

**DIVERSE COUNCIL DECLARATION – DRAFT ACTION PLAN 2022-2027**

Ser	Key Activity	Specific Activity	How this is currently being undertaken	How can this be improved	Target Date	Status
1.	Broaden Local Democratic Representation	Encourage and enable people from underrepresented groups to stand for office.	<ul style="list-style-type: none"> <li>• <b>Initial contact has been made with Diverse 50/50 campaign representing:</b> <ul style="list-style-type: none"> <li>○ Women’s Equality Network (WEN) Wales</li> <li>○ Electoral Reform Society (ERS) Cymru</li> <li>○ Race Council Cymru</li> <li>○ Ethnic Minorities and Youth Support Team (EYST) Wales</li> </ul> </li> <li>• <b>Identity support that can be provided to support Mentoring/shadowing and similar activities including training for elected members</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Develop Potential Candidate event(s) to be delivered:</b> <ul style="list-style-type: none"> <li>○ Annually</li> <li>○ Prior to By – Elections</li> <li>○ Prior to Local Government Election</li> </ul> </li> <li>• <b>Develop non-political Democracy awareness sessions for Schools to be delivered by Officers and Councillors</b></li> <li>• <b>Develop mentoring / shadowing programme</b></li> <li>• <b>Liaise with Diverse 50/50 campaign stakeholders to identify individuals to undertake opportunities for mentoring/shadowing</b></li> <li>• <b>Deliver mentoring programmes for under-represented groups</b></li> <li>• <b>Elected Members to be requested to become advocates for diversity within their communities and identify individuals who would benefit from mentoring or shadowing opportunities</b></li> <li>• <b>Liaison with Equalities team to identify measures to assist those residents of with protected characteristics stand for office</b></li> </ul>	31-May-25	

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2.		Seek support from all elected members and political groups on the council to work with local party associations to encourage recruitment of candidates from underrepresented groups.	<ul style="list-style-type: none"> <li>• <b>Undertake Diversity survey of Elected Members in 2022 and compare data to determine progress being made with diverse representation:</b> <ul style="list-style-type: none"> <li>○ 2021 Diversity Survey</li> <li>○ Census data</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft letter(s) from Democratic Services Committee to:</b> <ul style="list-style-type: none"> <li>○ all Elected Members in Cardiff Council</li> <li>○ Community Councils</li> <li>○ Local party associations</li> </ul> </li> </ul> <p>seeking support to encourage recruitment of candidates from underrepresented groups</p>	30-Apr-23	
3.		Ensure residents from all communities understand the role and functions of local councillors and the council	<ul style="list-style-type: none"> <li>• <b>Short, Medium and Long term plans;</b> <a href="#">Scrutiny Forward Work Programmes</a> <a href="#">Cabinet Forward Plans</a> <a href="#">Planning Decisions and Applications</a></li> <li>• <b>How decisions are scrutinised;</b> <a href="#">Get involved with Scrutiny</a> Webpages</li> <li>• <b>Who represents them on the council</b> <a href="#">Your Councillor</a> information on the council website</li> <li>• <b>What has their contribution been:</b> Elected member Annual reports</li> <li>• <b>Public Streaming and archived webcasts of key meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Improving the relevant sections of the Council's Democracy website to include;</b> <ol style="list-style-type: none"> <li>a. the role of the council;</li> <li>b. how the council is structured;</li> <li>c. how decisions are made;</li> <li>d. key contacts within the council for general and specific issues;</li> <li>e. financial aspects of the Council;</li> <li>f. approved role descriptions</li> <li>g. Key contact points.</li> </ol> </li> <li>• <b>Promote and link to WLGA <a href="#">Be a Councillor. Be the Change</a></b></li> <li>• <b>Development of Awareness Raising videos from funding provided by Digital Democracy fund</b></li> <li>• <b>Develop easy read documents which support a resident's understanding of the role and functions of</b></li> </ul>	<p>31-Dec-23</p> <p>31-Dec-23-</p> <p>31 Mar 23</p> <p>31-Dec-23</p>	

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				local councillors and the council		
4.	Support involvement with local decision-making	Proactively engage organisations supporting under-represented groups to enhance democratic awareness.	<ul style="list-style-type: none"> <li>• <b>Initial contact has been made with Diverse 50/50 campaign representing:</b> <ul style="list-style-type: none"> <li>○ Women's Equality Network (WEN) Wales</li> <li>○ Electoral Reform Society (ERS) Cymru</li> <li>○ Race Council Cymru</li> <li>○ Ethnic Minorities and Youth Support Team (EYST) Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Liaise with WG and other stakeholders to identify opportunities to engage with young people including:</b> <ul style="list-style-type: none"> <li>○ Schools</li> <li>○ Youth Council</li> <li>○ Youth Parliament</li> </ul> </li> <li>• <b>Develop briefing packs for ward councillors to deliver to Democratic Awareness for their communities</b></li> <li>• <b>Identify and support ward councillors delivery of Democratic Awareness sessions in their wards</b></li> </ul>	31-May 25	
5.		Support the development and implementation of the Council's statutory Participation Strategy, developing proposals to engage our city's diverse neighbourhoods within local democracy.	The Council's engagement team currently promotes surveys and consultations digitally and through community organisations. However, a baseline assessment of engagement was undertaken in preparation for the new Participation Strategy which identified population groups with low response rates, including many of the city's ethnic minority communities. The new Strategy will put forward proposals to improve this, with a commitments to ongoing pilots for new approaches to reach 'seldom heard' groups.	<ul style="list-style-type: none"> <li>• <b>Continued engagement of members in the development and delivery of the strategy and in developing and trialling new ways to reach and engage 'seldom heard' groups in the Council's decision making.</b></li> </ul>	Ongoing	
6.		Establish a mentoring programme - working with a range of stakeholders to provide a pipeline of mentors and mentees for prospective councillors.	<ul style="list-style-type: none"> <li>• <b>Initial contact has been made with Diverse 50/50 campaign representing:</b> <ul style="list-style-type: none"> <li>○ Women's Equality Network (WEN) Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Liaise with Diverse 50/50 campaign stakeholders to identify individuals to undertake opportunities for mentoring/shadowing</b></li> </ul>	31-May 25	

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			<ul style="list-style-type: none"> <li>○ Electoral Reform Society (ERS) Cymru</li> <li>○ Race Council Cymru</li> <li>○ Ethnic Minorities and Youth Support Team (EYST) Wales</li> <li>● <b>Identity support that can be provided to support Mentoring/shadowing and similar activities including training for elected members</b></li> <li>●</li> </ul>			
7.		Provide flexibility in council business and activities to support Elected Members and allow them to meet their personal, professional, cultural and caring commitments and responsibilities.	<ul style="list-style-type: none"> <li>● <b>Survey of meeting timings undertaken following the 2022 Election</b></li> <li>● <b>Address ad-hoc requests for meeting timings review</b></li> <li>● <b>Implementation of the Council Multi-meeting location policy</b></li> </ul>		30-Nov-22	
8.		Work in accordance with the standards set out in the <a href="#">WLGA Charter for Member Support and Development</a>	<b>See “Achieving the WLGA Charter” report to Democratic Services Committee dated 28 November 2022</b>	<b>As outlined in the report action plan</b>		
9.	Support Councillors to discharge their responsibilities effectively	Continue to demonstrate our duty of care for elected members by supporting their wellbeing and safety needs when performing their role as councillors.	<ul style="list-style-type: none"> <li>● <b>Peoplesafe implemented for all Elected members</b></li> <li>● <b>Mechanism for assessing and supporting all personal safety requirements of Elected Members</b></li> <li>● <b>Access to “Care first” wellbeing and counselling services</b></li> </ul>		30-Nov-22	
10.		Achieve the <a href="#">WLGA Charter for Member Support and Development</a> to demonstrate the highest possible standards of support and development for our elected members to assist them in meeting the	<b>See “Achieving the WLGA Charter” report to Democratic Services Committee dated 28 November 2022</b>	<b>As outlined in the report action plan</b>	31-Mar-25	

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		challenges and expectations of their diverse roles ranging from of community leader to their special responsibilities within the Council.				
11.		Ensure that all elected members have the opportunity to take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all elected members receive fair remuneration for their work and that the role of an elected member is not limited to those who can afford it.	<ul style="list-style-type: none"> <li>• <b>The Councils Schedule of Remuneration provides details of entitlements for:</b> <ul style="list-style-type: none"> <li>○ Elected member Salaries</li> <li>○ reimbursement for costs of care</li> <li>○ travelling and other expenses</li> </ul> </li> <li>• <b>All Members are offered the opportunity to join the Local Government Pension Scheme</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review remuneration process and documentation for ease of use</b></li> </ul>	31-Aug-23	
12.	Support Councillors to discharge their responsibilities effectively	Continuing to promote the highest standards of behaviour and conduct from elected members and those intending to stand for office on the Council.	<ul style="list-style-type: none"> <li>• <b>Leaders of political groups have duty to promote and maintain high standards of conduct by members of their group.</b></li> <li>• <b>The Standards and Ethics and Committee:</b> <ul style="list-style-type: none"> <li>○ issues regular newsletters highlighting key issues,</li> <li>○ provides an Annual Report to Council.</li> </ul> </li> <li>• <b>Code of Conduct Training provided for all Elected Members by the Monitoring Officer</b></li> <li>• <b>Council has adopted:</b> <ul style="list-style-type: none"> <li>○ Members' Social Media Code of Principles</li> </ul> </li> </ul>		30-Nov-22	

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			<ul style="list-style-type: none"> <li>○ WLGA Social Media: A Guide for Councillors</li> </ul>			
13.	Develop a 5-year action plan to delivery our Diverse Council commitment:	Following the Local Elections in 2022 develop a Diverse Council Action Plan 2022-27 in consultation with representative and community groups, to be submitted for consideration by the Council.				

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