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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 5 September 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.

##### Member Development

3. 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.	05-Sep-22	Mandatory Code of Conduct	3	93.67% (74)
	18-Oct-22		2	
2.	05-Oct-22	Workshop Raising Awareness of Prevent (WRAP)	8	31.65% (25)
3.	12-Oct-22	Mandatory Supporting Equality in Cardiff's Diverse Communities	9	81.01% (64)
	26-Oct-22		8	
4.	08-Nov-22	Safeguarding Against Violent Extremism (SAVE)	22	27.85% (22)

Serial	Date	Topic	Numbers Attended	Total % Attended
5.	01-Nov-22 02-Nov-22	What Makes Scrutiny Effective Workshop	20(16)	35.56% (16)
6	21-Nov-22	Member Briefing - New Curriculum (including RSE) position in schools	31	39.24% (31)

### Notes

- i. 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
- ii. The What Makes Scrutiny Effective Workshop was attended by four young people representatives and their support officers who also participated in the training

### b. Scheduled Learning

#### i. Mandatory Member Induction - Corporate Parenting

These sessions are scheduled for 23 November 2022 at 17:00 and will be repeated on 05 January 2023.

#### ii. Mandatory Member Induction – Safeguarding

These sessions are scheduled for 01 December 2022 at 17:00 and will be repeated on 07 December 2023.

#### iii. Member Briefing - New accountability arrangements for schools.

This session is scheduled for 6<sup>th</sup> December 2022 at 16:00. All Elected Members have been invited to attend.

This topic has been categorised as follows:

Requirement	Newly Elected Members	Experienced Members	Committee Members	Executive Members / Chairpersons/ Group Spokesperson
Auditors, Inspectors & Regulators, Corporate Policy	Recommended	Recommended	Recommended	Recommended

### c. Planned Learning:

Delivery of the following learning topics have been identified and the Democratic Services Committee is requested to prioritise these topics for delivery. The Group

Whips have confirmed their preference to complete the Mandatory Induction Training before progressing other learning opportunities:

i. Rights of a Child in Practice Part A and Part B

Following the Local Government Elections in May 2022 and the imminent submission of an application of a Child Friendly City bid it is important for the newly elected members to receive these training sessions.

There are 39 of the 79 current Members have previously completed this training with 28 new members and 12 returning members who may be interested in completing this training.

UNICEF have indicated their willingness to support the newly elected members and would be as flexible as possible to provide sessions at the preferred date and time to suit elected members. Each of the sessions take approximately 2 hours and Members will be expected to attend both sessions to complete the training.

This topic has been categorised as follows for those Elected members who have not completed this training:

Requirement	Newly Elected Members	Experienced Members	Committee Members	Executive Members / Chairpersons/ Group Spokesperson
Auditors, Inspectors & Regulators, Corporate Policy	Recommended	Recommended	Recommended	Recommended

ii. Age Friendly Cardiff Awareness Sessions

As Members may be aware Cardiff became the first Local Authority to be accepted by the World Health Organisation (WHO) as members of the Global Network for Age Friendly Cities and Communities in March 2022. The ambition of a Cardiff is to be a a great place to grow older.

The application process included the building of a dynamic action plan and a set of commitments to Older People on behalf of the Council, our public service partners and the third sector. The areas of focus are outlined in 8 domains that the WHO indicate encompass all aspects of Community life as below:-

- Outdoor space and public buildings
- Housing
- Transport
- Community support and health services
- Communication and information
- Civic participation and employment
- Social participation

- Respect and social inclusion

Awareness sessions for members are being developed to ensure that they are equipped to participate and work towards the achievement of this ambition for Cardiff. Details and scheduling of the planned sessions will be provided in due course.

This topic has been categorised as follows for Elected members:

Requirement	Newly Elected Members	Experienced Members	Committee Members	Executive Members / Chairpersons/ Group Spokesperson
Auditors, Inspectors & Regulators, Corporate Policy	Recommended	Recommended	Recommended	Recommended

### iii. Fast Track Cities

Fast Track Cardiff and Vale is working with partners in Cardiff and across Wales to bring the Fast Track Cities initiative to the Welsh capital. The Fast-Track Cities initiative is a global partnership between cities and municipalities around the world and four core partners – the International Association of Providers of AIDS Care (IAPAC), the Joint United Nations Programme on HIV/AIDS (UNAIDS), the United Nations Human Settlements Programme (UN-Habitat), and the City of Paris.

Local Authorities can designate their cities as Fast-Track Cities by signing the Paris Declaration on Fast-Track Cities, which outlines a set of commitments to achieve the initiative's objectives. Initially heavily focused on the 90-90-90 targets, the Paris Declaration was recently updated to establish attainment of the three 90 targets as the starting point on a trajectory towards getting to zero new HIV infections and zero AIDS-related deaths.

A presentation has been provided to the Vales of Glamorgan Councillors and it is hoped to provide a briefing at the earliest opportunity.

This topic has been categorised as follows for Elected members:

Requirement	Newly Elected Members	Experienced Members	Committee Members	Executive Members / Chairpersons/ Group Spokesperson
Auditors, Inspectors & Regulators, Corporate Policy	Recommended	Recommended	Recommended	Recommended

iv. Dementia Friendly Cardiff / Dementia Friends

Dementia Friendly Cardiff is a partnership between Cardiff Council, Alzheimer’s Society and Cardiff & Vale University Health Board who are working together to create a dementia friendly city.

A key aim of Dementia Friendly Cardiff is to create Dementia Friends across the city. A Dementia Friend is somebody that learns about dementia so they can help people in their community. The programme aims to create dementia-friendly communities by transforming the way the city thinks, acts and talks about dementia. It is inspiring people to take action – there is no action too big or too small. From visiting someone that you know living with dementia, to being more patient in a shop queue, every action counts.

More information about Dementia Friendly Cardiff, support and services can be found at [www.dementiafriendlycardiff.co.uk](http://www.dementiafriendlycardiff.co.uk).

The Alzheimer’s Society’s ‘Programme Partnership’ has developed an e-module version of the session on Cardiff Academy’s Learning Pool. The module is mandatory for Officers and can be accessed here: [Online Dementia Awareness](#) Some members may prefer to attend a face to face session, and a single in-person session could be arranged with the Alzheimer’s Society or Council officers

No records of those who have been previously trained as Dementia Friends are available. If you have already undertaken this training module, you do not need to do it again, although it would be beneficial to refresh your learning. Members will be requested to evidence their attendance at any previous Dementia Friend’s training so that an accurate record can be compiled.

This topic has been categorised as follows for Elected Members:

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



d. Potential Future Learning

The Democratic Services Committee is requested to consider if the following learning topics be developed for delivery

1. Biodiversity and Natural Resources

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.

2. Social Housing and Section 106

Initial planned dates deferred due to the delivery of LDP being prioritised.

3. City Hospice

A councillor has requested that a site visit or briefing from the City Hospice be considered as part of the member development programme. The Head of Democratic Services has provisionally scheduled a meeting with the Chief Executive of the hospice to clarify the outcomes of including this topic in the members development programme.

Demographic Profile Survey

4. To support the progression of becoming a Diverse Council a demographic profile survey was circulated to all Elected members in 2021 to identify a baseline in respect of Councillor diversity. This survey was repeated in June 2022 for all newly elected members following the Local Government Elections.
5. It is proposed that a comparative data report be presented to the Democratic Services Committee at its next meeting in January 2023 which will identify the changes in diversity of councillors between the previous and current administrations.

Democratic Services - Proposed Budget Savings

6. Currently, the authority is experiencing a significant increase in demand for its services. A number of factors have led to a general increase in workloads with Democratic Services being no different to other services areas. As previously advised the level of resources of the Committee & Member Services Team necessary to support elected members and remote meetings continues to be high

7. At the same time the Authority is facing some significant financial challenges which need to be addressed. To support these challenges the Democratic Services Committee is requested to identify potential savings which may include but which are not limited to:
  - a. Minimising the provision of printed and posted agenda packs or other meeting documents
  - b. Streamlining Democratic Services processes which appear overly bureaucratic to reduce resources i.e. claims for reimbursement for costs of care.
  - c. Revision of timescales for the delivery of tasks to ease the pressure on resources i.e. longer lead in time for production of ward letters.

### **Financial Implications**

8. Any costs from Democratic Services activities and services support are to be monitored and contained within the respective funding sources and budgets. The Cabinet budget report in October set out the £53 million budget gap for 2023/24, which is mostly to be addressed through budget savings. As always, every effort will be made to continue to identify efficiency savings (defined as achieving the same output (or more) for less cost). However, building on the levels of savings found over the past decade, it will not be possible to balance the 2023/24 budget through efficiencies alone, and there will inevitably be a need for savings that impact on service delivery.

### **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 reflect 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 planned member development topics for delivery
  - c. Prioritise the possible future member development topics for scheduling
  - d. Approve the presentation of a comparative diversity survey report at its next meeting on 23 Jan 23
  - e. Note that budget savings may impact on services and are requested to identify any potential budget saving opportunities for Democratic Services.

**GARY JONES**  
**HEAD of DEMOCRATIC SERVICES**  
22 November 2022

Background Papers:

Welsh Government Consultation Document, 'Local Government: Guidance for Principal Councils', 17 March 2022: [Local Government Guidance for Principle Council Consultation document - \(Final version\)](#)