

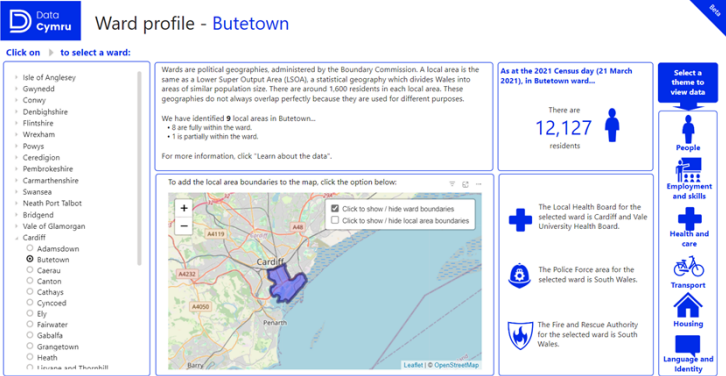
**RESEARCH SUPPORT ASSESSMENT – BASELINE DATA**

Legend:

	Requirement of the guidance are met
	Further direction to confirm that the requirements of the guidance are being met
	Requirement of the guidance are not met

Serial	Guidance	Situation in Cardiff	HDS Assessed Status	Notes
1.	Collating and distributing background papers to assist councillors to better understand forthcoming key decisions including analysis of complex data and information which may be provided as background papers for council meetings such as the budget discussion.	<p>Background papers is the list of documents that have been used in the preparation a report. Under Part VA of the Local Government Act 1972 reports open to public inspection must contain a list of background papers and at least one copy of each of the documents on the list must also be open to public inspection for four years from the relevant meeting.</p> <p>In Cardiff, background papers for open reports are made available as required and where possible linked on the internet to provide easier access to the public to these documents. The majority of background papers relate to reports previously presented at meetings and these are held on the <a href="#">Council's internet webpages</a> for longer than required by legislation.</p>	Green	
2.	<p>Preparing and sharing regularly management information, including performance management shared as a part of formal assessments either by performance panels or Audit Wales;</p> <p>Council's should proactively provide councillors with management information and other data to ensure that they are kept informed about the business of the authority. Councils could produce an information bulletin or digest for councillors on a regular basis – subject to resources.</p>	<p>Management information is provided made available to Elected Members in a number of ways. These include:</p> <ul style="list-style-type: none"> <li><u>Governance and Audit Committee</u> The Governance and Audit Committee is a key component of Cardiff Council's corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards. Its purpose is to provide independent assurance to the members of Cardiff Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council.</li> <li><u>Policy Review and Performance Scrutiny Committee</u> This committee scrutinises, monitors and reviews the effectiveness of the Council's systems of financial control and administration and use of human resources. The committee assesses the impact of</li> </ul>	Amber	Guidance is requested to identify if the existing information provided meets the requirements of Elected Members.

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		<p>partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government, Public Bodies and quasi-departmental non-government bodies on the effectiveness of Council service delivery. The committee then makes recommendations to Cabinet on measures which may enhance Council performance and service delivery in this area.</p> <ul style="list-style-type: none"> <li>• <u>Member Briefings and consultations</u> Elected Members are often provided with briefings to provide an overview of existing services and performance i.e. Corporate Plan Dashboard. In addition, Members are involved in consultation briefings and events relating to new policies or strategies being developed.</li> <li>• <u>Member Enquiries</u> Elected Member Enquiries allow every councillor to query the performance and managements of services provided to their constituents.</li> <li>• <u>Members Weekly Diary</u> The Members Weekly Diary provides all Elected, Independent and Co-opted Members with an update of forthcoming events and activities. In addition other specific updates are provided which dovetail with relevant internal communications which are considered to be of interest to Members</li> </ul>		
3.	Circulation of calendars of events held by local and national organisations	See <u>Members Weekly Diary</u> in serial 2 above.	Amber	Guidance is requested to identify if the existing information provided meets the requirements of Elected Members.
4.	The proactive provision of timely briefings on new policies, changes in the law or other matters that could impact on the work of members should form part of the service.	<p>The Member Development Programme identifies specific topics relating to Cabinet Member and Officer briefings, usually relating to changes in policy or changes in legislation.</p> <p>See also <u>Member Briefings and consultations</u> in serial 2 above.</p>	Green	Are additional measures required?

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5.	Signposting of members to useful sources of information they can access on the issue in which they have an interest.	<p>There is a significant volume of open-source data which is available to the public, Elected Members and Officers have access to. A list of the publicly available data sources is shown at <b>Annex 1</b> to this appendix, although other data may be available.</p>	Amber	<p>This list has not been previously made available to Members and guidance is needed to identify:</p> <ul style="list-style-type: none"> <li>• Is the list of sources sufficient to meet the requirements of Elected Members.</li> <li>• The best method for signposting this information for members</li> </ul>
6.	Preparing and sharing demographic information, and information on the use of services by local people	<p>Elected Members have been provided with ward information from Data Cymru relating to the 2021 Census data. It contains a range of data on the residents</p> 	Amber	<p>Guidance is requested to identify if the existing information provided meets the requirements of Elected Members.</p>
7.	Responding to councillors' requests for research on specific topics to be undertaken either by council officers or an external source.	<p>As part of the Member Induction Programme, Elected Members were advised of the availability of dedicated research facility to support Cardiff Council's Scrutiny function. Scrutiny research is able to systematically collect and analyse independent information by using various qualitative and quantitative methodologies. The research collated, then forms part of</p>	Amber	<p>Guidance is requested to identify if the existing information provided meets the</p>

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		<p>the evidence considered by Scrutiny Committees and helps inform their recommendations. An outline of the Scrutiny Research capability and processes is shown at <b>Annex 2</b> to this Appendix.</p> <p>The Researcher also supports other Team Member to undertake surveys of Elected Members surveys. These include:</p> <ul style="list-style-type: none"> <li>• Democratic Services Committee i.e. Diversity, Meeting Timings and the Exit Survey etc</li> <li>• Standard &amp; Ethics Committee i.e. Behaviours Survey</li> </ul> <p>The Members Services team have also been requested to undertake simple surveys (only 2 since May 2022). These simple surveys are for specific topics to seek the views of a small group of residents i.e. use of local play area, and local parking facilities but have required assistance from the research officers to develop appropriate questions to meet the research needs for the survey.</p> <p>In addition, Member Services provides assistance with low level support for queries raised by Elected Members via the Members Enquiries system. This may include seeking information from the service areas across the authority to provide information to support for their constituents.</p> <p>The Council also has the Cardiff Research Centre (CRC) which is a team of engagement officers and data analysts striving to deliver robust research, information and consultation services for Cardiff Council and its partner organisations. As well as gathering the views and opinions of local people on a wide range of topics we also analyse data from a variety of sources including the Welsh Assembly, the National Census and NHS. Together these help us produce a strong evidence base to inform the Council's decision-making process.</p>		<p>requirements of Elected Members.</p> <p>Should simple be offered more widely for Members within existing resources</p> <p>It should be noted that there are a range of internal costs for providing research facilities from the CRC.</p>
8.	Councils should set out clear processes and procedures to ensure councillors have access to this kind of research but	Processes are documented for formal research commissioning is shown at <b>Annex 3</b> to this Appendix.	Amber	The Research Protocol will link all

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	also that they understand the requirement for its judicious use within the budget and other resourcing parameters set by the council.			relevant research arrangements.
9.	<p>As far as possible councils should specify publicly why a matter is exempt from publication or from discussion in a public forum – ideally providing more information than just the description given in Schedule 12A of the Local Government Act 1972.</p> <p>Equally, councillors should be made aware that councils are frequently under legal obligations to others with regard to maintaining the confidentiality of certain information – in particular, commercial information and personal information – and such releases could open up the council to challenge.</p>	<p>The <a href="#">Council's Constitution</a> provides the public, officers and Member details of the <a href="#">Access to Information Procedure Rules</a></p> <p>Councillors are made aware of the importance of maintaining the confidentiality:</p> <ul style="list-style-type: none"> <li>• During Code of Conduct Training undertaken as part of the Member Induction.</li> <li>• As advised on any exempt or confidential reports</li> </ul>	Green	