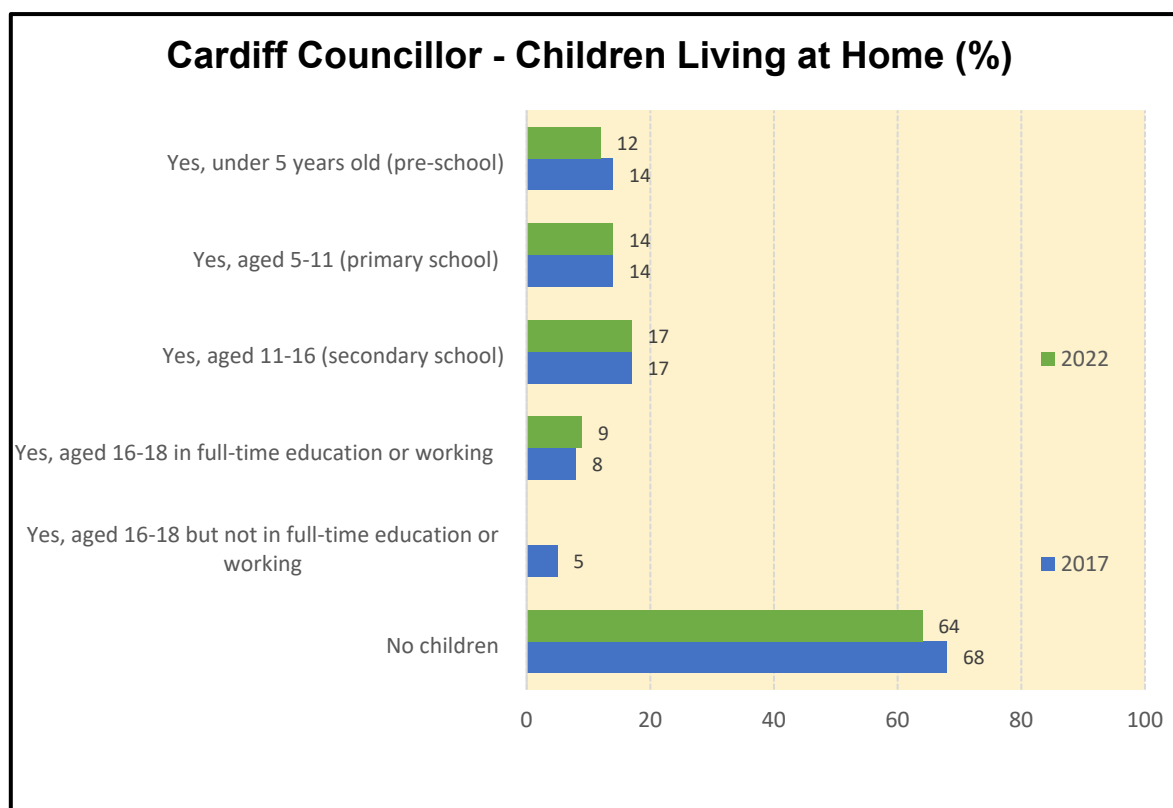


The results above show that around two thirds of Elected Members in the previous (68%) and current (64%) administration do not have children living at home. A smaller proportion of Members (< 20%) during both administrations have young children under 16 living at home. Those who have children between age 16 – 18 in full time education or working comprise less than 10% of all respondents.

## 12. Caring Responsibility

Survey Data – Children at Home

| Administration | Yes | | No | |
|---|---|---|---|---|
| | Count | % | Count | % |
| 2017 | 22 | 33 | 44 | 67 |
| 2022 | 11 | 19 | 48 | 81 |
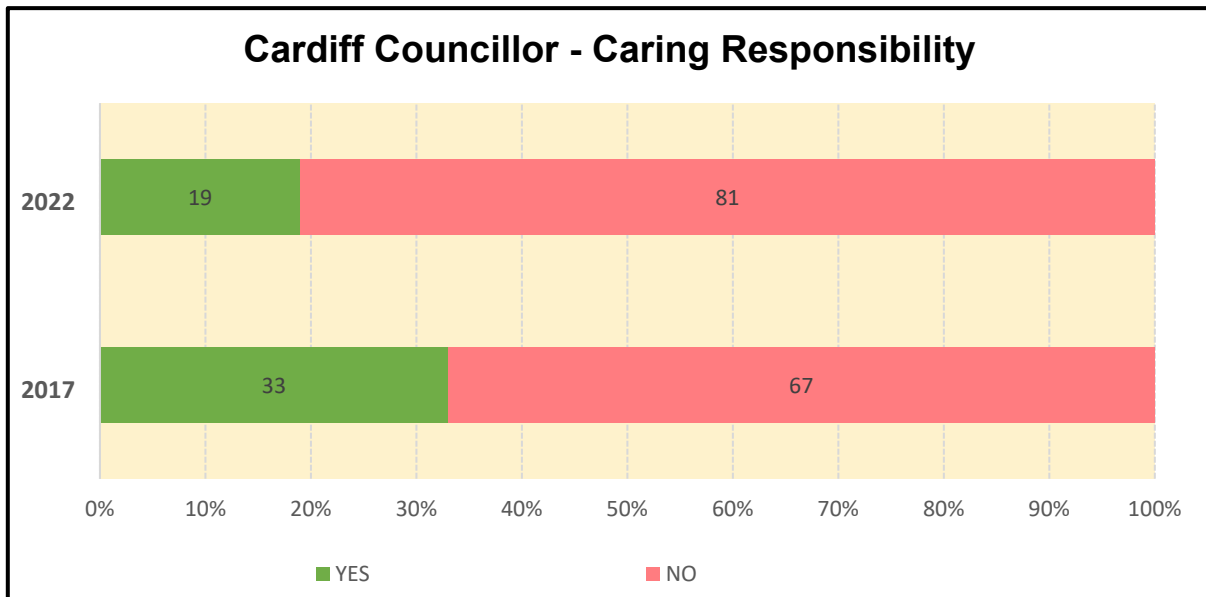
**Cardiff Councillor - Caring Responsibility**



The results above show that a substantial proportion of Elected Members in the previous administration and at current times take some responsibility to provide care unpaid care for a friend or family member who due to illness, disability, a mental-health problem or an addiction who cannot cope without their support. In the previous administration as many as a third (33%) have these caring responsibilities. In comparison there is a smaller proportion of Members (19%) in the current the current administration who are taking on this role however this number still comprise a fairly substantial proportion of the total.

## 13. Serving in the Armed Forces

Survey Data – Serving in the Armed Forces

| Serving in the Armed Forces | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| No one in my family or household is currently serving the armed forces | 65 | 98 | 59 | 100 |
| I am currently serving in the armed forces | 1 | 2 | 0 | 0 |
| A member/s of my family/household is/are currently serving the armed forces | 0 | 0 | 0 | 0 |
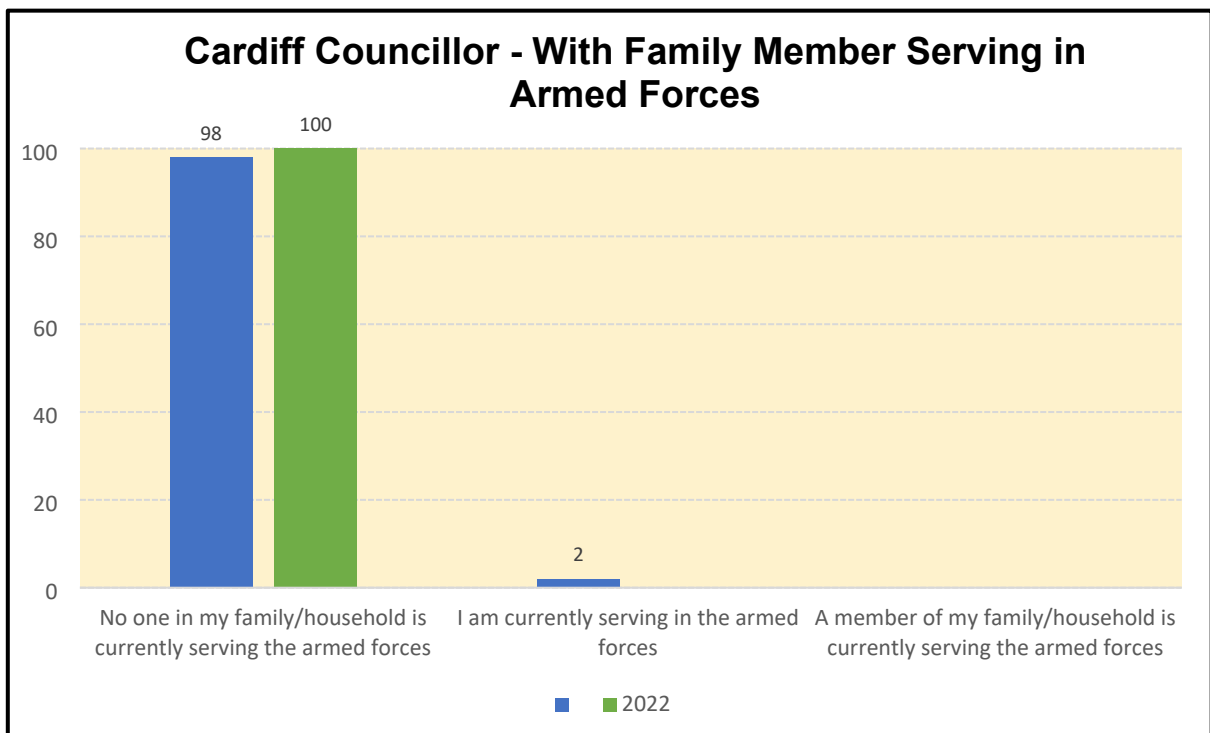


In the previous 2017 administration, one of the Elected Members confirmed that they were also then serving as a member of the British Armed Forces. Currently none of the Elected Members who responded to the survey confirmed that they are doing so.

| Armed Forces Service leaver (Veteran) | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| No one in my family/household is a veteran of the armed forces | 61 | 92 | 56 | 95 |
| A member of my family is a veteran | 3 | 5 | 2 | 3 |
| I am a veteran of the armed forces | 2 | 3 | 1 | 2 |

The results above show that only a few Elected Members in the previous and current political administration confirmed that they are a veteran of the British Armed Forces.

# Cardiff Councillor - Veteran of the Armed Forces



Bar chart showing responses by year (2017 and 2022):
- No one in family/household is a veteran of the armed forces: 2017 = 92, 2022 = 95
- A member of my family is a veteran: 2017 = 5, 2022 = 3
- I am a veteran of the armed forces: 2017 = 3, 2022 = 2
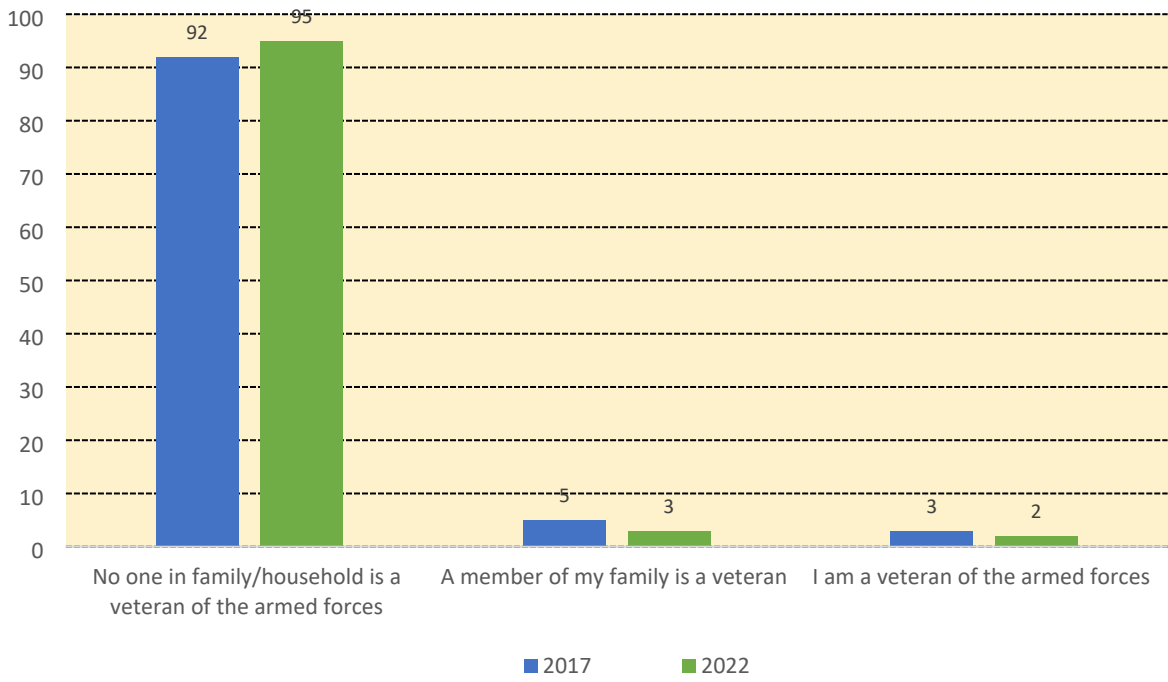
### 14. Welshness and Welsh language skills

Census Data 2021 (Cardiff)

| Identity | Count | % |
|---|---|---|
| All usual residents | 362,308 | 100 |
| British only identity | 79,152 | 21.8 |
| English only identity | 23,661 | 6.5 |
| English and British only identity | 7,181 | 2.0 |
| **Welsh only identity** | **169,253** | **46.7** |
| Welsh and British only identity | 31,099 | 8.6 |
| Any other combination of only UK identities | 6,702 | 1.8 |
| Non-UK identity only | 36,166 | 10.0 |
| UK identity and non-UK identity | 9,094 | 2.5 |

Survey Data – Consider Yourself to be Welsh

| Consider yourself to be Welsh? | Yes | | No | |
|---|---|---|---|---|
| | Count | % | Count | % |
| 2017 | 46 | 70 | 20 | 30 |
| 2022 | 45 | 76 | 14 | 24 |
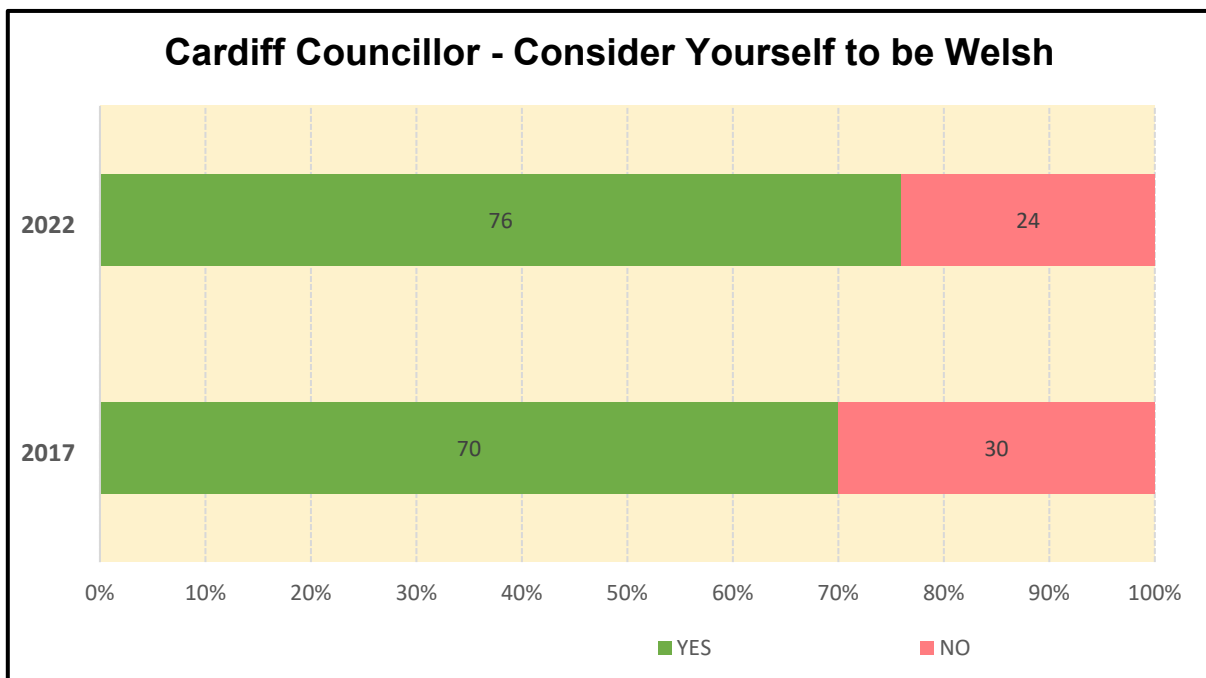


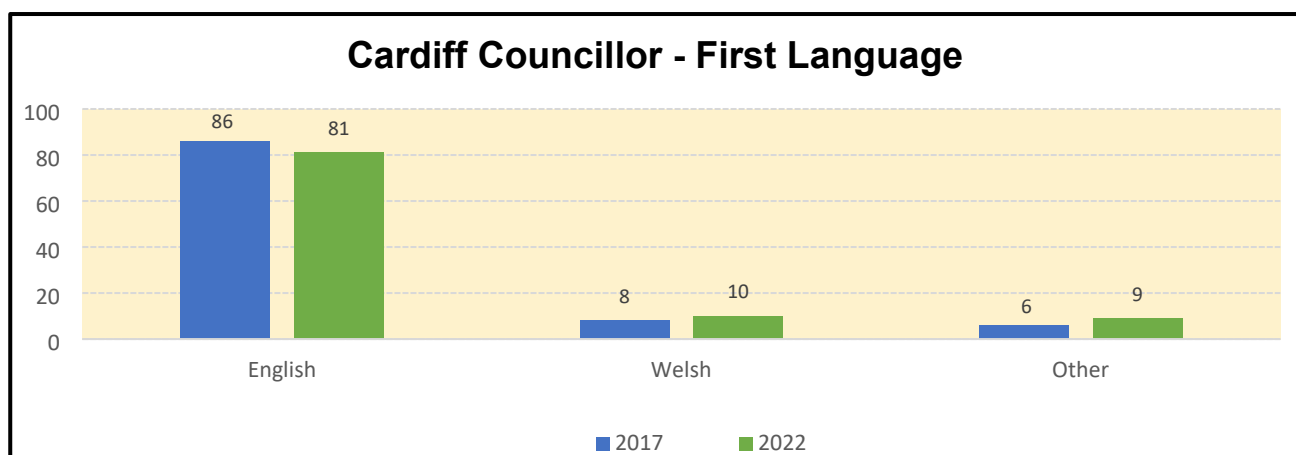The majority of Elected Members in the current and previous administration consider themselves as Welsh. The proportion of members who indicated this response is slightly higher in this current administration (76%) compared to those in the previous administration (70%). Less than a third of Elected Members in the current (24%) and previous (30%) administration do not consider themselves as Welsh

**Welsh Language**

Survey Data – Which is your first Language

| Which is your first language | Yes | | No | |
|---|---|---|---|---|
| | Count | % | Count | % |
| English | 57 | 86 | 48 | 81 |
| Welsh | 5 | 8 | 6 | 10 |
| Other | 4 | 6 | 5 | 9 |

**Cardiff Councillor - First Language**



When asked what their first language is, the majority of Members in the previous and current administration have cited English. It is worth noting that in this current administration there is a higher number and proportion of Elected Members whose first language is Welsh (10%) and other languages (9%)

**Welsh language skills**

Census Data 2021 (Cardiff)

| Household Language | Count | % |
|---|---|---|
| All households | 147,331 | 100 |
| All adults in household have English in England, or English or Welsh in Wales as a main language | 131,662 | 89.4 |
| At least one but not all adults in household have English in England, or English or Welsh in Wales as a main language | 6,284 | 4.3 |
| No adults in household, but at least one person aged 3 to 15 years, has English in England or English or Welsh in Wales as a main language | 1,976 | 1.3 |
| No people in household have English in England, or English or Welsh in Wales as a main language | 7,409 | 5.0 |

Survey Data –Welsh Language Skills

| How would you describe your Welsh language skills | 2017 | | 2022 | |
|---|---|---|---|---|
| | Count | % | Count | % |
| None | 23 | 35 | 19 | 32 |
| Learner | 20 | 30 | 13 | 22 |
| Basic | 9 | 14 | 13 | 22 |
| Moderate | 7 | 11 | 7 | 12 |
| Fluent | 7 | 11 | 7 | 12 |
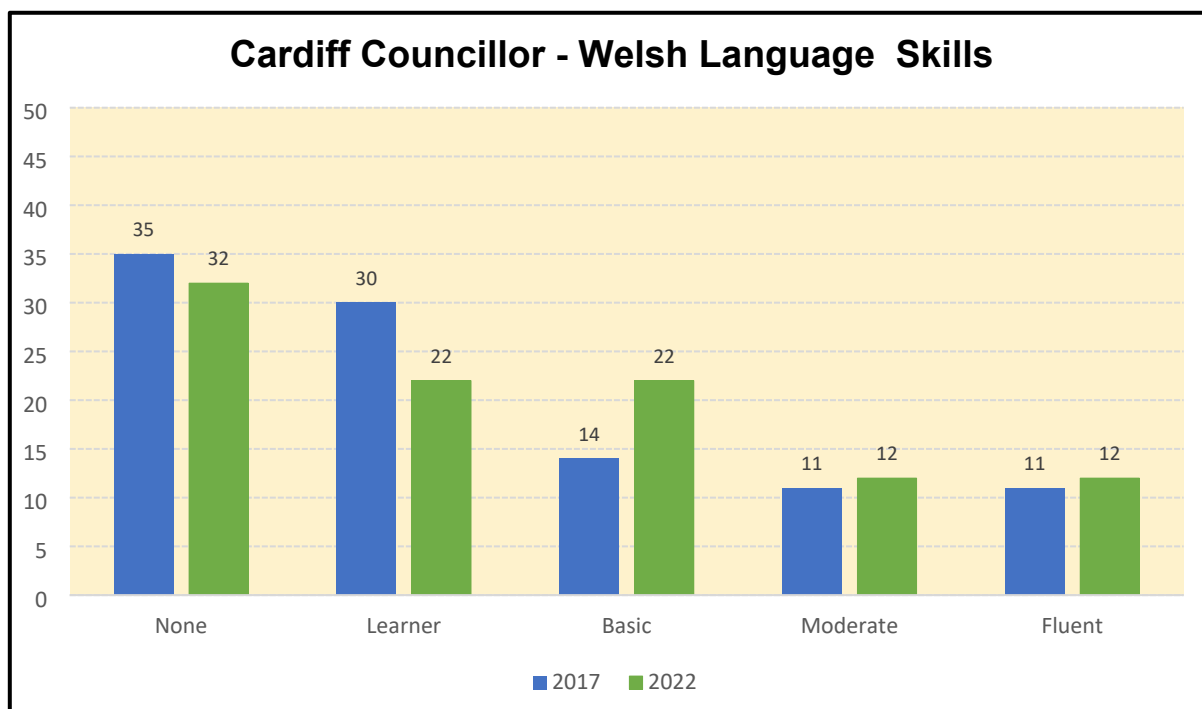


The total proportion of Members who indicated that they are Welsh learners is lower in this current administration (22%) compared to the previous (30%) one. However, there are more Elected Members in this current administration (in total 27 Members or 46%) who have degree of Welsh language skills (basic to fluent skills). In the previous administration, the number (23 Members) and proportion of Elected Members (36%) who have similar levels of Welsh language skills is lower. Only around a third of Elected Members in in the current (32%) and previous (35%) administration are not able speak any Welsh.

**CYNGOR CAERDYDD**
**CARDIFF COUCIL**

**DEMOCRATIC SERVICES COMMITTEE:**          **06 February 2023**

## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

**DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2022**

**Reason for this Report**

1.   To enable the Democratic Services Committee to consider the content of its Annual Report for 2022 and approve the arrangements for the report to be finalised and presented to full Council.

**Background**

2.   In order to fulfil its terms of reference and to reflect on the support provided to Elected Members, the Committee prepares an annual report for presentation to full Council each year.  The 2021 Democratic Services Committee Annual Report was approved by the committee at its meeting on 24 January 2022 before being presented to Council on 17 March 2022.

**Terms of reference – Democratic Services Committee**

3.   The Committee's terms of reference are:

(a)   To carry out the local authority's function of designating the Head of Democratic Services.

(b)   To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.

(c)   To make reports, at least annually, to the full Council in relation to these matters.

**Issues**

4.   The Draft Annual Report 2022 is attached at **Appendix A** with detailed information included to reflect the following headings:

a.  Membership of the Democratic Services Committee

b.  The Democratic Services Team – Support, Services and Structures

c.  Resources

d.  Key Activities

e.  Collaborative Working and Networks

f.  Performance Information

g.  Forward Plan for 2023

**Legal Implications**

5.  There are no direct legal implications arising from this report.

**Financial Implications**

6.  There are no direct financial implications arising from this report.

**Recommendation**

The Committee is recommended to:

1)  Provide comments on the content of the Committee's Annual Report 2022

2)  Delegate authority to the Head of Democratic Services, in consultation with the Chair of the Committee, to finalise the Annual Report, having regard to comments provided by Members of the Committee; and

3)  agree that the Annual Report be presented to full Council by the Chair of the Committee.

**GP JONES
Head of Democratic Services
31 January 2023**

**Appendix A:** Draft Democratic Services Committee Annual Report 2022

Background papers:

- Draft Democratic Services Committee - Annual Report 2021 report to Democratic Services Dates 24 January 2022.
- Democratic Services Annual Report 2021 presented to Council dated 17 March 2022.

# City & County of Cardiff
# Democratic Services Committee
# Annual Report 2022

# Contents

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## Chair's Foreword

**To be completed following the 06 February 2023 Committee Meeting**

**Councillor Jayne Cowan**
**Chair, Democratic Services Committee**

# Membership of the Democratic Services Committee.

The Democratic Services Committee work together to develop the support and services provided to all Elected Members, Independent Members, Registered Representatives, Lay Members and Co-optees.

**Councillor Cowan**

**Councillor Ash-Edwards**

**Councillor Davies**
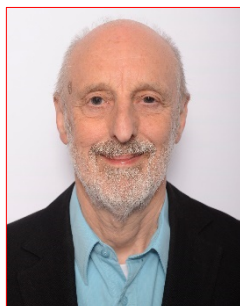
**Councillor Derbyshire**

**Councillor Goodway**

**Councillor Lay**
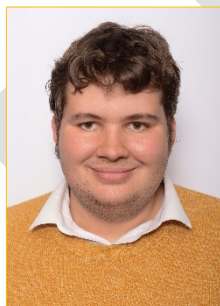
**Councillor Naughton**

**Councillor Palmer**

**Councillor Parry**

**Councillor Simmons**

**Councillor Thomson**

**Vacancy**

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## Committee Attendance.

| Councillor | Possible | Actual |
|---|---|---|
| Councillor Jayne Cowan (Chair) | 2 | 2 |
| Councillor Mike Ash-Edwards | 2 | 2 |
| Councillor Bob Derbyshire | 2 | 1 |
| Councillor Russell Goodway | 3 | 3 |
| Councillor Chris Lay | 3 | 3 |
| Councillor Dan Naughton | 3 | 2 |
| Councillor Neil McEvoy | 1 | 0 |
| Councillor Marc Palmer | 2 | 2 |
| Councillor Jaqueline Parry | 2 | 2 |
| Councillor Elaine Simmons | 2 | 2 |
| Councillor Leonora Thomson | 2 | 2 |

Committee Members from the previous administration:

| Councillor | Possible | Actual |
|---|---|---|
| Councillor Mike Jones-Pritchard | 1 | 1 |
| Councillor Jennifer Burke-Davies | 1 | 1 |
| Councillor Susan Goddard | 1 | 1 |
| Councillor Kathryn Kelloway | 1 | 0 |
| Councillor Keith Parry | 1 | 1 |
| Councillor Mia Rees | 1 | 1 |
| Councillor Emma Sandrey | 1 | 1 |
| Councillor Peter Wong | 1 | 1 |

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## Terms of Reference.

The remit of the Democratic Services Committee is:

(a) To carry out the local authority's function of designating the Head of Democratic Services;

(b) To keep under review, the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority;

(c) To make reports, at least annually, to the full Council in relation to these matters.

## The Democratic Services Team – Support, Services and Structures

### Head of Democratic Services

The Head of Democratic Services has management responsibility for Committee, Electoral, Member and Scrutiny Services. An organisational structure diagram of the Democratic Services Team can be seen at **Appendix A.**

The following is an overview of the Democratic Services Team. A full list of the functions undertaken by the team can be found at **Appendix B**.

### Committee Services

At present, the team is currently established for six members of staff made up of the Committee and Member Services Manager, two Senior Committee Member Services Officer's, one Committee and Member Services Officer and one Committee Services Assistant post and a vacant Committee Services Assistant post.

Committee Services supports the Full Council and its Committees, the formal decision-making and good governance of the Council. This includes preparation and publication of agendas, minutes & reports packs using the Modern.Gov committee administration system; support to the Lord Mayor as Chair of Council and the Chairs of Committees. Support is provided to the following meetings.

- Full Council;

- Regulatory: Council Appeals, Planning, Planning (Policy), Public Protection and Licensing and Licensing Sub Committees;
- Governance: Appointments, Audit, Constitution, Corporate Parenting, Democratic Services, Employment Conditions, Pension, Standards and Ethics Committees – including Standards & Ethics Hearing Panels & Local Authority Governor Panels;
- Scrutiny: Economy and Culture, Environmental, Children and Young People, Community and Adult Services and Policy Review and Performance Scrutiny Committees;
- Joint Committees:  Glamorgan Archives; Prosiect Gwyrdd & Joint Pension Board;
- Maindy Park Advisory Committee

The Committees Team also co-ordinates the delivery of the audio visual and webcasting facilities to support the Council's Multi-location Meetings policy for Council and its committees and Cabinet.

**Member Services**

At present, the Member Services Team consists of three Member Support Officers who are managed by the Committee and Member Services Manager.  The team supports all 79 Elected Members and provides them with a first point of contact to address any queries they may have.

**Scrutiny Services**

At present, the team consists of six members of staff made up of five Principal Scrutiny Officers and a Principal Research Officer.  The team is managed by the Head of Democratic Services.

Scrutiny Services support the following Scrutiny Committees.

- Children and Young People (CYP) Scrutiny Committee
- Community & Adult Services Scrutiny Committee (CASSC)
- Economy & Culture Scrutiny Committee (ECSC)
- Environmental Scrutiny Committee (ESC)
- Policy Review and Performance Scrutiny Committee (PRAP)

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## Resources

The budget allocation for 2022/23 for the Democratic Services Team was £3.058m which was allocated as follows to the relevant service areas.

| Service | Net Budget £000 |
|---|---|
| **Democratic Services** | 989 |
| **Member Services** | 2.069 |
| **Total** | **3.058** |

The latest financial projection indicates that:

- Democratic Services Team will achieve an underspend of £77,000 at the end of this financial year due to the delays in finding suitable candidates to appoint to fill vacant posts.
- Member Services are estimating an overspend of £31,000, this is due to increased costs to establish the newly elected members in their role following the Election.

## Key Activities

### Member Development

A Member Development Programme to support all Councillors and provide opportunities for collective and individual learning was planned and implemented prior to the Local Government Elections.   Additional topics which were outside of the planned Member induction were also provided and attended as follows: -

| Event | Attendance | |
|---|---|---|
| | Actual | % |
| Workshop to Raise Awareness of Prevent | 18 | 24.00% |
| Mentoring Training | 9 | 11.39% |
| Workshop to Raise Awareness of Prevent | 8 | 10.13% |
| What Makes Effective Scrutiny | 15 | 33.33% |
| Safeguarding Against Violent Extremism | 22 | 27.85% |
| New Curriculum position in schools. | 31 | 39.24% |
| New accountability arrangements for schools. | 20 | 25,32% |

### Member Induction

The Member Induction was developed to support the effective governance arrangements of the Council, enable the newly elected councillors to undertake the variety of roles they are expected to carry out when elected and to integrate them quickly into the Council following their election.

At the Local Government Elections in May 2022, the membership of the Council increased from 75 to 79 Members.  Fifteen serving Elected Members decided not to stand for re-election, eight Elected Members lost their seats, and fifty-two members were returned as Councillors.  Twenty-eight new members were successfully elected.

The Elected Member Learning and Development Strategy 2019 – 22 was updated and approved by Council on 25 November 2021.  It identifies 5 Phases of Learning and Development for Elected Members.  The first three of these phases cover the learning activities identified as the Members Induction which are delivered immediately following the election of a Councillor.  The phases are as follows:

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| Phase | Description | Estimated Timescale |
|-------|-------------|---------------------|
| Phase 1 | Administration | First 7 days after election |
| Phase 2 | The Essentials | Prior to the Annual Meeting of Council |
| Phase 3 | The Core Functions | 3 - 6 months after the Annual Meeting of Council |

The Member induction was initiated by a Marketplace Event which provided an opportunity for all Elected Members to: sign their Acceptance of Office, receive advice to enable them to complete their Register of Interests, have their official photographs taken, identify their ICT requirements and to find out more about the services provided by the Council.

The Essentials phase commenced with a range of topics delivered in person prior to the Annual Meeting of Council and included: the Members' Code of Conduct (including the decision-making structure of the Council, the Safeguarding Protocol and the Use of Social Media protocol), Constitution Support provided for Elected Members, Members' enquiries and casework, multi-location meetings, information governance and personal safety and security.

Some Member Induction topics were designated as mandatory for all Members due to their legislative and constitutional importance. The current attendance information for these mandatory modules is shown below.

| Event | Attendance | |
|-------|------------|---|
| | Actual | % |
| What Councillors need to Know (including the Code of Conduct and protocols) | 74 | 93.67% |
| Information Governance and Data Protection | 43 | 54.43% |
| Supporting Equality in Cardiff's Diverse Communities | 65 | 82.28% |
| Corporate Parenting | 67 | 84.81% |
| Safeguarding | 59 | 74.68% |

The Cardiff Academy provides an opportunity to Elected Members to complete any outstanding mandatory modules.

The core functions phase of the Members Induction focussed on the provision of Committee specific inductions. Some of these committee inductions because of their

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quasi-judicial nature or remit require mandatory inductions to maintain the good governance arrangements of the Authority. Committee Members are not permitted to sit on one of these committees without having completed an induction.

| Event | Attendance | |
|---|---|---|
| | Actual | % |
| Licensing Committee | 12 | 100% |
| Public Protection Committee | 12 | 100% |
| Cabinet | 12 | 100% |
| Planning Committee | 12 | 100% |
| Governance and Audit Committee | 8 | 100% |

A range of other topics have been delivered to support Elected Members in their role as a Councillor. These have not been identified a mandatory and therefore if a returning or new councillor has existing knowledge and skills of this topic there has been no requirement for them to attend these training sessions. The following is a list of those other Member Induction topics that have been attended:

| Topic | Attendance Totals |
|---|---|
| Member Services and MES | 14 |
| Personal Safety and Security | 14 |
| The Constitution and Committee Procedures | 27 |
| Support for Members | 11 |
| Introduction to Scrutiny | 14 |
| Multi-location meetings | 32 |
| City Tour | 16 |
| Performance Management and Data Strategy | 22 |
| Preparation for the Annual Meeting of Council | 17 |
| Planning for Members | 26 |
| Local Government Finance | 28 |
| Child Friendly Cardiff | 26 |
| Scrutiny Chairs | 5 |

E-Learning

The dedicated Elected Member E-Learning portal supported by the Cardiff Academy has been provided for Elected Members. This portal enables Elected Members access to the key topics identified by the Democratic Services Committee for completion. The portal also provides monthly reports to the Head of Democratic Services detailing the completion status of E-Learning modules. This information is shared with Group Whips and Elected Members are encouraged to maximise the use of this facility.

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The primary use of the E-Learning portal in 2022 was to enable Elected Member to completed outstanding mandatory induction training which has been integrated into the attendance figures shown above.

Some E-Learning was undertaken by individual members for their personal development with topics including dementia awareness, assertive communication and corporate parenting.

**Staffing**

One Committee Services Assistant was recruited to the Committees Team but following the inability to recruit to its mirrored Welsh Essential speaking post, it was redesignated as Welsh Desirable.  Despite being advertised 5 times it has not been possible to identify a suitable candidate for appointment and so this post still remains vacant with alternative options are being developed to provide career opportunities within the team and enhance its capacity to support and develop services for Elected Members.

Additional funding was provided in 2022/23 to enable additional committee staff to be recruited.

Following the resignation of a Principal Scrutiny Officer(PSO) in March 2022 the team recruited a replacement PSO to maintain the level of staffing within the team.

## Committee and Member Services Achievements

**Multi-location Meetings**

The Local Government and Elections (Wales) Act 2021 requires Local Authorities to develop arrangements for "holding meetings in multiple locations". The Cabinet approved the implementation of the Council Multi-location Meeting policy on 10 March 2022  which came into effect on 5 May 2022.

The introduction of this legislation has required the procurement of a new conferencing system  to operate in the three main Council venues, Committee Room 4, County Hall Council Chamber and City Hall Council Chamber.  The system includes new wireless microphones, displays, translation facilities and support for the hard of hearing.  The Easy Conf Connect software was delivered as part of the procurement and provides the

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conference controls to provide; remote access to meetings, electronic voting for committee members (remote and in person attendees), speaker queues, camera control and allows integration with our existing webcasting provider.

There have been a number of initial issues which have been resolved with the remote software being upgraded at the end of 2022 which appears to have rectified the outstanding issues.

## Webcasting

The Council has a webcasting contract with Public-I. Public meetings have been live-streamed or recorded for subsequent upload to the Council webcast website. Those meetings which contained predominantly exempt items were not recorded or webcast. Table 1 below provides a summary of the webcasting information for 2022.

**Table 1**

| Summary 2022 | | | | | | |
|---|---|---|---|---|---|---|
| Webcast title | Number of meetings | Actual duration | Total length of viewing | All views | Live views | Archive views |
| Council | 13 | 38:09:46 | 1612:35:46 | 5439 | 1826 | 3613 |
| Cabinet | 11 | 12:31:34 | 420:05:13 | 3060 | 437 | 2623 |
| Planning | 12 | 27:46:02 | 1386:06:37 | 3107 | 989 | 2118 |
| Scrutiny | 42 | 83:44:57 | 870:19:12 | 3305 | 682 | 2623 |
| Governance & Audit | 6 | 13:29:10 | 202:03:47 | 720 | 132 | 588 |
| Std's and Ethics | 4 | 5:50:49 | 59:06:38 | 215 | 39 | 176 |
| Others | 14 | 13:27:28 | 174:32:38 | 789 | 117 | 672 |
| **Totals** | **102** | **194:59:46** | **4724:49:51** | **16635** | **4222** | **12413** |

The current data shows a decrease of 28 (21%) of meetings that were webcast due to the end of the coronavirus legislation and the implementation of the Multi-Location Meetings policy. This decrease is not mirrored by a corresponding reduction in the number of views in 2022 with a reduction of only 2.97% in the number of views. The corporate webcasting target for 2022-23 relates to a total of 10,000 views for webcasts of Council, Cabinet, Planning Committee, Scrutiny Committees and Governance and Audit Committee but does not include views for the Standards and Ethics Committee or other webcast committees. There were **9,331** views in the first 3 quarters of 2022/23 which exceeds the target for this period by **24.41%.**

**Elected Member Personal Safety and Security**

The Authority has procured the use of "Peoplesafe" services which is intended to enhance the minimum level of lone working protection not only for Elected Members but for all of the Council's lone workers. Democratic Services are working with the Corporate Security Manager to deploy the app to all Elected Members who would like to use it.

Elected Members were recommended to have the "Peoplesafe" app installed on their smartphones to enable the device to become a lone working device. Once installed and registered the app can be used to support Elected Members when working in their community by providing direct connection to a 24-hour Alarm Receiving Centre (ARC) who are able to escalate issues directly to the emergency services.

As at 31 December 2022, 18 Elected Members have had their details uploaded to "Peoplesafe". Ten Elected Members have authenticated their user information with four members actively using the app.

The next stage of the implementation is to encourage greater use of the Peoplesafe and the provision of additional information to enhance the effectiveness of the app. This will include gaining consent for personal information to be included with the app i.e. blood group, health issues, duress words etc which will be available to the Democratic Services Team who will be managing the Members "Peoplesafe" portal and to the "Peoplesafe" ARC who will access this information in an emergency.

**Member Enquiry System (MES)**

This is one of the key services provided by the Member Services team and which is used by 76/79 (96.2%) Elected Members. The MES is an important tool to effectively deal with the issues raised by residents with their Councillor. Logging enquiries provides Senior Managers with data on the key service issues, logging frequency and trends.

The agreed performance target requires that responses to enquiries raised by Elected Members will be provided within 10 working days and the Member Services team is continually monitoring MES for responses to and from councillors, chasing and escalating matters as necessary. The team liaises closely with agents in Directorates and regularly

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meet with teams to deal with specific issues in particular in relation to Requests for Service.  The complexity and multi-service nature of some enquiries means that response times can exceed the 10 working days.  Table 2 provides an update on the number and method of reporting Member Enquiries.

**Table 2**

| Enquiry Type | Q4 2021/22 | Q1 2022/23 | Q2 2022/23 | Q3 2022/23 | Totals |
|---|---|---|---|---|---|
| **Total Enquiries** | 1816 | 1849 | 1587 | 1404 | 6656 |
| **Member Self-serve** | 830 | 629 | 506 | 356 | 2321 |
| **Logged by Officer** | 986 | 1220 | 1081 | 1048 | 4335 |
| **Time taken to close in days.** | 13.41 | 13.13 | 12.09 | 10.50 | 12.46 |

Development of HALO Software for the MES.

Following some initial delays to the implementation of the corporate Compliment, Complaints and Enquiries system it has been agreed that the pilots that were held prior to the Election were now able to be implemented.

The team has worked with the ICT Department to adapt the original pilot functionality to be compatible with the new corporate system.  All Elected Members have now been set up on the new system and are able to access the MES Portal from the intranet.  The portal enables; enquiries to be logged using a simple online capture form, access to enquiry progress information and the records of active and recently closed enquiries.

Prior to a full roll-out a technical trial is being undertaken with a cross party group of Elected Members.  Individual access to the portal has proved challenging but any issues have been quickly resolved.  To date none of the trail members have reported any adverse operation of the system.

Following completion of the trial it is intended to roll-out the new MES to all Elected Members and provide training on it before the end of February 2023.  It is hoped that the new MES will encourage Elected Members to make greater use of the easy to use self-service functionality which automatically routes enquiries to the appropriate service area without the need for manual handling by the Member Services Team.

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<u>Supporting Community Councils</u>

Cabinet formally adopted the Community Council Charter on 13 December 2018 and it was agreed that the MES service will be provided to Community Councils on a permanent basis with the use of the service being monitored and reviewed as and when necessary. This service has continued throughout 2022 and has included the circulation of information to Community Council Clerks to ensure that they were kept up to date with key information.

**Education Appeals**

The Democratic Services Team currently supports the education appeals process by providing a note-taker which is part-funded by the Education Directorate. A total of 240 education appeals were held in in 2022. This equated to approximately 71 days where a member of the team was supporting an appeal hearing.

**Scrutiny Achievements**

Progress has been made towards enhancing the engagement and participation of the public in scrutiny activities. The Scrutiny webpages have been improved to make it easier for residents, workers, and employers to contribute to scrutiny. There is a 'Get Involved' page, so that people who live or work in Cardiff can share their views and experiences on the topics being scrutinised, and can also suggest a topic for future scrutiny, by using online 'Contact Us' forms. There are also pages for each scrutiny committee, which show what topics the Scrutiny Committees are examining, and a page for the Scrutiny Annual Report, a public facing document encouraging engagement and participation with Scrutiny – Scrutiny (cardiff.gov.uk). In addition, Council press releases on Cabinet items programmed for scrutiny now also include reference to scrutiny, with an electronic link to relevant scrutiny papers.

This year has seen the further evolution of the Scrutiny Recommendations Monitoring Tracker and alongside this the development of a PowerBI report to allow easy access, interpretation and reporting of the data and information collated in the spreadsheet. This information has been utilised in the new format Scrutiny Annual Report.

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Overview (Excluding Task & Finish Inquiries)

Recommendations Accepted/Partially Accepted/Not Accepted
- Accepted
- Partially Accepted
- Not Accepted

2 (7.4%)
7 (25.9%)
18 (66.7%)

Recommendations Open/Closed
- Open
- Closed

24 (35.3%)
44 (64.7%)

TOTAL number of Recommendations made
44

Number of Recommendations OPEN
31

Number of other recommendations OPEN for more than 2 months
13

Number of Recommendations CLOSED
24

The following outlines the other key activities of the Scrutiny Services Team:

**Children & Young People Scrutiny Committee**

The Children and Young People Scrutiny Committee has a key governance role in assessing service performance, informing service and policy development across a range of Council services, including Education, Social Care for Children, Children's support services and the Youth Service.

During 2022, the Committee continued to monitor two key areas of work – Youth Justice Service and Schools/Education Pandemic Response and Recovery. In addition, the Committee prioritised several further topics for consideration, namely the Impact of Welsh Government removal of profit from Care; Engagement and Participation of Children & Young People; developments in relation to Innovations in Children's Services; the New Curriculum; and Youth Provision in Cardiff. All of these issues have been added to the work programme and will be considered during the 2022/23 municipal year.

During 2022, the Committee has also undertaken the pre-decision scrutiny of a number of Cabinet reports relating to school organisational proposals (prior to the establishment of the Task & Finish Group – see below); childcare sufficiency strategy; National Adoption Agency hosting; and commitments to unpaid carers  It has considered the Local Authority Social Services Annual Report, the Vale, Valleys and Cardiff Adoption Consortium Annual Report and the Corporate Parenting Strategy.

On a quarterly basis, the Committee monitors the performance of Children's Services for children who are looked after, children in need, the youth justice service and staffing. The

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Committee regularly seeks clarification on areas of concern and expectations for improvement, which are always responded to.

Task & Finish

**School Organisation Planning** – CYPSC Members were notified that, during 2022/23, there would be a large number of School Organisation Planning (SOP) proposals coming forward as pre-decision items. CYPSC Members were given an overview of the number of SOP Items scheduled, and it was apparent that it was likely that SOP Items would dominate formal agendas, and the Committee would be limited to what they could scrutinise. The Chair agreed to look at options available for the Committee, and in consultation with CYPSC Members, the Deputy Leader & Cabinet Member for Education, Director of Education & Lifelong Learning, the Director of School Organisation Planning and Head of Democratic Services, proposed that a rolling Task & Finish Group be established for the current year, to enable individual proposals to be considered outside of formal Committee, with monthly reports from the T&F Group being reported to the main committee. This approach has, to date, worked very successfully and will continue to run for the remainder of the municipal year

**Young People who are educated other than at School (EOTAS)** and what factors could lead to them becoming vulnerable to criminal exploitation Inquiry – the Committee has also commenced an in-depth Inquiry on the above issue which will take place over the next 12 – 18 months. The Inquiry includes looking at the types of young people who could be vulnerable to exploitation (e.g., those on reduced timetables; NEETS; care leavers etc); and what measures and services are in place to mitigate them being exploited (e.g., The Care Leaver Transition process; contextual safeguarding effective wraparound for children and young people AND their families; Cardiff Commitment; Into Work Services; apprenticeships etc).

**Community and Adult Services Scrutiny Committee**

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of housing, neighbourhood renewal and adult social care. As required by the Police and Justice Act, 2006, the Community and Adult Services Scrutiny Committee is also the Council's Crime and Disorder Scrutiny

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Committee, thereby holding the responsibility to review decisions made or action taken in connection with the discharge of crime and disorder functions.

Over the course of 2022, committee members held 8 formal meetings, considered 20 individual items, undertook 7 evidence gathering sessions, and submitted 21 recommendations for Cabinet consideration.

The committee began the year by undertaking a deep dive into how the local Community Safety Partnership Board is working to address and prevent serious violent crime in Cardiff. The session was well attended, with Chairs of the Community Safety Partnership Board, senior police officers, the local Violence Prevention Unit, Victim Support and Safer Wales all facilitating Members' consideration and assessment of local workings.

Other pertinent topics considered by the committee during 2022 included assessing how the council manages the quality of its existing housing stock by receiving direct feedback from council tenants, monitoring the progression of the council's house build programme and offering valued contribution to the council's Unpaid Carers Charter and direct payments review.

Task and Finish

**Cardiff Council's Support to Residents with the Cost-of-Living.**

At the 2022 Community and Adult Services Scrutiny Committee Work Programme Forum, Members agreed to undertake an Inquiry exploring Cardiff Council's support for residents with the cost-of-living. Remaining mindful of the nature of the issue, Members concurred on the need for the Inquiry to provide, timely, focused assistance to the Council in its review of services.

Over the course of the inquiry, Members held 5 meetings, which included four visits to local services, liaison with the councils executive and frontline staff, and a roundtable with 9 external representations. Representation within this roundtable included the Welsh Government, Cardiff Foodbank, Community Housing Cymru and Diverse Cymru (et al). The Inquiry has now concluded, and its findings and recommendations are expected to be formally submitted to Cabinet in early 2023.

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**Economy & Culture Scrutiny Committee**

The Economy & Culture Scrutiny Committee seeks to drive improvement across economic development, regeneration, parks, leisure, sports, libraries, hubs, culture, events, and tourism.

In 2022, the Committee held 9 formal meetings, considered 21 substantive items, undertook 2 Inquiries and made 12 recommendations for Cabinet consideration.

Much of the Committee's time has focused on regeneration, scrutinising Cardiff Bay Regeneration, Atlantic Wharf, Ely Youth Zone, and Llanrumney proposals and the Shared Prosperity Fund proposals for Cardiff, where the Committee undertook policy development scrutiny of the proposed approach and pre-decision scrutiny of the governance, proposed programme, Year One delivery plan and Council contribution. The Committee has also received regular updates on the work of the Cardiff Capital Region City Deal and its Joint Overview and Scrutiny Committee.

The Committee has also focused on how the Council is assisting the economic recovery of Cardiff, scrutinising the City Centre Recovery Action Plan and Local Broadband Fund proposals, as well as undertaking a high-level Inquiry into this area, as set out below.

In December 2022, the Committee scrutinised proposals for St David's Hall. The Committee received 20 comments from members of the public and ensured these were shared with the relevant Cabinet Member and officers.

The Committee has scrutinised reports affecting service delivery, with scrutinies on Allotments, Playgrounds and Play Areas, Physical Activity, Greenwich Leisure Limited (GLL – Better Leisure Centres) and safety in Parks.

The Committee received the Cabinet Response to the recommendations arising from the Committee's Inquiry on Community Sport in Cardiff; out of 6 recommendations, 5 were fully accepted by Cabinet and 1 was partially accepted.

> When setting their work programme for 2022-2023, Committee Members decided to examine proposals and options through the lens of employment diversity, seeking to test whether proposals and options promote and enable employment diversity.

Task and Finish

**Shaping Cardiff's Post Pandemic Economic Recovery**

In October 2022, Members commenced an Inquiry on how Cardiff Council can shape and support Cardiff's post pandemic economic recovery. Members held ten meetings, hearing from small businesses, freelancers, traders, remote workers and co-workers about the challenges they face and their views on the support and services needed to help the post pandemic economic recovery of Cardiff. Members also explored with them what is needed for the successful implementation of the 15-minute city concept in Cardiff. In addition, Members sought the views of FSB Cymru, Creative Cardiff/ Creative Economy Unit, FOR Cardiff, Royal Town Planning Institute Cymru, Stiwdio - University of South Wales, and Welsh Government. Members discussed these findings with Cabinet Members and senior officers, hearing their views on these issues. The Inquiry has now concluded, and its findings and recommendations will be submitted to Cabinet in early 2023.

## Environmental Scrutiny Committee

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability, which is varied and broad.

During 2022, the Environmental Scrutiny Committees work has been pre-dominantly in relation to pre-decision reports which have covered a range of topics including, the Welsh Government Bus White Paper consultation, the final Recycling Strategy for Cardiff, the revised plan for the Coastal Risk Management Programme, the proposed Electric Bus Grant Scheme, and the Shared Regulatory Services.

The Committee has also received annual updates in relation to the Local Development Plan Annual Monitoring Report, Air Quality Annual Monitoring Report and the One Planet Cardiff Annual Review.

## Task and Finish

## Replacement Local Development Plan

A Joint Task and Finish Group was established in October 2021, led by the Environmental Scrutiny Committee, to examine the proposed Strategic and Delivery Options as well as the Council's consultation process.  Following a number of meetings and a 'Call for

Evidence' the findings of the Group were concluded and Cabinet received these findings in July 2022. September 2022 Cabinets response accepted five of the six recommendations made in relation to 'strategic & delivery options', accessibility, inclusivity and environmental sustainability', prioritisation of scrutiny involvement and involvement of all political groups and partially accepted the sixth recommendation in relation to the corporate consultation process.

## Supplementary Planning Guidance

In March 2022, Members established a task group to examine when and how to use Supplementary Planning Guidance (SPG) and, critically, how to strengthen SPG. The Inquiry heard from the Chief and Deputy Planning Inspectors, Planning Officers Society Wales, Cardiff Civic Society, Cardiff Future Wellbeing Alliance, a Senior Lecturer in Planning at Cardiff University, and the Design Commission for Wales. Members also spoke with the Council's Head of Planning and Group Leader Planning Policy and looked at good practice SPG in England and Wales. Having considered the evidence, Members made 12 recommendations to Cabinet. The Inquiry report was presented to Cabinet in November 2022 and a response is expected in early 2023.

## Policy Review & Performance Scrutiny Committee

The Committee has covered a broad range of topics in 2022 that are the foundation to delivering effective council services in challenging times. We have delivered 19 substantive scrutinies and a full Inquiry into Homeworking and are particularly proud of….Our continuing focus on the **financial resilience** of the Council. Committee time has been allocated to the Council's *financial strategy* for dealing with the financial challenges ahead, the proposals for the 2022/23 budget, and to *monitoring the budget* at the Outturn 2021/22 and months 4 and 6 2022/23. This year we have scrutinised in greater depth the *Capital Programme* for 2022/23, given our stakeholder view on the *Budget Consultation* and endorsed the Council's new *Socially Responsible Procurement Strategy*.

Performance Panel

The work and influence of the Committee's **Performance Panel** continues to grow. As the Council developed its Performance Management and Data Strategy and refined its Performance framework to deliver the self-assessment requirements of the Local

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Government (Wales) Elections Act 2020, the role of the Scrutiny Performance Panel gained a more independent standing whilst continuing to report its recommendations on performance to this Committee. In a spirit of open engagement all five Chairs of Scrutiny once again joined the Leader and Cabinet Member for Finance, Modernisation and Performance in round table discussions centred on the Council's highest strategic document, the **Corporate Plan,** focussing on the detail of target setting (*February & September 2022*). Such a collaborative approach ensures that the Corporate Plan is subject to co-production as well as independent scrutiny and acknowledges the benefit of progressive interaction between Cabinet policy development and Scrutiny. Importantly, through such informal discussion, Scrutiny is afforded an impact on the Corporate Plan for the benefit of Cardiff citizens.

In reviewing **performance** *PRAP* Members were looking for evidence that the Council becomes more innovative as it looks to establish flexibility between home and office working. The Committee completed its Inquiry into **Home & Agile Working** in support of the move towards a hybrid working style, examining how the experience of managing remotely during the pandemic could inform future policy on autonomy at work, with a specific focus on the management challenges of supporting home & agile working. We looked at the implications for staff and managers on well-being and productivity and delivered our findings to the newly elected Cabinet in July 2022.

Cardiff Public Services Board (PSB),

The Committee continued to carry out its statutory responsibility for scrutiny of the Cardiff Public Services Board (PSB), commending its work and recommending that the culture and successes of all PSB's are celebrated by Welsh Government and the Future Generations Commissioner, and where good practice is in clear evidence it is shared across Wales; that the collaborative successes of the PSB are celebrated more visibly, particularly where a significant public challenge has been overcome; and that the PSB continues to improve the quality of data held on minority populations to support consultation reach.

We have also focussed on topical issues, commending the Council's response to the **Race Equality Taskforce** setting out progress made and proposing actions for each of the Taskforce recommendations. The report examines 5 key areas where race equality and

the lived experiences of ethnic minorities require the Council or its partners to have an action plan in place.

In November 2022 we examined whether our *Communications and External Relations* service is equipped to support the important role it plays in the organisation's reputation and public profile and the challenges of delivering the service within current resources to minimise the risk of negative external relations. We highlighted the role scrutiny committees play is of genuine interest to the Council's customers and stakeholders, and as such we are indeed one of those services that can play a part in improving public engagement, with the right assistance from the communications service.

The Committee discharged a more formal governance role when it scrutinised how the Council should manage the conflict of interests in discharging its role as sole trustee of the *Maindy Park Charitable Trust*, and thereby ensure a lawful and robust decision-making process.

**Scrutiny Research**

On behalf of the Council's Scrutiny Committees, the Scrutiny Team has a dedicated research staff that continues to provide vital capacity and expertise in supporting the independent evidence requirements of Scrutiny Committees and thus adding value to Scrutiny's work in policy review and development. This research capacity also supports the research needs of the Democratic Services team. The key achievements and the impact of the work delivered last 12 months is outlined below.

Scrutiny Research provided the vital research support and expertise to the Joint Scrutiny Task and Finish Inquiry on the 'Strategic Options' for the Cardiff's Replacement Local Development Plan. In supporting the independent evidence requirements of this Inquiry, a targeted 'Call for Evidence' from key stakeholder groups in Cardiff and selected partner organisations of the Council was undertaken. The findings from this Call for Evidence were vital in informing the Joint Scrutiny Committee Task and Finish Inquiry's recommendations on their review of the RLDP's strategic options. The Call for Evidence has generated detailed and comprehensive responses form 18 key stakeholder groups in Cardiff including 4 public interest groups, 6 environmental organisations, 2 Social Housing

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providers, Children's Play groups and Learning Disability support Organisation, the Business Improvement District and selected public sector partners.

Primary research was also undertaken the Economy and Culture Scrutiny Committee' Task and Finish Inquiry on Shaping Cardiff's Post-Pandemic Economic Recovery. The research work for this T&F Inquiry looked into various stakeholders' views regarding their access to goods and services in line with the development of 15-minute City and neighbourhoods and their views on how Cardiff Council can support this to ensure economic recovery in the post Covid pandemic period. Two survey questionnaires were launched: a survey questionnaire was formulated for local residents for selected neighbourhood areas in Cardiff on their satisfaction of the various essential services, goods and amenities that are currently available; and another survey questionnaire was launched specifically targeting small businesses and local artists, remote working and co-working employees on their views on the 15-minute city concept and improvements that can be made in their neighbourhood area to make these more accessible.

Scrutiny Research further continues to support the Scrutiny Teams work and outputs in developing annual work programme and in undertaking document and evidence reviews that support the work of Scrutiny Committee Members during its T&F inquiries and Committee Meetings.

An Exit Survey of outgoing Elected Members from the 2017 was undertaken and findings were reported to the Democratic Services Committee to inform their work. To inform the work of the Standards and Ethic Committee, a comparative analysis of Elected members views of various unacceptable behaviours that they have experienced and witnessed was undertaken using data from the 2022 Exit survey and the previous year. In line with the requirements of the Council's Participation Strategy 'Diversity survey' was undertaken for the outgoing elected Members and another survey undertaken for the newly elected Members of the incoming administration. A comparative analysis the results of these two surveys is undertaken to inform the work of the Democratic Services Committee.

**Young People's Participation in Scrutiny**

The inclusion of Youth Council Representatives initiated by the Children & Young People Scrutiny Committee includes regular invitations for youth representation on the Economy and Culture Scrutiny Committee to observe and contribute to the work of the Committee.

**Regional Scrutiny Activity**

Cardiff Capital Region City Deal (CCRCD) – Joint Scrutiny Committee

Scrutiny Services and the other Authorities within the region have supported the CCRCD – Joint Scrutiny Committee and collaborated with Rhondda Cynon Taf County Borough Council who were the appointed facilitators.

The Environment Scrutiny Committee and the Economy & Culture Scrutiny Committees (ECSC) receive regular updates on the work of the City Deal Cabinet and Joint Overview & Scrutiny Committee.  Councillor Peter Wong has been appointed as the Council's representative with Councillor Owen Jones as the deputy representative for the Joint Overview & Scrutiny Committee.

Central South Consortium

The Chairman and Principal Scrutiny Officer of the CYP Scrutiny Committee are members of the Central South Education Consortium's Scrutiny Panel which cover five local authorities, Cardiff City Council, Merthyr Tydfil County Borough Council, Vale of Glamorgan Council, Rhondda Cynon Taf County Borough and Bridgend County Borough Council. The Panel meets once a term to hold the Consortium to account for its work across all the Councils and its policies, processes and performance of the Consortium. The Committee also undertakes a Governance role for the Regional Adoption Service.

**Internal and External Audits**

The Wales Audit Office report entitled Overview and Scrutiny – Fit for the Future has been completed.  An internal Audit of the Scrutiny Function to ensure that "*Scrutiny Committees demonstrate effective outcomes from Scrutiny activities that represent good value*" was also undertaken with the recommendations completed in 2022.

The Environmental Health Audit which identified the following recommendations has been completed:

- o   Introduce greater challenge of the quality and level of services provided by the SRS
- o   Improve the quality of elected member oversight of 3rd parties including the SRS.
- o   Provide structured and targeted member development relating to the roles and responsibilities of the SRS
- o   Establish regular review schedule of the scrutiny of SRS

## Collaborative Working and Networks

### Member Support and Development Lead Member and Officers network

This network is facilitated by the Welsh Local Government Association (WLGA) with the intention to improve the services and member development opportunities provided to Councillors. The Member Support element of the network are the Heads of Democratic Services or Member Support Officers who meet on a quarterly basis. Recent changes to the WLGA and the Local Government Election has meant combined meetings with Officers and Lead Member for Member support were not held in 2022

### Independent Remuneration Panel for Wales (IRPW)

The Head of Democratic Services and the Committee and Member Services Manager participated in discussions on the Draft IRPW Annual report including: the allocation of senior salary holders given Cardiff's increase in Elected Members from 2022; informal costs of care reimbursements, terminology used in the report, the promotion of the role of the IRPW, prescription or provision of remuneration of internet costs, redundancy payments for councillors losing their seat, developing remuneration arrangements to support green initiatives, job sharing for non-executive members and the personal safety of Elected Members.

The final IRPW report for 2022/23 was published in February 2022 and a remuneration report was submitted to Council in May 2022 setting out the key determinations. It is the intention of the IRPW to visit Local Authorities in 2023.

### Officer Networks

The Democratic Services Team actively participate in other officer networks which assist in developing good practice, sharing information and facilitating the effective provision of support to the Elected Members of Cardiff. These include: the National Scrutiny Network,

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South East Wales Scrutiny Officer Network and the Association of Democratic Services Officers.  Details of these networks can be seen at **Appendix C**.

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# Performance Information:

## Webcasting

The following table describes the duration of webcasts and the number of views both live and archived that these meetings have achieved:

| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
|---|---|---|---|---|---|---|---|
| | **Council** | | | | | | |
| 1 | Council | 27-Jan-22 | 05:03:27 | 284:16:12 | 641 | 271 | 370 |
| 2 | Council | 03-Mar-22 | 03:24:30 | 174:58:38 | 366 | 66 | 300 |
| 3 | Council | 17-Mar-22 | 00:09:04 | 01:47:30 | 55 | 3 | 52 |
| 4 | Council | 17-Mar-22 | 05:03:35 | 76:05:07 | 186 | 48 | 138 |
| 5 | Council | 17-Mar-22 | 00:51:13 | 40:39:35 | 124 | 19 | 105 |
| 6 | Council | 26-May-22 | 00:45:53 | 71:06:12 | 571 | 128 | 443 |
| 7 | Council | 30-Jun-22 | 02:29:16 | 105:28:23 | 492 | 153 | 339 |
| 8 | Council | 21-Jul-22 | 05:10:55 | 182:21:38 | 632 | 244 | 388 |
| 9 | Council | 13-Sep-22 | 01:23:42 | 46:34:28 | 207 | 48 | 159 |
| 10 | Council | 29-Sep-22 | 03:49:15 | 131:47:13 | 606 | 213 | 393 |
| 11 | Council | 27-Oct-22 | 05:00:45 | 183:48:23 | 600 | 260 | 340 |
| 12 | Council | 24-Nov-22 | 03:41:56 | 163:32:17 | 533 | 237 | 296 |
| 13 | Council | 09-Dec-22 | 01:16:15 | 150:10:10 | 426 | 136 | 290 |
| | **Totals** | | **38:09:46** | **1612:35:46** | **5439** | **1826** | **3613** |

| | Cabinet | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ser** | **Webcast title** | **Live date** | **Actual duration** | **Total length of viewing** | **All views** | **Live views** | **Archive views** |
| 1 | Cabinet | 13-Jan-21 | 00:13:52 | 09:57:03 | 105 | 8 | 97 |
| 2 | Cabinet | 21-Jan-21 | 00:29:57 | 33:02:58 | 219 | 9 | 210 |
| 3 | Cabinet | 25-Feb-21 | 01:14:10 | 179:56:30 | 542 | 41 | 501 |
| 4 | Cabinet | 18-Mar-21 | 01:08:44 | 34:51:12 | 459 | 30 | 429 |
| 5 | Cabinet | 20-May-21 | 01:48:19 | 283:22:23 | 1026 | 54 | 972 |
| 6 | Cabinet | 17-Jun-21 | 01:43:05 | 98:45:22 | 522 | 77 | 445 |
| 7 | Cabinet | 15-Jul-21 | 01:44:39 | 59:33:20 | 452 | 55 | 397 |
| 8 | Cabinet | 23-Sep-21 | 01:26:36 | 112:24:36 | 591 | 47 | 544 |
| 9 | Cabinet | 14-Oct-21 | 01:38:30 | 144:58:40 | 536 | 61 | 475 |
| 10 | Cabinet | 18-Nov-21 | 00:45:40 | 47:46:22 | 196 | 31 | 165 |
| 11 | Cabinet | 16-Dec-21 | 01:15:36 | 32:27:56 | 102 | 46 | 56 |
| | **Totals** | | **12:31:34** | **420:05:13** | **3060** | **437** | **2623** |

| Planning Committee | | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Planning Committee | 1:36:42 | 72:19:04 | 217 | 43 | 174 | 1:36:42 |
| 2 | Planning Committee | 2:55:13 | 225:00:03 | 415 | 178 | 237 | 2:55:13 |
| 3 | Planning Committee | 0:48:41 | 10:29:08 | 66 | 19 | 47 | 0:48:41 |
| 4 | Planning Committee | 2:31:08 | 115:16:09 | 172 | 69 | 103 | 2:31:08 |
| 5 | Planning Committee | 3:03:59 | 215:41:49 | 341 | 69 | 272 | 3:03:59 |
| 6 | Planning Committee | 2:09:59 | 152:25:02 | 416 | 98 | 318 | 2:09:59 |
| 7 | Planning Committee | 2:33:17 | 118:13:43 | 302 | 63 | 239 | 2:33:17 |
| 8 | Planning Committee | 3:37:26 | 123:18:04 | 282 | 121 | 161 | 3:37:26 |
| 9 | Planning Committee | 1:34:30 | 106:17:04 | 252 | 86 | 166 | 1:34:30 |
| 10 | Planning Committee | 1:47:35 | 71:08:57 | 245 | 65 | 180 | 1:47:35 |
| 11 | Planning Committee | 3:15:48 | 104:43:01 | 248 | 96 | 152 | 3:15:48 |
| 12 | Planning Committee | 1:51:44 | 71:14:33 | 151 | 82 | 69 | 1:51:44 |
| | Totals | 27:46:02 | 1386:06:37 | 3107 | 989 | 2118 | 27:46:02 |

| | Scrutiny |
|---|---|

| **Children and Young People** | | | | | | |
|---|---|---|---|---|---|---|
| | **Webcast title** | **Live date** | **Actual duration** | **Total length of viewing** | **All views** | **Live views** | **Archive views** |
| 1 | Children and Young People | 18-Jan-22 | 01:28:34 | 39:17:46 | 74 | 9 | 65 |
| 2 | Children and Young People | 22-Feb-22 | 03:24:47 | 07:29:26 | 59 | 10 | 49 |
| 3 | Children and Young People | 01-Mar-22 | 01:53:52 | 12:13:18 | 47 | 3 | 44 |
| 4 | Children and Young People | 08-Mar-22 | 01:24:18 | 06:50:39 | 51 | 4 | 47 |
| 5 | Children and Young People | 05-Jul-22 | 01:13:48 | 10:08:22 | 91 | 6 | 85 |
| 6 | Children and Young People | 19-Oct-22 | 02:27:01 | 12:29:19 | 74 | 17 | 57 |
| 7 | Children and Young People | 14-Nov-22 | 01:05:12 | 07:35:36 | 55 | 5 | 50 |
| 8 | Children and Young People | 13-Dec-22 | 03:16:51 | 08:03:54 | 43 | 9 | 34 |
| | **Totals** | | **16:14:23** | **104:08:20** | **494** | **63** | **431** |

| **Community & Adult Services** | | | | | | |
|---|---|---|---|---|---|---|
| **Ser** | **Webcast title** | **Live date** | **Actual duration** | **Total length of viewing** | **All views** | **Live views** | **Archive views** |
| 1 | Community & Adult Services | 12-Jan-22 | 02:50:22 | 19:15:49 | 76 | 9 | 67 |
| 2 | Community & Adult Services | 21-Feb-22 | 02:35:09 | 14:31:29 | 65 | 16 | 49 |
| 3 | Community & Adult Services | 09-Mar-22 | 02:30:08 | 12:07:07 | 73 | 13 | 60 |
| 4 | Community & Adult Services | 18-Jul-22 | 01:13:28 | 06:43:54 | 74 | 9 | 65 |
| 5 | Community & Adult Services | 17-Oct-22 | 01:55:45 | 16:15:43 | 78 | 12 | 66 |
| 6 | Community & Adult Services | 14-Nov-22 | 01:55:47 | 11:25:29 | 57 | 15 | 42 |
| 7 | Community & Adult Services | 12-Dec-22 | 02:16:34 | 13:11:27 | 56 | 15 | 41 |
| | **Totals** | | **15:17:13** | **93:30:58** | **479** | **89** | **390** |

| | Economy & Culture | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Economy & Culture | 19-Jan-22 | 2:29:57 | 24:03:07 | 89 | 26 | 63 |
| 2 | Economy & Culture | 21-Feb-22 | 1:49:33 | 8:39:59 | 39 | 12 | 27 |
| 3 | Economy & Culture | 09-Mar-22 | 2:19:13 | 4:29:09 | 65 | 1 | 64 |
| 4 | Economy & Culture | 21-Jun-22 | 2:12:45 | 24:38:35 | 116 | 43 | 73 |
| 5 | Economy & Culture | 11-Jul-22 | 1:19:36 | 11:28:49 | 75 | 15 | 60 |
| 6 | Economy & Culture | 04-Oct-22 | 1:32:05 | 10:49:10 | 65 | 11 | 54 |
| 7 | Economy & Culture | 17-Oct-22 | 1:56:27 | 9:34:38 | 57 | 15 | 42 |
| 8 | Economy & Culture | 16-Nov-22 | 1:10:46 | 10:44:53 | 57 | 14 | 43 |
| 9 | Economy & Culture | 12-Dec-22 | 2:38:52 | 219:44:25 | 495 | 218 | 277 |
| | Totals | | **17:29:14** | **324:12:45** | **1058** | **355** | **703** |

| | Environmental | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Environmental | 13-Jan-22 | 1:57:41 | 16:46:27 | 72 | 11 | 61 |
| 2 | Environmental | 22-Feb-22 | 2:14:25 | 18:42:51 | 51 | 11 | 40 |
| 3 | Environmental | 07-Mar-22 | 1:15:05 | 20:07:42 | 41 | 5 | 36 |
| 4 | Environmental | 16-Mar-22 | 0:07:30 | 5:19:59 | 70 | 0 | 70 |
| 5 | Environmental | 16-Jun-22 | 1:33:51 | 11:20:45 | 82 | 0 | 82 |
| 6 | Environmental | 07-Jul-22 | 1:23:45 | 20:36:11 | 66 | 3 | 63 |
| 7 | Environmental | 26-Sep-22 | 2:20:20 | 14:10:32 | 73 | 2 | 71 |
| 8 | Environmental | 13-Oct-22 | 1:57:13 | 6:30:33 | 61 | 8 | 53 |
| 9 | Environmental | 10-Nov-22 | 1:50:49 | 15:46:17 | 63 | 5 | 58 |
| 10 | Environmental | 08-Dec-22 | 2:12:07 | 19:54:57 | 48 | 11 | 37 |
| | Totals | | **16:52:46** | **149:16:14** | **627** | **56** | **571** |

| | Policy Review and Performance | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ser** | **Webcast title** | **Live date** | **Actual duration** | **Total length of viewing** | **All views** | **Live views** | **Archive views** |
| 1 | Policy Review and Performance | 18-Jan-22 | 2:25:00 | 23:34:29 | 83 | 0 | 83 |
| 2 | Policy Review and Performance | 23-Feb-22 | 3:09:24 | 15:04:11 | 49 | 11 | 38 |
| 3 | Policy Review and Performance | 08-Mar-22 | 1:34:41 | 6:22:12 | 57 | 0 | 57 |
| 4 | Policy Review and Performance | 13-Jul-22 | 1:46:58 | 34:38:15 | 93 | 15 | 78 |
| 5 | Policy Review and Performance | 26-Sep-22 | 1:33:00 | 22:59:56 | 85 | 19 | 66 |
| 6 | Policy Review and Performance | 18-Oct-22 | 3:16:31 | 38:57:50 | 117 | 46 | 71 |
| 7 | Policy Review and Performance | 15-Nov-22 | 2:30:13 | 26:00:11 | 102 | 16 | 86 |
| 8 | Policy Review and Performance | 14-Dec-22 | 1:35:34 | 31:33:51 | 61 | 12 | 49 |
| | **Totals** | | **17:51:21** | **199:10:55** | **5963** | **1245** | **4718** |
| | | | | | | | |
| | **Scrutiny Totals** | | **83:44:57** | **870:19:12** | **8621** | **1808** | **6813** |

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| | Governance & Audit Committee | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Governance & Audit | 25-Jan-22 | 2:30:56 | 36:55:18 | 138 | 18 | 120 |
| 2 | Governance & Audit | 15-Mar-22 | 2:03:00 | 26:27:25 | 144 | 12 | 132 |
| 3 | Governance & Audit | 19-Jul-22 | 2:56:53 | 50:30:17 | 177 | 32 | 145 |
| 4 | Governance & Audit | 27-Sep-22 | 2:06:19 | 41:51:48 | 131 | 27 | 104 |
| 5 | Governance & Audit | 15-Nov-22 | 1:22:58 | 18:19:59 | 61 | 21 | 40 |
| 6 | Governance & Audit | 29-Nov-22 | 2:29:04 | 27:59:00 | 69 | 22 | 47 |
| | Totals | | **13:29:10** | **202:03:47** | **720** | **132** | **588** |

| | Standards and Ethics Committee | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Standards and Ethics | 09-Feb-22 | 1:31:47 | 21:23:34 | 79 | 23 | 56 |
| 2 | Standards and Ethics | 22-Jun-22 | 1:42:33 | 26:41:31 | 72 | 5 | 67 |
| 3 | Standards and Ethics | 25-Oct-22 | 1:21:37 | 6:19:05 | 48 | 10 | 38 |
| 4 | Standards and Ethics (Hearing) | 14-Jan-22 | 1:14:52 | 4:42:28 | 16 | 1 | 15 |
| | Totals | | **5:50:49** | **59:06:38** | **215** | **39** | **176** |

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| | Other Committees | | | | | | |
|---|---|---|---|---|---|---|---|
| Ser | Webcast title | Live date | Actual duration | Total length of viewing | All views | Live views | Archive views |
| 1 | Licensing Sub | 14-Jan-22 | 1:26:15 | 16:41:40 | 40 | 8 | 32 |
| 2 | Licensing Sub | 28-Jan-22 | 1:44:29 | 16:44:18 | 64 | 22 | 42 |
| 3 | Licensing Sub | 27-May-22 | 0:16:22 | 2:47:51 | 43 | 6 | 37 |
| 4 | Licensing Sub | 07-Jun-22 | 0:42:10 | 33:53:01 | 101 | 9 | 92 |
| 5 | Maindy Park Trust Advisory | 12-Oct-22 | 1:31:09 | 42:23:47 | 157 | 24 | 133 |
| 6 | Maindy Park Trust Advisory | 17-Nov-22 | 0:26:02 | 13:25:48 | 92 | 9 | 83 |
| 7 | Pensions | 07-Feb-22 | 0:21:21 | 4:11:33 | 35 | 7 | 28 |
| 8 | Pensions | 27-Jun-22 | 0:40:39 | 3:08:01 | 36 | 0 | 36 |
| 9 | Democratic Services | 24-Jan-22 | 0:35:36 | 15:01:20 | 43 | 7 | 36 |
| 10 | Constitution | 28-Feb-22 | 0:52:22 | 1:32:05 | 39 | 4 | 35 |
| 11 | Corporate Parenting Advisory | 18-Jan-22 | 2:19:59 | 5:41:05 | 29 | 9 | 20 |
| 12 | Corporate Parenting Advisory | 15-Mar-22 | 1:27:16 | 2:56:51 | 26 | 3 | 23 |
| 13 | Public Protection | 08-Feb-22 | 0:07:34 | 3:31:24 | 36 | 5 | 31 |
| 14 | Glamorgan Archives Joint | 18-Feb-22 | 0:56:14 | 12:33:54 | 48 | 4 | 44 |
| | Totals | 14-Jan-00 | 13:27:28 | 174:32:38 | 789 | 117 | 672 |

| | Summary 2022 | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Webcast title** | **Number of meetings** | **Actual duration** | **Total length of viewing** | **All views** | **Live views** | **Archive views** |
| 1 | Council | 13 | 38:09:46 | 1612:35:46 | 5439 | 1826 | 3613 |
| 2 | Cabinet | 11 | 12:31:34 | 420:05:13 | 3060 | 437 | 2623 |
| 3 | Planning | 12 | 27:46:02 | 1386:06:37 | 3107 | 989 | 2118 |
| 4 | Scrutiny | 42 | 83:44:57 | 870:19:12 | 3305 | 682 | 2623 |
| 5 | Governance & Audit | 6 | 13:29:10 | 202:03:47 | 720 | 132 | 588 |
| 6 | Standards and Ethics | 4 | 5:50:49 | 59:06:38 | 215 | 39 | 176 |
| 7 | Others | 14 | 13:27:28 | 174:32:38 | 789 | 117 | 672 |
| | **Totals** | **102** | **194:59:46** | **4724:49:51** | **16635** | **4222** | **12413** |

# Forward Plan for 2023

The Democratic Services Team has a range of activities that it will need to undertake in 2023. The commencement of the new administration has seen a number of changes to the way the team supports Elected Members which includes an updated MES, introduction of multi-location meetings, and the revision of the petition scheme. The team is now moving into a consolidation phase of the administration to firmly embed these changes to ensure that they become regular and efficient practice.

Democratic Services will also support the development and implementations of the Council's Participation Strategy.

## Committee & Member Services

a. Recruitment

   To progress the outstanding recruitments of the Team as a matter of urgency.

b. Continued development the Member Enquiries System (MES)

   To continue to develop the use of the MES to:

   - Identify improvements to the MES processes and procedures which will further enhance the effectiveness of the system.
   - Implement new processes and reporting facilities.

c. Continued development the Council's Conference system

   The team will continue to develop the conferencing system and enhance the delivery of the Council's "Multi-Location Meetings Policy".

d. Develop the support for the National Adoption Service (NAS)

   Cardiff Council has become the host Authority for the NAS and the arrangement for the provision of its Joint Committee meetings and support are required to be established.

e. The Implementation of SharePoint

   The Team to complete the implementation of the SharePoint software and identify opportunities to make efficiencies in the handling and sharing of data.

**Scrutiny Services**

f. Public Engagement and Participation

Continued development of the Scrutiny Website and scrutiny processes to enhance the engagement and participation of the public in scrutiny activities.

g. Scrutiny Recommendations Tracker

Continued development of the Scrutiny Recommendations Tracker

## Summary

The expected outcomes for the Democratic Services Team in 2022 were significantly challenging. The Local Government and Elections (Wales) Act 2021 introduced requirements for the multi-location meetings, revisions to the petition scheme and development of the Participation strategy. In addition, the Team prepared for the Local Government Elections and an increase in the number of Elected Members which has made Cardiff the largest Local Authority in Wales.

Following the Elections, the Team co-ordinated the Member Induction, developed improved processes for the MES, new equipment and facilities for the returning members, supported the rapid integration of 28 newly elected members into the Council and maintained the good governance arrangements of the Authority.

All of this has been achieved with a number of vacancies across Democratic Services. The whole team has worked tirelessly and at times, beyond what could normally be expected of them to deliver positive outcomes that have supported all Elected Members and the good governance arrangements of the Authority.

In 2023, it is hoped to bring the team to full strength, consolidate the work and changes that have been introduced this year and to enhance the support to Elected members and the organisation.

## Structure – Democratic Services 2022

```
                          ┌─────────────────────┐
                          │ Head Of Democratic  │
                          │      Services       │
                          └─────────┬───────────┘
        ┌──────────────────┬────────┼──────────────────┐
┌───────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────────┐
│Member &       │  │              │  │ Principal    │  │Principal Scrutiny│
│Committee      │  │  Electoral   │  │ Scrutiny     │  │Research Officer  │
│Services       │  │  Services    │  │ Officer      │  │    (x1)          │
│Manager  (x1)  │  │              │  │   (x5)       │  │                  │
└───────┬───────┘  └──────────────┘  └──────────────┘  └──────────────────┘
        │
        ├──┌─────────────────────────┐
        │  │Senior Committee &       │
        │  │Member Services Officer  │
        │  │         (x2)            │
        │  └─────────────────────────┘
        ├──┌─────────────────────────┐
        │  │Committee & Member       │
        │  │Services Officer         │
        │  │         (x1)            │
        │  └─────────────────────────┘
        ├──┌─────────────────────────┐
        │  │Member Support  Officer  │
        │  │         (x3)            │
        │  └─────────────────────────┘
        ├──┌─────────────────────────┐
        │  │Committee Services       │
        │  │Assistant                │
        │  │(Welsh Desirable)        │
        │  │         (x1)            │
        │  └─────────────────────────┘
        └──┌─────────────────────────┐
           │Committee Services       │
           │Assistant                │
           │(Welsh Essential)        │
           │      (Vacant)           │
           └─────────────────────────┘
```

## Roles and Functions

The roles and functions undertaken by each element of the Democratic Services Team is as follows:

- **Committees Services**
  In addition to administration the team support the following functions:
  a. Council Governance: custodians of the:
    - Constitution.
    - Declaration of Acceptance of Office.
    - Cardiff Undertaking.
    - Register of Political Groups.
  b. Member Governance:  maintain up to date records of:
    - Register of Individual Member Interests.
    - Conference and Events Register.
    - Hospitality Register.
  c. Outside Bodies Membership and administration of Register and notifications.
    - Attendance & Apologies Register
    - Arrange Welsh translation in accordance with the statutory requirements of the Welsh Language Standards.
    - Provide guidance and support in the preparation, publication & translation of Members' Annual Reports and Member Information.
  d. Public Engagement: support given to:
    - Public questioners at Council.
    - Hosting attendees and visitors.
    - Petitioners & the public at meetings.
  e. Liaison with Members and External Bodies:
    - Produce & issue the Members Diary.
    - Issuing of Member Electronic Briefs.
    - Members of Parliament and Members of the Senedd .
    - Welsh Local Government Association Networks & projects.
    - Report to & liaise with Independent Remuneration Panel.
    - Wales Audit Office with inspections; providing information & reports; & at meetings.
    - Liaise with a range of Outside Bodies.

f. Corporate Support:

- Emergency Management on call on a rota basis.
- Representing Member Services at corporate meetings such as Welsh Language Co-ordinators.

g. Management and development of systems:

- Modern.Gov.
- Multi Location meetings and conference systems.
- Webcasting.
- Peoplesafe

h. Member Development:

- Elected Member Learning and Development Strategy.
- Member Development Programme.
- Arranging /Liaising with Trainers/ Speakers.
- Co-ordinating venues & technology.
- Evaluation of activities and providers
- Member Development material.
- Issue notification of Member briefings, information & signposting.

- **Member Services**

The Member Services Team assists all 79 Elected Member by:

- providing face to face contact with Elected Members.
- allocating a dedicated Member Services Officer to support with enquiries concerning Council Services.
- tracking and monitoring Member Enquiries and chasing responses with agents.
- providing general administrative and secretarial service including handling correspondence and emails; typing, scanning, mail merges etc.
- providing advice on data protection and GDPR.
- maintaining an up-to-date contact list of all 79 Elected Members.
- maintaining an electronic record of Members Surgeries; preparing data for publication on website; and preparing surgery notices.
- arranging room bookings for meetings relating to ward matters; with constituents or outside body representatives.
- arranging Welsh translation in accordance with the statutory requirements of the Welsh Language Standards.

- providing stationery and office supplies; and
- overseeing Members' business offices including offices for Chairs and communal Members areas.
- the first point of access for Members ICT/Telephone; allocation of IT equipment; and early stage troubleshooting support.
- provide signposting to other information and services relating to the role of Councillor.
- Supporting the use of the Peoplesafe app

- **Scrutiny Services**

a) **General**

Within their terms of reference, Scrutinies will:
- review and/or scrutinise decisions made, or actions taken in connection with the discharge of any of the Authority's functions.
- make reports and/or recommendations to the Council and/or the Cabinet.
- consider any matter affecting the area or its inhabitants; and
- exercise the right to 'call-in', for reconsideration, decisions made but not yet implemented by the Cabinet, Cabinet Members and designated senior officers.
- Receive and consider reports from statutory external inspectors or auditors referred to them.
- Act in accordance with the Scrutiny Procedure Rules.

**Specific functions - Policy Review and Performance**

The Policy Review and Performance Scrutiny will:
(i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues.
(ii) conduct research, community and other consultation in the analysis of policy issues and possible options.
(iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
(iv) question relevant people and organisations about their views on issues and proposals affecting the area.

(v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and

(vi) adjudicate on any areas of overlap between the functions of the Scrutinies and allocate any additional areas of responsibility which are not already included within the terms of reference of any particular Scrutiny.

The Community & Adult Services Scrutiny is the Council's Crime and Disorder committee as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.

b) **Scrutiny**

Scrutinies will:

(i) review and scrutinise the decisions made by and performance of the Cabinet and/or and employees both in relation to individual decisions and over time;

(ii) review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or service areas;

(iii) question Members of the Cabinet and/or employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

(iv) make recommendations to the Cabinet and/or appropriate bodies and/or Council arising from the outcome of the scrutiny process;

(v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny and local people about their activities and performance; and

(vi) question and gather evidence from any person (with their consent).

c) **Resources**

Scrutinies may exercise overall responsibility for the resources made available to them.

d) **Annual Report**

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Scrutiny must provide a single annual report to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

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## Officer Networks

### Association of Democratic Services Officers (ADSO)

ADSO was established as a professional association to represent, promote and develop excellent democratic services, for the benefit of all those working within the sector.  It is a nationally recognised body with over 900 members across the United Kingdom including the five representatives in Wales who are currently working for Cardiff Council.

Members of the Team regularly participate in Regional Workshops in the South West of England to engage with colleagues.  ADSO also provides opportunities for training and development for Democratic Services Officers including a Certificate in Democratic Services Knowledge and a Diploma in Local Democracy.

### South East Wales Scrutiny Officer Network (SEWSON)

The ten authorities on the Cardiff Capital Region City Deal footprint (Blaenau Gwent; Bridgend; Caerphilly; Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff; Torfaen; and Vale of Glamorgan) agreed to the establishment of SEWSON.  The network has yet to meet since the Election but are planning to progress the delivery of scrutiny across the region.

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**CYNGOR CAERDYDD**
**CARDIFF COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE:**                    **06 February 2023**

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### DEMOCRATIC SERVICES – ACTIVITIES & SERVICE SUPPORT

**Reason for this Report**

1.  The purpose of this report is to inform the Democratic Services Committee on the performance of the Council's Democratic Services since the last meeting 28 November 2022.

    **Background**

    Role of the Democratic Services Committee

2.  The Local Government (Wales) Measure 2011, Part 1, Chapter 2, https://www.legislation.gov.uk/mwa/2011/4/part/1/chapter/2 requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services.

    **Issues**

    Easy Conf Conferencing System Upgrade

3.  The Democratic Services Team have been working with our contractors, software providers and the ICT department to implement an upgrade to the Council Conferencing system.

4.  The conferencing system upgrade includes:

    a. an updated app for android/iOS devices and Windows/Mac desktop client which enables following additional functionality:
        - A camera on/off facility for the remote attendee.
        - A "hands up" function to enable remote users to indicate to the Chair that they have a point of order or a point of personal explanation to make.
        - A background to be applied to mask the venue of the remote attendee.
        - A remote screen sharing facility.

b. The ability for a remote attendee with an invitation to access the meeting using a supported web browser (Firefox, Edge, Chrome.) without having to download the software app. The functionality is almost identical to the desktop application, but it also has an additional microphone mute button.

Note The mute button is considered to be unnecessary as the remote attendee can only be heard when their microphone is active (Press to speak button is red). A request to remove this button from the browser template has been made,

5. Twenty-two (22) Elected Members attended an initial test meeting that was held on 23 January 2023 to ensure that they were able to attend meetings remotely using the new software.

6. The browser version of the app has been used for several meetings including CPAC, Planning, Environmental Scrutiny Committee and Council. Remote attendees have been using the browser version of the software which appears to be working well.

7. Further training sessions will be needed to ensure that all Elected Member and Officers are familiar with the use of the new software.

8. Additional work is needed by the Democratic Services Team to:

   a. Develop the use of the chat and screen sharing functions
   b. Adapt the conferencing system functionality for ease of use by the operator
   c. Determine how the Teams functionality that is available will integrate with the conferencing system.
   d. Implement additional software upgrades which will include the use of a lobby function and an improved upgrading process on the Council's network.
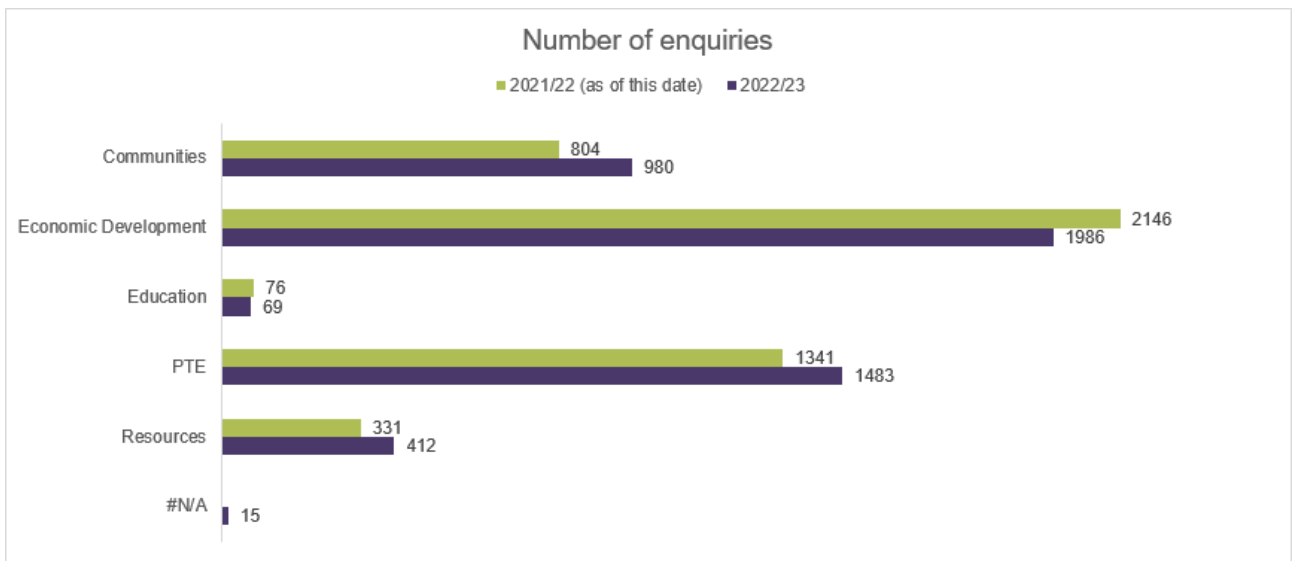
Member Enquiries System (MES)

9. Following delays to the corporate Compliment, Complaints and Enquiries system it has been agreed that the pilots that were held prior to the Election were now able to be implemented.

10. The team has worked with the ICT Department to adapt the original pilot functionality to be compatible with the new corporate system. All Elected Members have now been set up on the new system and are able to access the MES Portal from the intranet. The portal enables; enquiries to be logged using a simple online capture form, access to enquiry progress information and the records of active and recently closed enquiries.

11. Prior to a full roll-out a technical trial is currently being undertaken with a cross party group of Elected Members. Individual access to the portal has proved challenging but any issues have been quickly resolved. To date none of the trial members have reported any adverse operation of the system.

12. Following completion of the trial it is intended to roll-out the new MES to all Elected Members and provide training on it before the end of February. It is hoped that the new MES will encourage Elected Members to make greater use of the easy to use

self-service functionality which automatically routes enquiries to the appropriate service area without the need for manual handling by the Member Services Team.
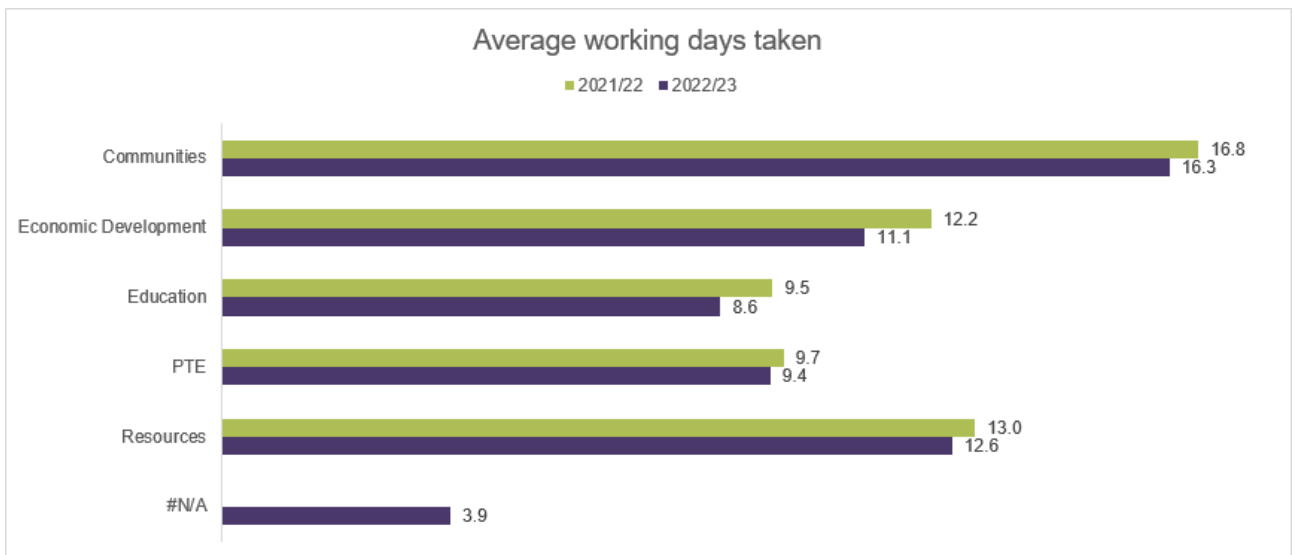
MES Performance

13. Between 01 April and 31 December 2022 there were 4850 Member Enquiries logged with the team.

14. The following diagram shows the level of enquires which have been received by Directorate since April 2022 compared with enquiries for the same period in the previous year.

Number of enquiries

■ 2021/22 (as of this date)   ■ 2022/23

| Directorate | 2021/22 (as of this date) | 2022/23 |
|---|---|---|
| Communities | 804 | 980 |
| Economic Development | 2146 | 1986 |
| Education | 76 | 69 |
| PTE | 1341 | 1483 |
| Resources | 331 | 412 |
| #N/A |  | 15 |

Average working Days taken

15. The average number of days taken in 2021-22 and 2022-23 to complete enquiries during a comparable period is shown in the diagram below.

Average working days taken

■ 2021/22   ■ 2022/23

| Directorate | 2021/22 | 2022/23 |
|---|---|---|
| Communities | 16.8 | 16.3 |
| Economic Development | 12.2 | 11.1 |
| Education | 9.5 | 8.6 |
| PTE | 9.7 | 9.4 |
| Resources | 13.0 | 12.6 |
| #N/A |  | 3.9 |

16.  Of the enquiries that have been logged 31% (1491) were self-served with the remaining 69% (3359) being logged by Officers.

Member Development

17.  At its last meeting the Committee confirmed that a number of Member Development topics would be progressed.

a.  Completed Learning:

The following Member Learning sessions have been held and the attendance details have been included for information:

| Serial | Date | Topic | Numbers Attended | Total % Attended |
|---|---|---|---|---|
| 1. | 01 Dec 22 07 Dec 22 | Mandatory Safeguarding | 8 5 | 69.62% (55) |
| 2 | 06 Dec 22 | New accountability arrangements for schools | 20 | 25.32% (20) |
| 3. | 5 Jan 23 | Mandatory Corporate Parenting | 16 | 83.54% (66) |
| 4. | E-Learning | Mandatory Information Governance and Data Protection | 16 | 54.43% (43) |
| 5. | 23 Jan 23 | Conferencing System upgrade | 22 | 27.83% (22) |

Note:
The total % Attended column reflects the percentage of all current Elected Members who have completed the topic with the number who have completed the training in brackets

b.  Scheduled Learning

i.  Member Briefing Civil Parking Enforcement

The Highway network within Cardiff has changed significantly, yet our Parking Enforcement approach has not been evaluated in a number of years. Therefore, we have undertaken a review to develop a consistent city-wide approach to parking enforcement, that uses information from resident reports to identify hot spots and problem areas. This briefing is an opportunity to discuss this with Members, as well as outlining our plans to embrace digital technology to provide an efficient parking enforcement service that brings our options for residents in line with comparator cities. This operational development is crucial for us to successfully deliver the wider transport policy framework across Cardiff.

There will also be an opportunity for Members to ask questions and discuss any parking enforcement queries they have.

Three one-hour repeated sessions have been scheduled to be undertaken on MS Team as follows:

Mon    30-Jan-23    14:00
Fri    03-Feb-23    10:00
Wed    08-Feb-23    17:00

ii.    <u>Changes introduced by the Elections Act 2022</u>

Following on from the Elections Act briefing note shared on 12 January 2023, Elected Members are invited to attend this presentation on MS Teams.

The presentation will cover the main changes introduced by the Elections Act 2022, including key areas where the Act will have specific areas of divergence between reserved and devolved elections.  Information on the requirements of photo ID for UK Parliamentary and PCC elections will be covered including details of how eligible electors can now apply for a free Voter Authority Certificate (VAC) if they do not hold a suitable form of photo ID.  A summary of future changes including accessibility, postal voting, proxy voting and overseas electors will also be covered.

This one off recorded session has been scheduled to be undertaken on MS Teams on Tue 21 February 2023 at 17:00.

c.  <u>Planned Learning:</u>

At the previous meeting of the Democratic Services Committee the following learning and development topics were prioritised for delivery.

i.    <u>Dementia Friendly Cardiff / Dementia Friends</u>

ii.    <u>Rights of a Child in Practice Part A and Part B</u>

iii.    <u>Age Friendly Cardiff Awareness Sessions</u>

iv.    <u>Fast Track Cities</u>

d.  <u>Potential Future Learning</u>

The Democratic Services Committee is requested to consider and prioritise the following topics be developed for delivery:

i.    <u>South Wales Fire and Rescue Service (SWFRS)</u>

To receive a one hour briefing on the SWFRS from the Chair of the Fire Authority, Chief Fire Officer and Treasurer of the SWFR Authority.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Regional/National | Beneficial | Useful | Useful | Beneficial |

ii. <u>Members Enquiries System (MES) – Familiarisation training</u>

All Members now have access to the Members Enquiry Portal.  On completion of the trial in early February it is hoped to deliver training to all Elected members on the new portal before the end of the month.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Corporate Policy | Recommended | | | |

iii. <u>Conferencing System Upgrade – Familiarisation training</u>

The EasyConf Connect conferencing system has been upgraded which will have an impact on those intending to join meetings remotely.  There are new functions which will benefit remote attendees and the training sessions will familiarise members with its use.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Corporate Policy | Recommended | | | |

iv. <u>Budget Process</u>
The Head of Finance will provide a Budget Process session which will clarify the budget process for all members.  Although this session will primarily be for new and scrutiny members it will also be a suitable refresher for all members.

This session will be supplemented by scrutiny committee budget briefings provided by the Principal Scrutiny Officers of each Scrutiny Committee.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Corporate Policy | Recommended | | | |

v. <u>Biodiversity and Natural Resources</u>

This was identified from a scrutiny recommendation and initial discussions with the Head of Planning to support the use of external facilitators Natural Resources Wales and Wildlife Trust to support the wider requirements, with internal support being provided to provide the Council's perspective and activities. Any costs for the provision of this learning will be met from the Member Development budget.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Regional/National | Beneficial | Useful | Useful | Beneficial |

vi. <u>Social Housing and Section 106</u>
Initial planned dates deferred due to the delivery of LDP being prioritised.

This topic has been categorised as follows:

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|---|---|---|---|
| Regional/National | Beneficial | Useful | Useful | Beneficial |

**Financial Implications**

8. Any costs from Democratic Services activities and services support are to be monitored and contained within the existing Democratic Services funding sources and budgets.

**Legal Implications**

9. Under the Local Government (Wales) Measure 2011, Part 1, the Democratic Services Committee is responsible for overseeing the democratic services functions of the Council, ensuring this work is adequately resourced; and reporting to full Council accordingly.

10. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:

a. to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);

b. to promote the role of the authority's Scrutiny Committees;

c. to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and

d. any other functions prescribed by the Welsh Ministers.

11. In determining how to exercise its functions, the Committee must have regard to the statutory guidance issued by the Welsh Ministers. The Welsh Government has indicated that it is proposing to revoke the earlier guidance (Statutory Guidance from the Local Government Measure 2011) issued in June 2012 and has issued refreshed draft guidance for consultation (in Chapter 2 of the Consultation Document, Local Government: Guidance for Principal Councils, 17 March 2022): Guidance for principal councils | GOV.WALES. The revised draft guidance on Democratic Services Committees is substantially unchanged but has been updated to reflected legislative changes, including the removal of the legislative prohibition on the monitoring officer also being the head of democratic services (under section 161 of the Local Government and Elections (Wales) Act 2021).

12. The information set out in the body of this report enables the Democratic Services Committee to oversee the work of democratic services, ensure the work is adequately resourced and report to full Council, as appropriate.

13. Other relevant legal provisions are referred to in the body of the report.

**RECOMMENDATION**

9. The Democratic Services Committee is requested to:

a. Note the information set out in the report.

b. Prioritise the future member development topics for scheduling.


**GARY JONES**
**HEAD of DEMOCRATIC SERVICES**
31 Jan 2023


Background Papers: None

**CYNGOR CAERDYDD**
**CARDIFF COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE:**             **06 February 2023**

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### FORWARD WORK PROGRAMME

**Reason for this Report**

1.    The purpose of this report is to propose topics for inclusion on the Democratic Services Committee Forward Work Programme.

**Background**

2.    The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly.

3.    The Forward Work Plan gives notice of, and transparency to, matters under review and for decision during the municipal year and reflects the Committees Terms of Reference as set out in the Legal implications of this report.

4.    The Forward Work Plan needs to reflect the time commitment required for Committee Members and the resources available within the Council to meet the Committee's ambitions.

**Issues**

5.    The main work streams of the Committee are to provide the frameworks to support Democratic Services functions and the work of Elected Members, as well as supporting Elected Members with learning opportunities in their specific roles within the Council and for their personal development.

6.    The proposed business items for consideration at meetings of the Democratic Services Committee are shown at **Appendix A**.  Further meetings will be identified during the development of the 2023-24 calendar of meetings which will be approved at the Annual Meeting of Council on 25 May 2023.

7.    The Committee is requested to consider the draft work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to consider if they wish to invite any persons to attend its meetings to support the items identified.

**Legal Implications**

8. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:

   a. to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);

   b. to promote the role of the authority's Scrutiny Committees;

   c. to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and

   d. any other functions prescribed by the Welsh Ministers.

9. In considering its Work Programme, the Committee should have regard to its statutory terms of reference and available resources.

**Financial Implications**

10. There are no financial implications directly arising from this report. In the implementation and delivery of the Democratic Services Committee Forward Work Programme any costs will need to be identified and found within existing financial resources.

**RECOMMENDATION**

11. It is recommended that the Democratic Services Committee considers the proposed Work Programme appended as **Appendix A** to this report and identifies any additional topics for consideration at future meetings of the committee.

**G JONES**
**HEAD of DEMOCRATIC SERVICES**
31 January 2023

**APPENDIX A -** Proposed Work Programme

Background Papers:  None

**PROPOSED WORK PROGRAMME 2023**

| Meeting date | Item | Aim | Additional Invitees |
|---|---|---|---|
| 30 May 23 (TBC) | Democratic Services – Activities & Service Support | To receive an update on the performance and services provided by Democratic Services | |
| 30 May 23 (TBC) | Member Mentoring | To receive update of existing Mentoring arrangements and determine any improvements that are necessary. | |
| 30 May 23 (TBC) | Forward Work Programme | To receive a report proposing items for consideration at a subsequent meeting of the Democratic Services Committee | |

| Meeting date | Item | Aim | Additional Invitees |
|---|---|---|---|
| Jul 23 (TBC) | Democratic Services – Activities & Service Support | To receive an update on the performance and services provided by Democratic Services | |
| Jul 23 (TBC) | Members and Democracy Portals | To receive an update on the planned Members and Democracy Portals and determine any improvements necessary for effective use. | |
| Jul 23 (TBC) | Forward Work Programme | To receive a report proposing items for consideration at a subsequent meeting of the Democratic Services Committee | |