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AGENDA

Committee	STANDARDS & ETHICS COMMITTEE
Date and Time of Meeting	WEDNESDAY, 30 NOVEMBER 2016, 5.00 PM
Venue	COMMITTEE ROOM 4 , COUNTY HALL ATLANTIC WHARF ,CARDIFF
Membership	Independent Members: Richard Tebboth (Chair), James Downe, Hollie Edwards-Davies, Lizz Roe and Hugh Thomas County Councillors Cowan, Margaret Jones & Phillips Community Councillor John Hughes

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 1 - 6*)

To approve as a correct record the minutes of the meeting 20 July 2016.

4 **Community Council Charter** (*Pages 7 - 24*)

Report of the Monitoring Officer

5 **Members' Gifts and Hospitality Register** (*Pages 25 - 40*)

Report of Monitoring Officer

6 **Members' Code of Conduct Complaints - Quarter 2: 2016/17** (*Pages 41 - 44*)

Report of Monitoring Officer

7 Member Induction and Development (Pages 45 - 74)

Report of the Monitoring Officer

8 Observations of Committee Meetings

Draft Proforma for reporting back to Committee on Observers feedback to be considered.

9 Date of next meeting.

Next scheduled meeting Wednesday 1 February 2017 @ 4.30pm in Committee Room 4

Davina Fiore

Director, Governance and Legal Services

Date: Thursday, 24 November 2016

Contact: Kate Rees

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

STANDARDS & ETHICS COMMITTEE
20 JULY 2016

Present: Independent Members: Richard Tebboth (Chair):
James Downe, Hollie Edwards-Davies and Lizz Roe (Independent Members).

Councillors Cowan, Margaret Jones and Phillips

Community Councillor John Hughes

1 : APOLOGIES FOR ABSENCE

Apologies were received from Hugh Thomas (Independent Member)

2 : DECLARATIONS OF INTEREST

The following declarations of interest were declared: -

<u>Member</u>	<u>Item</u>	<u>Interest</u>
Councillor Cowan	Item 8	Personal Interest as might be required to attendance conferences on behalf of the Council.
Councillor Margaret Jones	Item 8	Personal Interest as might be required to attendance conferences on behalf of the Council.
Councillor Phillips	Item 8	Personal Interest as might be required to attendance conferences on behalf of the Council.
James Downe	Item 8	Personal interest as attended a Council run Conference on Ethics
Hollie Edwards-Davies	Item 8	Personal Interest as might be required to attendance conferences on behalf of the Council.
Lizz Roe	Item 8	Personal Interest as might be required to attendance conferences on behalf of the Council.
Community Councillor John Hughes	Item 4	Personal Interest Planning Committee Protocol
	Item 8	Personal interest as attended a Council run Conference on Ethics

3 : MINUTES

The minutes of the meeting 22 March 2016 were approved and signed as a correct record.

4 : PLANNING COMMITTEE PROTOCOL

The Committee received a report on the development of a draft Planning Committee Protocol by the Welsh Local Government Association (WLGA).

The Chair welcomed Simon Gilbert, Operational Manager, and Strategic Planning to the meeting.

The WLGA had working with representatives from a number of authorities sought to establish a more consistent approach to planning across Wales drafted a voluntary committee protocol which had been subject to consultation. The aim of the Protocol was to ensure that in the planning process there were no grounds for suggesting biased; or partiality or not well founded decisions and was intended to complement any national or local codes on Member Conduct, as well as the general arrangements around the governance of meetings.

The Operational Manager gave an updated on the response to the Protocol made by the Planning Committee and advised that to date no feedback had been received back from the WLGA on the consultation process which closed on 20 May 2016. Unfortunately the opportunity for feedback on the ethical standards; probity matters and issues of Members Code of conduct by this Committee had been missed.

The Chair invited contribution from the Committee. A number of comments and observations were made: -

Committee Governance matters

- Concerns on the issue of quorum for the Standards and Ethics Committee which resulted in the cancellation of the May meeting of the Committee which would have allowed discussion on the Protocol and a response to be included prior to the deadline, which had been extended to 31 May.
- Concerns that Cardiff was not represented on the WLGA drafting Group.
- Noted that One Voice Wales had responded on behalf of Community Councils before the deadline.

Protocol

- It was recognised that Cardiff has a unique planning/ spatial planning perspective and deals with a large volume of complex planning matters
- The Committee was keen that the new protocol did not lose any of the current guidance.
- Cardiff required a bespoke approach to protocols around site visits; rights to speak at Committee; and delegations to Chair and Officers;
- Members welcomed the reinforcement of principles relating to Conduct and removal of bias to protect the reputation of the Council; the Planning Committee & Members.
- The Committee was keen that the principles and protocol formed part of the Member Learning & Development programme;
- Members asked if WLGA had or could be invited to observe Planning Committee and give feedback.

Community Council Charter

- Concerns were raised that a commitment from the Cabinet Member at Council in June to resolve the issues of the Community Council Charter had not been progressed in particular around the Community Council's involvement in Community Infrastructure Levy (CIL) and Section 106 Planning obligation decisions.

- The Committee welcomed the updated from the Operational Manager that following on from a report to Cabinet on CIL and the draft charging schedule a schedule training and consultation events would be arrange for August and September 2016. This would raise awareness of key principles and what can and can't be achieved.

RESOLVED – That

1. the re-establishment of dialogue between the Council and Community Council be established to move forward on the Community Council Charter;
2. the Committee welcomed the arrangements being made for Councillor and Community Councillor Workshops;
3. noted that no feedback had been received from the WLGA on the consultation on the Planning Committee Protocol

5 : SOCIAL MEDIA GUIDANCE - REVIEW

The Committee was given an opportunity to review the guidance provided to Members on the use of Social Media to see if any amendments or further action was required.

Members made the following comments and observations:

- Noted that there was no routine monitoring undertaken on Councillors using social media only when a complaint or issue is brought to the attention of the Monitoring Officer.
- Members considered it was the role of the Committee to be proactive looking at matters around Councillors use of Social Media so that they can consider whether the guidance was being adhered to;
- The Committee felt that when training is given that it would be useful for examples or poor practice be given an indication of when lines are crossed what the consequences are.
- Members discussed again the issue between the role of a Member as a Councillor and their personal capacity and for the boundaries to be used.

RESOLVED – That

1. Members be reminded of their responsibilities in relation to social media and the guidance as part of the All Member Brief from the Standards and Ethics Committee;
2. No changes are made to the current Social Media Guidance adopted in July 2014.

6 : OBSERVATION OF COUNCIL MEETINGS

The Committee received feedback from Members on observations from their attendance at other Council and Committee meetings.

Hollie Edwards Davies had participated in the Democratic Services Committee on 18 July 2016 which had received initial feedback on the Members Survey; Member Learning and Development Programme 2016/17; Induction Programme for May 2017 and work to be completed; issues around Peer mentoring; roles and responsibilities for all Councillors; Code of Conduct training; the need for a Training Needs assessment for new Members.

Feedback was received on Planning Committee and the need for better communications on Section 106 Obligations and the allocation of funding.

Councillors raised concerns around behaviour and respect of individuals during Full Council meetings and in particular an incident at the June Council meeting between a Councillor and a member of the public in attendance in the public gallery.

There were some concerns that had been discussed at Whips on the disengagement of Members in the Scrutiny process; and participation in briefing and learning opportunities. It was felt that a 5 year term was too long for one administration.

RESOLVED – That the observations be noted and issues feedback to the relevant officers.

7 : STANDARDS AND ETHICS COMMITTEE ANNUAL REPORT 2015/16

The Committee received the Draft Annual Report which would be presented to Council in September 2016.

The Committee thanked the officers for pulling a comprehensive report together on the work of the Committee and in principle were happy to endorse with any further feedback to be received 19th August.

RESOLVED – That information contained in the report form part of the Member Brief to be circulated in August 2016.

8 : HOSPITALITY PROVISION AND CONFERENCE ATTENDANCE - REVIEW OF PROCEDURES

The Committee received an opportunity to review the Council's process for governing hospitality; gifts; and benefits; and attendances at conferences; seminars and other events following recommendations made following an internal Audit.

The report detailed the main changes in the principles and provisions following consultation with Senior Management Team, and matters raised in particular around hospitality provided by the Council; and the recording of routine management processes particularly in relation to appropriate directorate or professional meetings; training and seminars; the introduction of further thresholds.

It was suggested that an introduction of a RAG rating would be useful tool for assessing what should be formally recorded and what was operational or business management.

RESOLVED – That

1. the information received in the report was noted;
2. the comments made by the Committee be added to the process of finalising the documents in consultation with the Interim Monitoring Officer;
3. a further report be brought to this committee to provide an update on matters to be addressed in the report and from the Committee discussed.

9 : MEMBER CODE OF CONDUCT COMPLAINTS UPDATE

The Committee received an update on complaints against Members of the Council during the last 4 quarters, alleging breaches of the Code of Conduct. The report focussed on the last quarter.

It was noted and discussed the notice received from the Ombudsman of a formal Complaint against eight Community Councillors of the same Community Council. The complaint against five of the Community Councillors had not been upheld and the Ombudsman decision on the other three was awaited.

The Chair indicated that a number of Ombudsman cases had not found in favour of the complainant and that the threshold of what constitutes robust political debate and acceptability had been better defined following some cases. It was recognised that there was a role for the Monitoring Officer to raise awareness with Members of complaints processes and for them to seek advice from the Monitoring Officer on any complaints that they have.

RESPLOVED – That the contents of the report be noted.

10 : BIENNIAL MEMBER BRIEFING

This Committee at its last meeting, in March 2016, received a report on the Wales Audit Office (WAO) Corporate Assessment Follow On Report published on 26 February 2016. The Committee noted the specific references to the Standards and Ethics Committee made in the WAO report (at paragraphs 23, 49 and 50) and the proposal for improvement number P5, which included reference to the Committee and its role in enhancing member accountability by:

“Ensuring that the Standards and Ethics Committee plays a more proactive role in promoting and enforcing the Cardiff Undertaking for Councillors and supporting policies in relation to Member conduct and behaviour;”

Members of the Committee expressed various reservations about WAO’s view that the Committee was not sufficiently proactive, but agreed the Action approved by Cabinet, in consultation with the Chair, in response to the WAO proposal for improvement P5(a), which was as follows:

“P5a Standards and Ethics Committee to publish biennial Member Briefings on the work of the Committee, underlining the importance of the Cardiff Undertaking and Member conduct and behaviour.” (Timescale: August 2016)”

The Committee was invited to consider and provide comments on the issues which are to be included in its Member Briefing.

In addition to key highlights from the Annual report it was suggested that the following additional items be included:

- Social Media Guidance for Councillor;
- Opportunities for participating and becoming Members of Committees.

RESOLVED – That the Interim Monitoring Officer, in consultation with the Chair and having regards to comments made by the Committee prepare draft a Member Brief for circulation to all Members in August 2016.

11 : INTERIM MONITORING OFFICER'S VERBAL UPDATE

The Interim Monitoring Officer updated the Committee on the formal appointment of a Director of Governance and Legal Services. Davina Fiore had been appointed and would take up her role in September 2016.

The Committee thanked David Marr who had acted in the Interim Monitoring Officer role, for his hard work and support to the Committee over the last 5 months.

The Committee was advised that Annual Council 26 May 2016 had adopted the technical amendments to the Code of Conduct which had now been adopted by the Council.

12 : FORWARD PLAN 2016/17

The Committee received and considered the Forward Plan and considered the priority rating given to items.

RESOLVED – That

1. Item 8 on the plan Community Council Charter be rated RED Priority;
2. The Committee & Members services Manager to recirculate the Council and Committee Calendar of meetings so that the Independent Members can collectively agree which meetings would be observed in the coming quarter;
3. Hollie Edwards-Davies and Lizz Roe agreed to support the Member Development Steering Group meetings during August and September 2016.

13 : DATES OF FUTURE MEETINGS

The Committee discussed the day and dates for future meetings and requested that these dates be adjusted to Wednesdays at 4.30pm.

RESOLVED – That the Committee and Members Services Manager arrange for Members to be surveyed on revised dates for the forthcoming year.

Chair: _____

Date: _____

CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD

STANDARDS AND ETHICS COMMITTEE: 30th NOVEMBER 2016

REPORT OF THE MONITORING OFFICER

COMMUNITY COUNCILS CHARTER

Reason for this Report

1. To allow the Committee to consider the current position in relation to the Community Councils Charter (“the Charter”) and agree the way forward.

Background

2. The Executive adopted a Community Councils Charter (“the Charter”) in March 2012, following consultation with relevant stakeholders, including the six Community Councils within the Council’s area and the Standards and Ethics Committee. The Charter reflects the model Charter issued by the Welsh Government under section 130-133 of the Local Government (Wales) Measure 2011.
3. The aim of the Charter is to support structured, regular engagement and communication between the County Council and the six Community Councils in Cardiff, based on the key principle of equality of partnership between the two tiers of local government.
4. The Monitoring and Review section of the Charter states that the ‘Standards & Ethics Committee will review progress towards achieving the measures and actions set out in the Charter [and Charter Action Plan respectively] on an annual basis.’
5. The Standards and Ethics Committee has statutory responsibility for the promotion and maintenance of high standards of conduct within the Community Councils in its area (paragraph (g) of the Committee’s terms of reference); to consider ethical issues arising from complaints (Terms of Reference, paragraph (e)); and to recommend to Council and the Cabinet any additional guidance on issues of probity (Terms of Reference, paragraph h).
6. In response to concerns about the implementation of the Charter, the Standards and Ethics Committee reviewed the Charter. The views of the Community Councils were conveyed by the Community Council representative on the Committee. The Committee noted that most of the Charter is still relevant and an important recognition of the role of Community Councils in representing their local areas. However, a few sections of the Charter were not being implemented and needed to be updated in the light of the reduced resources available to the Council. Accordingly, in January 2015 the Committee recommended to Cabinet a number of amendments to the Charter.

7. The Cabinet considered the Standards and Ethics Committee's recommendations in June 2015. It reaffirmed a commitment to the aims of the Charter; delegated authority to the Monitoring Officer (in consultation with the relevant Cabinet Member, the Standards and Ethics Committee and the six Community Councils), to update the Charter; and authorised the relevant Cabinet Member to sign off the updated Charter on behalf of the City of Cardiff Council.
8. Following discussions and correspondence with the Community Council Clerks, the Standards and Ethics Committee received a progress report in December 2015 and a verbal update at its last Committee meeting, in July 2016.

Issues

9. A revised draft Charter was circulated to the Community Councils through their Clerks in March 2016. The revised draft incorporated a number of agreed amendments and an explanation was given for those amendments which were not agreed. The revised draft Charter is attached as **Appendix A**, and the covering explanatory email (dated 21/03/16) is attached as **Appendix B**.
10. As noted at the last Committee meeting (in July 2016), there remains one unresolved issue which relates to the planning section of the Charter. A number of Community Councils have requested additional specific commitments from the Council to involve the Community Councils in Section 106 and Community Infrastructure Levy (CIL) negotiations affecting their communities, and to consult with Community Councils on the application of Section 106 / Community Infrastructure Levy funds arising from developments within their areas.
11. The advice of the Council's Head of Planning, however, is that such amendment of the Charter is not appropriate. His professional advice is that *"measures are already in place to satisfactorily address this matter, in that Community Councils have the opportunity to identify considered local priorities for S106/CIL (when in place) through their role in providing responses on planning applications, which is already referenced in the Charter. More strategically, considered priorities for S106/CIL local spend can be addressed as part of the new Place Plan process. Through these channels, Community Councils can effectively feed views into the decision-making process with regard to S106/CIL local spend. It must be noted that S106 agreements are signed between the Council and landowners, so the primary negotiation must be between these two parties, taking account of a wide range of factors, including all potential priorities for eligible spend and viability factors. However, Community Councils can feed through their considered priorities for local spend as part of the Development Management process, and this feedback will help inform the Council's position in terms of potential scope for local spend."*
12. The Monitoring Officer has conveyed the above response from the Head of Planning to the Community Council Clerks, and explained that the Council must have regard to the professional advice of its Head of Planning in relation to planning issues. The Head of Planning has provided the Community Councils the opportunity to further discuss these issues at a bespoke workshop held in August 2016 for Community Councillors on the Community Infrastructure Levy provisions, as well as offering individual briefings or meetings, all of which were understood to be well received.

Way Forward

13. The Monitoring Officer's view is that all reasonable efforts have now been made to resolve the planning concerns raised by the Community Councils. Accordingly, the Community Councils should be asked whether they are now willing to agree the revised Charter. If the Community Councils remain concerned about the planning provisions, we may wish to remove the planning section and seek agreement of the remaining sections of the Charter. However, if the Community Councils are unwilling to agree the Charter in either alternative, then it is suggested that the Council should revisit this issue after the local elections in May 2017.

Legal Implications

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

Financial Implications

There are no direct financial implications arising from the recommendations of this report.

RECOMMENDATIONS

The Committee is recommended to:

1. note the information set out in the report; and
2. agree the proposed way forward in respect of seeking agreement of the revised draft Charter (**Appendix A**), as set out in paragraph 13 of the report; or
3. instruct the Monitoring Officer on how it wishes to progress this matter.

Davina Fiore

Director Governance and Legal Services, and Monitoring Officer

22nd November 2016

Appendices

Appendix A Revised draft 'A Shared Community – Charter between Cardiff Council and Community Councils in Cardiff'

Appendix B Email to Community Council Clerks dated 21/03/16

Background Papers

Cabinet report 'Community Council Charter', 11th June 2015; and minutes thereof;
Standards & Ethics Committee reports 'Community Council Charter', 27th January 2015 and 15 December 2015; and minutes thereof;
Executive report 'A Shared Community – Charter Between Cardiff Council and Community Councils in Cardiff', 8th March 2012; and minutes thereof;

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‘A Shared Community’

Charter between Cardiff Council and Community Councils in Cardiff

Introduction

The six Community Councils of Lisvane; Old St Mellons; Pentyrch; Radyr & Morganstown; St Fagans and Tongwynlais and the County Council of the City & County of Cardiff (hereby referred to as ‘Cardiff Council’) have agreed to publish a Charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The Charter is designed to build on existing good practice and embrace the shared principles of openness, respect for each other’s opinions, honesty and our common priority of putting citizens at the centre. The Charter is based on equality of partnership and is not a top-down arrangement.

The Charter was originally adopted in March 2012 and has been updated and re-affirmed in 2016.

Partners to the Charter

Unitary Authority

- The City of Cardiff Council

Community Councils

- Lisvane Community Council
- Old St Mellons Community Council
- Pentyrch Community Council
- Radyr & Morganstown Community Council
- St Fagans Community Council
- Tongwynlais Community Council

Recognition

We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers.

Cardiff Council	Community Councils
Acknowledges and recognises that community councils are the grass roots level of local government. In their role as democratically accountable bodies, community councils offer a means of engaging with local people, of decentralising the provision of certain services, and of revitalising local communities.	Recognise the strategic importance of Cardiff Council and the economy of scale and appropriate distribution of certain services they are able to achieve.
Recognise and respect the diversity of community councils and that their needs vary according to size, and the extent to which they participate varies.	Recognise that community councils come within the common umbrella of Cardiff Council.

Local Governance

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other. We will be clear about the role of councillors at all levels in the relationship and in community leadership.

Cardiff Council	Community Councils
Will hold an annual liaison meeting with nominated representatives of community councils that wish to take part. Such meetings will be held at a location to be mutually agreed and which is convenient for all councils. These meetings will be known as Community Liaison Meetings.	Will contribute towards the agenda of liaison meetings and contribute proactively to the attendance and discussion.
Will nominate the Council's Monitoring Officer as the appropriate officer to act as a liaison between Cardiff Council and the community councils.	Will contact the nominated liaison officer(s) on the agreed issues and make them aware of any difficulties being encountered.
Will administer the holding of community council elections.	Will notify the need for community council elections in a timely manner.
	Will facilitate public participation at all relevant meetings of the community council and its committees to encourage community involvement.

Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for consultation.

Cardiff Council	Community Councils
Will aim to give community councils the opportunity to comment before making a decision that affects the local community (particularly on matters relating to planning and other environmental proposals).	Will respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document, where applicable.
Will publish dates of public meetings and agendas & reports for Cabinet, Council and other Committee meetings on the Council's website as soon as possible.	Will make full use of the papers available to them to inform local decision-making.
Will, in accordance with existing protocols and subject to available resources, allow appropriate officers to attend meetings with community councils (or groups of community councils) at a mutually agreed time to discuss matters of common interest when requested to do so and given sufficient notice.	Will provide an opportunity for local county councillors/officers (as appropriate) from Cardiff Council to speak at community council meetings on matters of mutual interest.
Will encourage scrutiny committees to consult with community councils on relevant local issues.	Will respond to requests to input views to scrutiny committees.

Information and Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

Cardiff Council	Community Councils
Will provide community council clerks with access to the Council's Member Enquiry telephone line, initially on a 6 month trial basis, to be extended by mutual agreement.	Will utilise the agreed contact systems and respond in the most appropriate and timely method.
Will communicate by providing appropriate consultation documents and other information electronically to community council clerks for distribution to community councillors.	Will ensure that all community councillors have access to the appropriate documents.

Joint Working and Engagement

The Charter defines 'partnership' as working together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well being of our area. If doing things differently achieves a better service, we will seriously examine these methods.

Cardiff Council	Community Councils
Will provide the opportunity for community council clerks to meet with the Monitoring Officer or an officer representative from Cardiff Council to discuss common concerns and resolve issues, at the specific request of the clerks.	Will encourage participation by community council clerks in opportunities to network and share common concerns.

Land Use Planning

Community councils know and understand their local area and must be able to comment effectively on planning matters. Cardiff Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

Cardiff Council	Community Councils
Will reaffirm its statutory duty to consult community councils during the preparation of the Local Development Plan and also on related policy documents, including Supplementary Planning Guidance.	Will make appropriate responses to the Council, recognising the parameters imposed by planning law and national planning policy guidance.
Will reaffirm its statutory duty to consult community councils on all planning applications in, or directly affecting, their communities, paying particular attention to the long-term issues for communities affected directly or indirectly by LDP strategic and flexibility sites.	Will make appropriate responses to Cardiff Council recognising the parameters imposed by planning law and agreed planning policy.
Will consider adoption of appropriately prepared community council Place Plans consistent with the LDP as Supplementary Planning Guidance.	Will prepare Place Plans consistent with the LDP as the need arises and statute requires.
Will inform a community council of any site visit by Planning Committee members relating to a planning application in its area.	Will offer community councillors training on planning issues to ensure that they have a sound understanding of how planning law works.
Will provide a community council with a copy of the final report relating to a planning decision in its area within seven days of the decision being made, if the community council has submitted written representations in relation to the planning application.	Will maintain an objective and professional approach to planning matters at all times.
Will provide community councils with details of relevant Planning Committee meetings so that community councillors may attend as observers.	Will encourage community councillors to take up the opportunity to attend meetings of Cardiff Council's Planning Committee as observers.
Will provide timely information to a community council about any planning appeals in its area.	

Practical Support

In order to be effective, elected members and officers must be well-trained and have the support they need to carry out their roles.

Cardiff Council	Community Councils
Will, where practical, offer community councils access to support services, to enable them to take advantage of facilities such as printing, IT and purchasing at the Council's agreed rate to recover costs.	Will follow established procedures to access support services from Cardiff Council, but will also have the opportunity to make their own arrangements.

Expertise

We will encourage continuous development of officers and members in both Cardiff Council and the community councils, either in their individual groupings or together. Improved expertise leads to professionalism and more effective joint working.

Cardiff Council	Community Councils
Will offer member induction training to community councillors to enable them to understand the role and function of the unitary authority.	Will provide an induction to newly elected community councillors to enable them to undertake their role effectively.

Ethics

We will provide an ethical service to local people, following the appropriate standards and Codes of Conduct. We will encourage links between community council clerks and Cardiff Council's Standards & Ethics Committee.

Cardiff Council	Community Councils
Will, through the appointed Monitoring Officer, support community councils in the timely consideration and provision of advice & training in relation to the application of the Member Code of Conduct.	Community councillors shall not make vexatious complaints under the Member Code of Conduct and will provide all such information as required by the Monitoring Officer to enable him/her to carry out his/her function effectively.

Financial Arrangements

Both Cardiff Council and the community councils recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

Cardiff Council	Community Councils
Will, in setting the level of council tax for the area, have regard to services being delivered by the Council as a whole.	Will, in setting the annual precept, have regard to local priorities and the services provided within the community by Cardiff Council.

Delegating Responsibility for Service Provision

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

Cardiff Council	Community Councils
Will, on a case-by-case basis and in line with any related policy or guidelines that may be developed by the Council, give due consideration to all reasonably argued formal requests for the delegation of responsibility for local service delivery to community councils, basing its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.	Will recognise that there are certain instances where it is not appropriate or desirable for Cardiff Council to delegate service delivery.
Will, in the absence of formal delegation, seek ways in which local information from communities might be used to enhance service delivery to better meet the needs of citizens.	Will engage with citizens in the communities they serve to better understand their needs and convey these needs in a coherent and constructive manner to Cardiff Council, such that they can be taken account of in service design and delivery.

Sustainability

We will work in ways that are sustainable, reconciling the long-term needs with those of the present; and protecting and improving the quality of life of current generations without compromising the quality of life of future generations.

Cardiff Council	Community Councils
Will assist community councils by providing information on sustainability and related good practice.	Will proactively assess the sustainability of current practices and processes.
Will outline how Cardiff Council is actively pursuing sustainable development.	Will investigate projects which contribute to sustainability where beneficial to the community.
Will put in place a framework for compliance with the requirements of the Well-being of Future Generations Act 2015 and share good practice, information and opportunities for engagement with Community Councils with a view to working towards the well-being goals outlined in the Act.	Will consider how they may contribute towards meeting the local objectives included in the local well-being plan prepared pursuant to the Well-being of Future Generations Act 2015.

Single Integrated Plan - “What Matters”

We recognise the strategic importance of the “What Matters” Single Integrated Plan which establishes the overarching strategic vision and sets out the priorities for the local area. In Cardiff, these are set out within the 10 year Integrated Partnership Strategy – ‘*What Matters*’ – which incorporates the previous Community Strategy; the Children & Young People’s Plan; the Health, Social Care & Wellbeing Strategy and the Community Safety Strategic Assessment. Furthermore, we recognise that this will only be fully effective if it is informed by the grass roots experiences from within our communities.

Cardiff Council	Community Councils
Will, in recognition of their local knowledge and experience, invite a representative of community councils to sit on the Strategic Neighbourhood Partnership Group in their respective areas. This will provide invaluable input into the delivery of the Integrated Partnership Strategy and respective Neighbourhood Action Plans across the city.	Will together nominate a community councillor to be their representative on the Strategic Neighbourhood Partnership Group in their respective areas. This individual shall proactively represent the community council, raising matters of general concern appropriate to the agenda.

Will involve community councils in the agreement of the local priorities for the Neighbourhood Partnership teams and to develop / review the annual Neighbourhood Action Plans.	Will contribute to the agreement of the local priorities for the Neighbourhood Partnership teams and assist in developing / reviewing the annual Neighbourhood Action Plans.
Will involve community councils in the implementation of the Neighbourhood Action Plans.	Will respond actively to assist in the implementation of the Neighbourhood Action Plans.

Community Council Elections

Fair and open elections are the bedrock of local democracy. We will ensure that community council elections are freely and fairly contested, and encourage local people to become involved in local democracy.

Cardiff Council	Community Councils
Will involve community councils in the planning process for community council elections.	Will encourage participation by members of the local community in the community council election process
Will involve community councils in any awareness raising/publicity to encourage nominations for candidacy at community council elections.	Will ensure wide publicity of vacancies on community councils to maximise community representation.
Will help to publicise forthcoming community council elections on behalf of community councils.	Will publicly display statutory notices for forthcoming community council elections.
Will brief community council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for community council elections.	
Will provide help and assistance with the legal and administrative processes and procedures for community council elections.	

Monitoring and Review

The Charter will be reviewed at the annual Community Liaison Meeting or before if there is a need to do so. The Council's Monitoring Officer will be authorised to make any agreed minor amendments to the Charter. Cardiff Council's Standards & Ethics Committee will receive a report on any proposed substantive amendments to the Charter or ethical issues arising from the Community Liaison Meeting.

Conclusion

Cardiff Council and the undersigned community councils are committed to the principles and statements within the Charter, for the benefit of local people.

Cardiff Council, Cabinet Member

Chair, Lisvane Community Council

Chair, Old St Mellons Community Council

Chair, Pentyrch Community Council

Chair, Radyr & Morganstown Community Council

Chair, St Fagans Community Council

Chair, Tongwynlais Community Council

From: Ariyadasa, Kumi

Sent: 21 March 2016 13:40

To: clerk.lisvanecc; clerkosmcc; clerkpentyrch; 'stfaganscc; clerk tongwynlais; Radyr and Morganstown Community Council

Cc: Marr, David ; Hughes, John

Subject: Community Councils Charter

Dear Clerks

Thank you all for the feedback provided from your respective Community Councils, and our apologies for not being able to respond to you sooner. We have carefully considered all the comments made, followed up with relevant council departments and now enclose a revised Charter, which we hope represents a clear and realistic commitment to support effective partnership working between our Councils – please see attached.

You will note that the revised Charter incorporates the following further amendments:

Planning

- In recognition of concerns about proposals of a significant scale, we have added a commitment that consultations will pay particular attention to the long term issues for communities affected by LDP strategic and flexibility sites.
- As the Welsh Government have now identified scope for the preparation of Place Plans, we have added a commitment to consider the adoption of community council Place Plans consistent with the LDP.
- With regard to the involvement of community councils in negotiations concerning Section 106 and Community Infrastructure Levy (CIL) funds, however, our Head of Planning has advised that amendment of the Charter is not appropriate. His view is that measures are already in place to satisfactorily address this matter. Community Councils have the opportunity to identify considered local priorities for S106/CIL (when in place) through their role in providing responses on planning applications as already referenced in the Charter. More strategically, considered priorities for S106/CIL local spend can be addressed as part of the new Place Plan process. Through these channels, Community Councils can effectively feed views into the decision-making process with regard to S106/CIL local spend. He has stressed that S106 agreements are signed between the Council and landowners, so the primary negotiation must be between these two parties, taking account of a wide range of factors, including all potential priorities for eligible spend and viability factors. However, Community Councils can feed through their considered priorities for local spend as part of the Development Management process, and this feedback will help inform the Council's position in terms of potential scope for local spend.

Sustainability

- The commitment of the community councils in respect of the Well-Being of Future Generations Act 2015 has been amended, as suggested, to reflect the less onerous obligation imposed on councils with a budget below £200,000 pa.

In relation to comments and suggested amendments to other parts of the Charter, our response is as follows:

Local governance – We have retained provision for an annual liaison meeting with the Monitoring Officer, but note that additional meetings may, of course, be requested if the need arises. The Council does not, unfortunately, have sufficient resources to be able to commit to a regular pattern of more frequent meetings.

Consultation – The current commitment that the Council will aim to give community councils the opportunity to comment on decisions affecting their community, has been retained. This wording reflects the fact that there may be circumstances where consultation is not possible or appropriate, for example, if the Council needs to act quickly. We believe the most effective way to address the concerns raised in this regard is to improve the level of understanding and awareness within this Council of the role of Community Councils, which we propose to do by launching a Communications Plan, once the revised Charter has been signed off. Reference to consultation on local government reorganisation has not been added, as proposals and consultation on this matter are the responsibility of the Welsh Government rather than Cardiff Council.

Information and Communication – We understand that the provision of information and communication in relation to issues affecting your areas is a fundamental concern, and hope that the Communications Plan (referred to above) will significantly improve communications. You will note that we also propose to make available the Council’s Member Enquiry Telephone Line, and we have discussed this further with the responsible officers to see how best we can adapt this system to suit your needs. We attach a note explaining the service we can offer, on a 6 month trial basis, as agreed (to be extended thereafter if there are no significant operational concerns).

Expertise – We believe the current commitments remain relevant and appropriate. With regard to proposals set out in the Local Government (Wales) Bill, we would point out that all such proposals are still under consideration and there is no certainty at this stage that they will come into effect. Any future changes in law will be considered as and when they take effect.

We would be grateful if you could kindly arrange for the revised Charter to be considered by your respective Councils and, provided you are content, to arrange for signature by the Chair on behalf of your Council, and return the signed copy to us. We will then arrange for execution by our Cabinet Member, send you a copy of the signed Charter and commence implementation of our Communications Plan and the Member Enquiry Line. We hope we are now able to proceed to conclude this matter fairly quickly, and would like to thank you for your co-operation and patience. Should you wish to discuss this matter further, please do not hesitate to contact me.

Kind regards,

Kumi Ariyadasa
Solicitor - Cyfreithiwr
For Director Governance and Legal Services
Am Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol
The City of Cardiff Council – Cyngor Dinas Caerdydd

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



STANDARDS AND ETHICS COMMITTEE: 30th NOVEMBER 2016

REPORT OF THE MONITORING OFFICER

MEMBERS' GIFTS AND HOSPITALITY REGISTER

Reason for this Report

1. To enable the Committee to consider the gifts and hospitality received by Members which have been registered in accordance with rules set under the Members' Code of Conduct, and to make any appropriate comments or recommendations in this regard.

Background

2. The Standards and Ethics Committee's terms of reference include the following:
 - “(a) To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
 - (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
 - (c) To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application.”
3. The Members' Code of Conduct requires Members to register the receipt of any gifts, hospitality or other benefits where the value of the item or benefits exceeds an amount determined by the Council from time to time (paragraph 17 of the Code).
4. The Committee has requested regular reports on the registration of gifts and hospitality received by Members. At its meeting on 22nd September 2015, the Committee considered gifts and hospitality registered during the period from 1st July 2014 to 16th September 2015.

Issues

5. The current threshold for registering the receipt of gifts and hospitality is £25.00, as set out in the Council's Guidance on Hospitality, Gifts and Other Benefits Received by Members – **Appendix A** to this report.
6. The Register of Members' Gifts and Hospitality held by the Democratic Services Manager on behalf of the Monitoring Officer shows the registrations set out in **Appendix B** for the period from 17th September 2015 to 30th September 2016.
7. The Committee is invited to review the information presented in **Appendix B** and to make any comments or recommendations it considers appropriate in this regard.

Legal Implications

8. There are no legal implications arising directly from the recommendations of this report.

Financial Implications

9. There are no financial implications arising directly from the recommendations of this report.

RECOMMENDATION

The Committee is recommended to:

Note the information supplied at **Appendix B** on the registration of Members' hospitality, gifts and other benefits during the period from 17th September 2015 to 30th September 2016, and make any appropriate comments or recommendations in this regard.

Davina Fiore

Director Governance & Legal Services and Monitoring Officer

21st November 2016

APPENDICES

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|------------|--|
| Appendix A | Guidance on Hospitality, Gifts and Other Benefits Received by Members (with Members Registration Form) |
| Appendix B | Register of Member's Hospitality, Gifts & Other Benefits, 17 th September 2015 to 30 th September 2016 |

Background papers

Report to Standards & Ethics Committee, 'Registration of Gifts and Hospitality', 22nd September 2015

GUIDANCE ON HOSPITALITY, GIFTS AND OTHER BENEFITS RECEIVED BY MEMBERS FROM EXTERNAL ORGANISATIONS, BUSINESSES OR INDIVIDUALS

Introduction

1. This guidance is issued in accordance with the statutory Code of Conduct for Members and applies to Elected Members and Co-opted Members of Cardiff Council. It sets out the threshold or minimum value level determined by the Council under the Code, which is **£25**.
2. **All hospitality, gifts and other benefits received by Elected Members and Co-opted Members, which are estimated to exceed this value, must be notified to, and registered by, the Council's Monitoring Officer via Democratic Services.**

Definitions

3.

Term	Definition
Hospitality received	Any entertainment beyond the offer of non-alcoholic drinks and light refreshments, which would reasonably be regarded as normal social congress, offered to Members in an official capacity or in the course of, or arising from, their official duties as Members. Hospitality received can include (but not exclusively) meals, travel opportunities, hotel accommodation, invitations to events, sport and theatre tickets.
Gift	Any tangible item given to Members in the course of, or arising from, their official duties and position held within the Council.
Other benefits	Any other benefit offered to Members in the course of, or arising from, their official duties and position held within the Council, not covered by the definitions listed above.

Statutory and Council Framework

4. Paragraph 7 of the Council's Code of Conduct for Members states that:

"You must not:

- (a) *in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage.*

- (b) use, or authorise others to use, the resources of your authority-
- (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes."

5. Paragraph 9(b) of the Council's Code of Conduct for Members also states that:

"You must...avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation."

6. Paragraph 17 (Registration of Gifts and Hospitality) of the Council's Code of Conduct for Members further states that:

"You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage."

Acceptance and Refusal

7. Whatever the value of the hospitality, gift or other benefit offered to a Member by an external organisation, business or individual, if its acceptance may place you under an improper obligation to the donor, or may reasonably appear to do so, it should always be refused.

8. It is not possible to describe all the situations where an improper obligation may arise. However, these are some examples of circumstances in which offers to Members are likely to be seen as suspect:

- The offer of hospitality, gifts or other benefits which do not appear to have any proper purpose connected with the Council (e.g. the offer of private holidays or the use of holiday accommodation; personal gifts of substantial value or other benefits offered to Members at substantially below the price they would normally be offered to the public);

- Hospitality, gifts or other benefits offered to Members who are closely involved, or who will participate, in decision making relating to an external organisation, business or individual seeking to do business with the Council and, for example, is involved in negotiating a contract; the sale or acquisition of a property; or has submitted a tender for a Council project;
- Regular and repeated hospitality, gifts or other benefits which are either offered or received from the same external organisation, business or individual;
- Hospitality, gifts or other benefits offered where a Member would be the sole guest on an essentially private occasion;
- Hospitality, gifts or other benefits offered for purely sporting or social occasions away from the Council's administrative area, where there would be no general expectation that the Council should be represented, nor any clear connection with Council business or functions.

It should be stressed that the above are examples only, and are not exhaustive. Each offer and its appropriateness should be considered on its merits and it will be necessary for Members to make a personal judgement as to whether it is appropriate to accept it.

8. Members must strike a balance between, on the one hand, taking an active part in the life of the community and ensuring that the Council is properly represented when it needs to be in a position to receive or impart information, and, on the other hand, the need to avoid the appearance of improper obligations.
9. In circumstances where it is necessary for the Council to be represented at events where hospitality is offered by an external organisation, business or individual, it is appropriate to accept unless there are circumstances which clearly suggest that an improper obligation may be seen to arise.
10. If, for example, the external organisation, business or individual offering hospitality is at a sensitive stage in contractual negotiations with the Council, it will not be appropriate for those who are directly or indirectly involved with those negotiations to accept hospitality. If the matter is a major project which affects many Council services, all invitations received during such negotiations should be refused.
11. If, however, the matter is relatively minor and confined to one service area or a small group of individual Members or employees, it may be appropriate for those Members not involved directly or unconnected with the matter to accept invitations, if it is believed that the event concerned is particularly relevant to Council business or functions.

12. The offer of hospitality from other public bodies or organisations (e.g. UK Government, National Assembly for Wales, Welsh Government, Local Health Boards and other Councils) will normally be appropriate for acceptance as the implication of improper obligation would rarely arise in those circumstances and such events are generally arranged for proper public purposes. However, those Members who are offered hospitality, gifts or other benefits by such organisations would still need to consider whether acceptance is appropriate and likely to further the Council's interests. In addition, if the organisation is involved in the process of negotiating a contract or other arrangement with the Council, careful consideration should be given before accepting any hospitality, gifts or other benefits.
13. There may be rare occasions when Members may be offered gifts in the form of bequests by local residents, as a result of their undertaking official duties. Such offers of bequests should be discouraged wherever possible in order to avoid Members being subject to any accusations of impropriety and undue influence or persuasion having been brought to bear on the testator. However, if a bequest is made then the acceptance of small bequests by Members, which represent only a minor proportion of the estate in each individual case, will generally be considered as acceptable.
14. Elected Members and Co-opted Members are not required to obtain authorisation before accepting hospitality, gifts or other benefits offered in connection with their official role. However, Elected Members and Co-opted Members will be responsible for any decision they take to accept any hospitality, gift or other benefit.

Registration

15. **Elected Members and Co-opted Members are required to register any hospitality, gifts or other benefits exceeding an estimated value of £25 for each occasion, item or payment.**
16. If there is any doubt about whether the item exceeds the threshold value, you are advised to register its receipt. However, for the avoidance of any doubt, items below the threshold values do not need to be registered by Members. The threshold value will be reviewed by the Council as necessary and appropriate, in consultation with the Standards and Ethics Committee.
17. Under the Members' Code of Conduct, Elected Members and Co-opted Members are required to make such registrations **within 28 days of receipt**. Members should use the applicable Member Registration Form ([4.C.039](#)), which must be completed and returned to the Democratic Services Manager for registration purposes. The register will be made available for public inspection.

MEMBER HOSPITALITY REGISTER 2015/16

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Bale	18/09/15	Business Awards	Guest speaker and hospitality	Leader
Robson	18/09/15	First Great Western (Now Great Western Railway)	Cardiff Business Awards 2015	Guest of Craig Williams MP (employer)
Walker	19/09/15	National Federation of Women's Institutes -- Wales	NFWI Wales Centenary Conference, lunch	Lord Mayor
Bale	20/09/15	Millennium Stadium	Rugby World Cup, Wales vs Uruguay ticket and hospitality	Leader
Walker	20/09/15	Millennium Stadium	Wales v Uruguay ticket and pre-match hospitality	Lord Mayor
Bradbury	22/09/15	England Rugby 2015	Wales v Fiji match ticket and hospitality	Cabinet Member
Ali	26/09/15	Ethnic Minority Women in Welsh Healthcare	Conference and dinner	Deputy Lord Mayor
Bale	26/09/15	Cardiff Business Council	Rugby World Cup, England vs Wales ticket, hospitality	Leader
Walker	30/09/15	Royal Marine Reserves/HMS Cambria	Royal Navy in Wales VIP reception	Lord Mayor
Walker	01/10/15	Millennium Stadium	Wales v Fiji ticket and pre- and post-match hospitality	Lord Mayor
Walker	01/10/15	Muslim Council of Wales	National Interfaith Week event and dinner	Lord Mayor
Woodman	01/10/15	Saleem Kidwai, Muslim Council for Wales	Dinner event for Archbishop of Canterbury	Leader of Liberal Democrat group
Woodman	02/10/15	Rugby World Cup 2015	Hospitality and ticket. New Zealand v Georgia.	Leader of opposition
Walker	05/10/15	FAW	FAW Awards Evening, dinner	Lord Mayor
Hyde	06/10/15	Cardiff Met University	President's lunch	Past president
Walker	06/10/15	Cardiff Met University	Past Presidents' Lunch	Lord Mayor
Walker	07/10/15	Cardiff Met University	Evening with John Cridland, VIP reception	Lord Mayor

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walker	08/10/15	Chartered Institute of Taxation Association of Taxation Technicians	Joint President's reception, lunch	Lord Mayor
Walker	10/10/15	Worshipful Livery Company of Wales	Installation Banquet	Lord Mayor
Walker	11/10/15	Her Majesty's Courts and Tribunal Service	Legal Year Service and High Sheriff's reception	Lord Mayor
Bradbury	13/10/15	FAW	Wales v Andorra ticket and hospitality	Cabinet Member
Govier	13/10/15	Giovanni Malacrino	Wales v Andorra	Councillor in support of elected mayor petition
Walker	13/10/15	FAW	Wales vs Andorra, match ticket and dinner	Lord Mayor
Walker	15/10/15	Seafarers UK	King George Fund for Sailors 30 th Anniversary reception	Lord Mayor
Walker	17/10/15	Millennium Stadium	Rugby World Cup second quarter final and pre-match hospitality	Lord Mayor
Ali	18/10/15	Millennium Stadium	Rugby World Cup third quarter finals and pre-match hospitality	Deputy Lord Mayor
Walker	19/10/15	Petition committee of Baden Wuerttemberg, Germany	Visit of the petition committee of Baden Wuerttemberg, lunch	Lord Mayor
Walsh	19/10/15	Muslim Council of Wales	Talk by Archbishop of Canterbury. Buffet.	Councillor
Govier	23/10/15	British Gas	Cheltenham Races	Councillor
Walker	23/10/15	Rotary International District 1060	Rotary District 1060 Conference reception	Lord Mayor
Walker	30/10/15	HMS Portland	Reception and capability demonstration and Wales Poppy Appeal launch, reception	Lord Mayor
Walker	31/10/15	The Royal British Legion	Royal British Legion Annual Garden of Remembrance Service, reception	Lord Mayor
Walker	04/11/15	Castle Bingo	Cheque presentation and private lunch	Lord Mayor

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walker	04/11/15	French Ambassador to the United Kingdom	New Cardiff French Centre dinner	Lord Mayor
Walker	06/11/15	Cardiff Met University	Graduation lunch	Lord Mayor
Walker	09/11/15	Welsh Government	Diwali reception dinner	Lord Mayor
Woodman	09/11/15	Mr Raj Aggarwal, President Consular Association and Welsh Government	Wales Millennium Centre Diwali event and food	
Hyde	12/11/15	Cardiff Metropolitan University	150 th Year Celebration Dinner	Past president and past vice chancellor
Walker	12/11/15	HQ 160 Infantry Brigade and HQ Wales	Royal salute, Prince of Wales birthday lunch	Lord Mayor
Woodman	12/11/15	Cardiff Metropolitan University	Dinner at City Hall to celebrate 150 years	
Merry	16/11/15	Spanish/Greek teachers visiting Welsh schools	Bag of coffee, olive oil, sculpture, books, two bottles of wine	Cabinet Member for Education
Walker	19/11/15	Royal College of Nursing	RCN in Wales Nurse of the Year Awards 2015 dinner	Lord Mayor
Walker	19/11/15	Solas	Dyfrig House opening brunch	Lord Mayor
Walker	23/11/15	Cardiff Business Club	Dinner in honour of Baron Hall of Birkenhead	Lord Mayor
Walker	28/11/15	MDA Clinic	MDA Annual Awards, buffet supper	Lord Mayor
Cowan	30/11/15	Mr M Rahman, Gateway of India, Pantbach Road, Rhiwbina	Attendance at UK curry awards (Gateway of India was a finalist)	Ward Member
Robson	30/11/15	Mr M Rahman, Gateway of India, Pantbach Road, Rhiwbina	Attendance at UK curry awards (Gateway of India was a finalist)	Ward Member
Bale	02/12/15	Welsh Bangladesh Chamber of Commerce	Gala Dinner	Leader
Bale	03/12/15	BT	CBI Annual Dinner	Leader

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walker	03/12/15	Firing Line Museum	Opening of Gallipoli Exhibition, reception	Lord Mayor
Walker	19/12/15	Penylan and Cardiff Community Concern Group	Christmas dinner party for the elderly	Lord Mayor
Bale	14/01/16	Fritz Kuhn, Lord Mayor of Stuttgart	Bottle of wine to celebrate 60 year anniversary of twinning of Cardiff and Stuttgart	Leader
Bale	14/01/16	Ingo-Felix Meier, Head of Children and Youth Services, City of Stuttgart	Calendar to celebrate 60 year anniversary of twinning of Cardiff and Stuttgart	Leader
Bale	14/01/16	Park Inn	Evening Buffett to celebrate 60 year anniversary of twinning of Cardiff and Stuttgart	Leader
Walker	14/01/16	African Children's Choir	Fundraising concert ticket and pre-concert reception	Lord Mayor
Walker	15/01/16	Cardiff Hoteliers Association	Cardiff Hoteliers Ball	Lord Mayor
Woodman	16/01/16	Dr Keshan Singhal, British Association of Physicians of Indian Origin	Dinner and entertainment to close conference at City Hall	
Walker	28/01/16	Cardiff Business Club	Vice President's Lunch	Lord Mayor
Bale	29/01/16	Atradius	Newport Dragons vs Leinster rugby ticket and food	Leader
Walker	01/02/16	Brightside Manor	Dignity Action Day afternoon tea	Lord Mayor
Ali	04/02/16	Agnitio Accountants and Consultancy	Uprising Gala Dinner	Ward Councillor
Bale	04/02/16	Agnitio Accountants and Consultancy	UpRising Gala Dinner. Three-course meal	Leader
Woodman	04/02/16	Wales Council for Voluntary Action	Third-Sector Awards Cymru 2015	
Walker	05/02/16	Cardiff United Synagogue	Communal Shabbat Friday night meal	Lord Mayor
Walker	06/02/16	160 Brigade	Royal salute VIP reception	Lord Mayor

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walker	10/02/16	Welsh Government – International Relations	Chinese New Year VIP reception	Lord Mayor
Walker	12/02/16	Wales University Royal Naval Unit	Martinique mess dinner	Lord Mayor
Walker	14/02/16	Cardiff Metropolitan University	Honorary President's Lunch	Lord Mayor
Walker	18/02/16	Consulate of Switzerland and Germany	Concert tickets	Lord Mayor
Walker	26/02/16	HYVU	Music of the Movies – 1000 Voice Choir, VIP concert ticket and reception	Lord Mayor
Walker	28/02/16	YMCA	Lord Mayor's Matinee, VIP concert ticket	Lord Mayor
Walker	01/03/16	Engagesport	St David's Day dinner in aid of Velindre	Lord Mayor
Walker	02/03/16	Cardiff and Vale Schools Dance Association	30th Dance Festival VIP ticket	Lord Mayor
Walker	08/03/16	Cardiff and Vale Music Service	Lord Mayor's Charity Spring Showcase. VIP concert ticket and reception	Lord Mayor
Walker	10/03/16	Huggard	Launch lunch for Café H	Lord Mayor
Walker	11/03/16	Carewatch Cardiff	Velindre Cancer Care Concert VIP ticket and reception	Lord Mayor
Govier	12/03/16	Chris Hartrey, Manager, Ice Arena Wales	Cardiff Devils vs Belfast	Local member
Walker	12/03/16	EMWWAA and Sanatan Dharma Mandal Hindu Community Centre	International Women's Day dinner	Lord Mayor
Hyde	14/03/16	Cardiff Metropolitan University	Past presidents lunch	Past president
Walker	19/03/16	Welsh Rugby Union	Wales v Italy match ticket, VIP lunch, and post-match tea	Lord Mayor
Walker	20/03/16	Wales International Academy of Voice	Gala concert and post-concert reception	Lord Mayor

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walker	21/03/16	Naval Regional Command	HMS Monmouth reception and capability demonstration VIP reception	Lord Mayor
Walker	23/03/16	High Sherriff of South Glamorgan	Inauguration of new High Sheriff, VIP reception	Lord Mayor
Bale	25/03/16	IAAF/LOC World Half Marathon	Formal Dinner	Leader
Cowan	25/03/16	IAAF/LOC World Half Marathon	Invitation to dinner	Local member
Rees	25/03/2016	IAAF International Association Athletics Federation	World Half Marathon	Leader of the Opposition and guest
Walker	25/03/16	IAAF/Cardiff University	World Half Marathon Championships formal dinner	Lord Mayor
Woodman	25/03/16	IAAF/LOC World Half Marathon	Dinner for self and guest	
Walker	26/03/16	IAAF/Cardiff University	World Half Marathon Championships post-event banquet	Lord Mayor
Woodman	26/03/16	IAAF/LOC World Half Marathon	VIP hospitality for self and guest at Temple of Peace, King Edward VII Avenue and VIP enclosure at finish line	
Woodman	04/04/16	Stanley Soffa, South Wales Jewish Representative Council	Passover interfaith dinner event	Leader of opposition
Cowan	07/04/16	Regional Awards	Pre-even reception and hospitality	Local member
Bale	16/04/16	Royal Horticultural Society	RHS Flower Show Cardiff, two tickets.	Leader
Bale	27/04/16	Great Western Railway	Local Enterprise Partnership Dinner, GWR Stakeholder Conference, and train ticket	Leader
Hunt	08/05/16	Blake Morgan, LLP	Ticket to Glamorgan vs. Worcestershire cricket	Personal – friend is a senior partner at Blake Morgan
Bale	11/05/16	Terry Stevens, Stevens and Associates	Book: Landscape Wales	Leader

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Hyde	12/05/16	Cardiff Metropolitan University	Lunch	Past president
Bale	14/05/16	Great Western Railway	23rd Arts and Business Cymru Awards. Hospitality: Formal dinner and taxis Gift: Gift bag of miscellaneous items	Leader
Bale	14/05/2016	Great Western Railway Milford House 1 Milford Street Swindon SN1 1HL	The 23rd Arts & Business Cymru Awards. Hospitality: Formal Dinner & Taxis. Gift: Bag of miscellaneous items	Leader
Bale	19/05/16	Royal Society of Architects in Wales	Book: The History and Architecture of Cardiff Civic Centre, Black Gold, White City. Two copies of publication: Touchstone. Architecture in Wales. Review. Prospect. Directory.	Leader
Bale	19/05/2016	RSAW Royal Society of Architects in Wales Studio 111 The Creative Quarter Morgan Arcade Cardiff CF10 1AF	Book: The History and Architecture of Cardiff Civic Centre, Black Gold, White City Two copies of publication: Touchstone. Architecture in Wales. Review. Prospect. Directory	Leader
Bale	21/05/16	Diane Daniel, Cardiff Bach Choir	One concert ticket, visit of Stuttgart Choir to celebrate 60th anniversary of the twinning.	Leader
Bale	01/06/16	FAW	Two tickets to FAW Euro 2016 Charity Send-off Dinner (fundraising event in aid of Tenovus Cancer Care and Princes Gate Trust)	Leader

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Boyle	7/06/2016	Residents of Penylan Presented by Lisa Brian, 55 Waterloo Gardens on behalf of others	£60 of restaurant vouchers from a group of residents as thanks for help with local issue	Ward Councillor for Penylan
Walsh	6/06/2016 – 12/06/2016	Welsh Government, Cuffe & Taylor	Opening of the Fifth Assembly at the Senedd, Rod Stewart Concert, Rod Stewart Pre-Concert Reception	Lord Mayor
Bale	16/06/16	Cardiff Metropolitan University	Dinner for Phoneix TV. Attendees: Dr We-Guang Shao and Mr Chen (Phoenix TV), Anthony Chapman (VC), Prof. Andrew Walker, Prof. Mohamed Loutfi, Chair of Governors Barbara Wilding. Gift: silk scarf	Leader
Bale	16/06/2016	Cardiff Metropolitan University Llandaff Campus Western Avenue Cardiff CF5 2YB	Cardiff Metropolitan University Hosted a dinner for Phoenix TV. The attendees were: Dr Wen-Guang Shao & Mr Chen (Phoenix TV) Anthony Chapman (VC), Professors Andrew Walker, Mohamed Loufti and Chairwoman of Goverors Barbara Wilding Gift: Silk Scarf	
Bradbury	17/6/16	Caerau Ely RFC Highfield Inn	Ward Member Dinner	Ward Member
Bale	20/06/2016	Mayor, City of Stuttgart 304 S. Maple Street Stuttgart AR 72160	Visit to Stuttgart City to attend 8th Congress Cities for Mobility Pepper Grinder, CD & Chocolate	Leader
Sarah Merry	24/06/2016	University of South Wales	Cardiff Business Awards	Cabinet

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Bale	25/06/2016	FA Wales 11 & 12 Neptune Court, Van Guard Way, Cardiff, CF24 5PJ	Euro 2016 Football Ticket: Wales v N. Ireland	Leader
Phillips	1/06/2016 – 30/06/2016	BYU Dance Company, 160 Brigade	Swing & Sway Dance Show Army Engagement Team Briefing	Lord Mayor
Walsh	13/6/16 – 30/6/2016	National Youth Orchestra of Wales, Royal Navy in Wales, Cardiff Metropolitan University	70th Anniversary Concert, HMS Cambria Reception, Sporting Wales Rising Stars Awards	Lord Mayor
Bale	4/07/2016	Mayor of Mezitli Municipality Viransehir Mahallesi GMK Bulvari, Mezitli Belediye Baskanligi, Mezitli Belediye Binasi Kat:2 33190 Mezitli/ Mersin	Bag of Miscellaneous Turkish Items	Leader
Bale	04/07/16	Mayor of Mezitli Municipality, Viransehir Mahallesi	Bag of miscellaneous Turkish items	Leader
Keith Hyde	13/07/2016	Cardiff Metropolitan University	Lunch & Degree Ceremony	Past President
Keith Hyde	14/07/2016	Cardiff Metropolitan University	Dinner to mark the retirement of the President and Vice Chancellor	Past President
Phillips	1/07/2016 – 31/07/2016	Cartref Ltd, Insole Court Trust	Cartref 65th Anniversary Celebrations Sponsored Walk to Commemorate miming accident	Lord Mayor

Councillor	Date of hospitality/gift	Provider of hospitality/gift	Nature/purpose of hospitality	Capacity in which hospitality/gift received
Walsh	1/7/16 – 31/07/2016	Vision 21, Torfaen Council, HCA (Wales), Everyman Theatre, Bristol Channel Yachting Association, Neath/Port Talbot Council, Mr David Wild, Cardiff Metropolitan university, Royal Welsh Agriculture Society, 160th Infantry Brigade, Cor y Gleision, Caerphilly Council, Palestine Youth Orchestra – PAL Music UK	Annual Barbeque, Mayor of Torfaen Civic Service Kuchipudi Dane Event, Lord Mayors Gala Evening, Welsh Coast Rally, Civic Service, Legion D'Honneur Presentation Graduation Ceremony/VC Presentation of Doctorate, Annual Dinner Royal Welsh Show Official Luncheon Armed Forces Day Exhibition Stand at Royal Welsh Show 10th Anniversary Concert Civic Service Palestine Youth Orchestra Concert	
Bradbury	31/08/2016	National Museum for Wales	Dinner	Cabinet Member
Bale	7/9/2016	Taiwan Ministry of Science and Technology, National Taipei University, 151 University Road, Sanshia, New Taipei City Taiwan	Meeting with Taiwanese Officials. Gift: USB stick & Tea leaves	



**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

STANDARDS AND ETHICS COMMITTEE

30 NOVEMBER 2016

**REPORT OF THE DIRECTOR GOVERNANCE AND LEGAL
SERVICES & MONITORING OFFICER**

**MEMBERS' CODE OF CONDUCT COMPLAINTS – QUARTER 2,
2016/17**

Reason for Report

1. To provide the Committee with a brief update on complaints made during Quarter 2 against Members of the Council alleging breaches of the Code of Conduct.

Background

2. The Committee receives regular reports from the Monitoring Officer on complaints made against Members of the Council alleging a breach of the Members' Code of Conduct. These reports provide information to assist the Committee to discharge its functions, in particular:
 - i. To monitor and scrutinise the ethical standards of the Authority, its Members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern; and
 - ii. To advise the Council on the effective implementation of the Code including such matters as the training of Members and employees on the Code's application,

(paragraphs (a) and (c) respectively, of the Committee's terms of reference).
3. Complaints received during Quarter 1 of the financial year 2016/17 were considered at the Committee's last meeting, in July 2016.

Issues

4. A total of 3 complaints alleging a breach of the Members' Code of Conduct were received by the Monitoring Officer during Quarter 2 of the financial year 2016.

5. The table below shows the type of complaints received in Quarter 2 and provides comparative figures for the previous 3 quarters.

	Q3 Oct, Nov, Dec 15	Q4 Jan, Feb, Mar 16	Q1 April, May, June 16	Q2 July, August, Sept 16
Total	8	18	4	3
Member on Member	3	4	1	0
Public on Member	5	6	3	3
Officer on Member	0	0	0	0
Community Councillors	0	8	0	0

6. The Committee will note that the number of complaints received during Quarter 2 (3 in total) is similar to the last quarter (Q1) and low compared to previous quarters (Q3 and Q4 of 2015/16).
7. All 3 complaints in Q2 were received from members of the public; 2 cases have been informally resolved and closed, and 1 remains active. Brief details of the complaints and outcomes are as follows:
- i. Alleged failure to respond to correspondence in a timely manner. A response was subsequently sent, with an explanation for the delay (the issues raised were complex and required careful consideration), along with an apology, as it was accepted that a holding response should have been sent. The complaint was dealt with through correspondence. The Interim Monitoring Officer considers that the complaint has been addressed and appropriately resolved. However, there is ongoing substantive correspondence between the individual and the Member, and the complainant has reserved the right to complain to the Ombudsman if this does not proceed to his satisfaction.
 - ii. Alleged unauthorised disclosure to a third party organisation of concerns raised by an individual. The complaint was dealt with through correspondence. It was noted that the individual and the Councillor gave different versions of the events. No breach of the Code was found.
 - iii. Complaint alleging that an elected Member's comments on social media (Twitter) failed to give due regard to equal opportunities and statutory equalities duties. The complaint is being dealt with through correspondence which is ongoing at the present time.

8. Members will recall that timeliness in dealing with Members' correspondence and the use of social media are common themes for complaints.
9. Members will also note that no Member on Member complaints were received during Quarter 2.

Legal Implications

10. There are no legal implications arising from the recommendations of this report.

Financial Implications

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

Recommendation

The Committee is recommended to note the contents of the report.

Davina Fiore

Director Governance and Legal Services and Monitoring Officer

15th November 2016

Background papers

Standards and Ethics Committee report 'Member Code of Conduct Complaints 2016/17' dated 20th July 2016

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STANDARDS & ETHICS COMMITTEE: 30 NOVEMBER 2016

REPORT OF MONITORING OFFICER

MEMBER DEVELOPMENT

Reason for this Report

1. To provide Standards & Ethics Committee with a briefing on the 2016/17 Member Learning & Development Programme and the agreed learning essentials for the Member Induction 2017.

Background

2. The Wales Audit Office (WAO) published its Corporate Assessment 'Follow On' report on 26 February 2016, formally received by Cabinet on 10 March 2016 on its assessment undertaken in October 2015.
3. Paragraph 50 of the WAO report referred specifically to Member training; attendance at training sessions; and what training should be considered essential for Members to discharge their role effectively.
4. In response to the one statutory recommendation received, the Council has prepared a statement of action and proposed timetable. Improvement action P5 (b) and (c) are relevant to the remit of this Committee and are set out below:-

“Enhance Member accountability by:

- b) strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively; and
 - c) determining what training should be considered essential for Members to discharge their role effectively.”
5. The following was put forward to Cabinet on 21 March 2016 in relation to improvement proposal P5: - (see table)

Ref	Action	Timescale	Responsible Officer(s)
P5b	Democratic Services Committee to review Member Development & Training and agree new approach and programme to commence	December 2016	Democratic Services

Ref	Action	Timescale	Responsible Officer(s)
	in May 2017		
P5c	Democratic Services Committee to agree essential training and frequency of training prior to start of new council term in May 2017.	December 2016	Democratic Services

8. Member Learning and Development opportunities are essential for Councillors and Independent and co-opted Members to acquire new skills; receive updates and important information to support their role as decision makers; as well as personal development in a wide range of topics to support other roles of Councillors within the Council and the Community.

Member Development Steering Group

9. The Member Development Steering Group met on 17 August 2016 and 14 September 2016 to draw up a Member training programme for the remaining 2016-2017 Municipal year.

The scope of the two meetings was as follows:

Meeting 1 – 17 August 2016

- to consider whether there was a need to refresh the Member Development Strategy 2015/16;
- evaluate the 2015/16 Member Development Programme (MDP) (face to face; written briefing and on-line), course topics; attendance provided during 2015/16 municipal year;
- review 2015/16 MDP against the WLGA Councillor Competency Framework and other WLGA training initiatives;
- check action against Wales Audit Office Corporate Assessment Follow on report and Statement of Action – on Member Learning & Development;
- to assess perspective of Standards & Ethics Committee on Learning;
- consider feedback and emerging priorities from the Members Survey June 2016 in relation to Member Learning and Development;
- consider the 'Essential' learning curriculum of learning for Councillors prepared by the WLGA and all Wales Members Services Officers;
- to identify topics for future learning and detailed information to be collected for Meeting 2.

Meeting 2 – 14 September 2016

- confirm key outcomes / actions from Meeting 1;
- assess deliver options for delivery of learning priorities;
- to consider the draft programme of activities for 2016/17;
- to consider the information required by Councillors as part of their role - e.g. Section 106 allocations, periodicals, senior management organisation chart, process to deal with complaints etc.

- to consider Member Personal Development Review process and the potential for new training needs assessment methodology e.g. template for self-evaluation; effective Councillor goals; Members Training Passport;
- Provisioning of Programme Booklet.

Member Development Strategy

10. Further work was required to refresh the Member Development Strategy to include the following principles identified by the Member Development Steering Group: -
- (i) inclusion of a Learning Charter which identifies the roles and responsibilities to support the delivery of learning opportunities;
 - (ii) provision of a Training Needs Analysis proforma for Member self-evaluation and annual review;
 - (iii) identification of all essential training and how this will be implemented and monitored;
 - (iv) the inclusion of the Mentoring; Peer Support and Shadowing principles and process;
 - (v) clearly setting out the structure and expectations for the delivery of briefings; learning opportunities; workshops; in particular notice periods, timing of sessions and links to training materials; on-line training and where possible links to a recording of the training delivered for those unable to attend.

All Wales On-Line Learning

19. The All Wales On-Line Learning portal is currently being updated but provides Members with the opportunities to undertake courses on-line in their own time at their own pace.
20. The Steering Group was keen that Members were aware of what on-line learning opportunities were available and that these details be included in any promotion of learning and Member briefings.

2016/17 Member Development Programme

21. Attached as **Appendix A** is the 2016/17 Member Development Programme which was developed by the Member Development Steering Group and includes briefings and essential and formal learning opportunities for the 2016/17 Municipal year.
22. This programme has taken into account a number of areas that Members had highlighted in the Member Survey 2016 and at the last meeting of this Committee namely:
- Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;
 - Members guardianship as Corporate Parents (Essential);

- Identifying Signs of Exploitation/ Abuse Workshop (Safeguarding – Adults and Children) (Essential);
- Financial Management / Budget Workshop;
- Personal Safety and Security Workshop for Members (Essential);

Member Induction 2017

23. It was agreed that the Member Development Steering Group would continue to meet to input into the Member Induction 2017 project. An Officer Project group has been established as one of the Performance and Governance Organisational Development work-stream and will be involving stakeholders which include the Standards & Ethics Committee; Democratic Services Committee; the Cabinet Lead and Party Group Whips in shaping the programme.
24. Attached as **Appendix B** is the WLGA Development Framework for Councillors in Wales which the Steering Group used to review the current programme and is the basis of the draft Member Induction Curriculum attached as **Appendix C** which is currently being reviewed and adapted for the needs of the City Of Cardiff Council Member Induction.
25. The WLGA is also planning to run regional induction sessions for Members in September and/or October 2017, as they did after previous local elections. These sessions were very well received by new Councillors in 2012 and are an opportunity for new Members to talk to other new Members, from other local authorities, as well as a good learning opportunity.

Legal Implications

27. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report. There are no other direct legal implications arising from the content of this report.

Financial Implications

28. There are no direct financial implications arising from this report with any costs associated with development and support being met from existing resources.

Recommendations

The Committee is requested to

1. note that a refresh of the Member Development Strategy in collaboration with the Member Steering Group and the Officer Project Group is to be completed for sign off by the Democratic Services Committee and the Standards & Ethics Committee by March 2017;

2. receive and note the 2016/17 Member Development Programme booklet as attached;
3. receive the essential Member Induction Curriculum prepared by the WLGA and identify any additional local training requirements that the Committee would wish to see in the programme.

DAVINA FIORE

Director, Governance & Legal Services and Monitoring Officer

Acting Head of Democratic Services

24 November 2016

Appendix A –2016/17 Member Development Programme Booklet.

Appendix B – WLGA Development Framework for Councillors in Wales

Appendix C - WLGA Induction Curriculum

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MEMBER DEVELOPMENT OPPORTUNITIES 2016-2017

Introduction

This brochure summarises the training support available for Members over the 2016-17 Municipal year. If Members wish for other areas of training please let the Democratic Services Team know.

The principles of Cardiff's Member Development strategy are to:

- Provide a Member-led planned approach to Member Development to identify, agree and deliver development needs
- Involve Members in their development, from planning the Member Development Programme through to delivery and evaluation
- Support individual Member Development needs, valuing and recognising the skills and experiences that Members already have or need to acquire
- Ensure the member development programme has relevance and quality of delivery
- Deliver development in innovative ways to make best use of the resources available.

Attendance at External conferences, Seminars and other events

Members interested in attending an external conference, seminar or other event which will incur any associated expenditure, such as a delegate fee or travel and accommodation costs, need to complete the relevant form in advance of attendance. Any such request must be approved by the Council's Monitoring Officer prior to any travel or accommodation bookings or arrangements being made by the Council. Officers from the Democratic Services team will make the necessary arrangements on behalf of the Elected Member.

Contact details

For further details of training opportunities contact the Member Services Team, Room 286, County Hall on 029 20872020 Email democraticservices@cardiff.gov.uk



ON-LINE COURSES FOR COUNCILLORS FROM THE ALL WALES ACADEMY

These courses are available at the All Wales Academy which is due to be relaunched soon and log on details will be re-sent to all Members in shortly.

Councillor Induction and Skills

- Ethics & Standards
- Decisions for Future Generations
- Introduction to Local Government Wales

Personal Development

- Chairing Meetings
- Public Speaking Skills
 - Presentation Skills
 - Effective Minute Writing
 - Effective Writing
 - Meeting Skills
 - Managing Yourself and Your Time
 - Using E-Learning for Your Development
 - Self - Development
 - Emotional Intelligence
 - Giving and Receiving Feedback

Handling Information

- Sharing Personal Information
- Freedom of Information - A Guide for Local Authorities
- Introduction to Information Governance
- Direct Marketing
- Data Protection Awareness.

Health, Safety & Wellbeing

- Managing Health & Safety
- Stress Awareness
- Well-being of Future Generations (Wales) Act 2015
- Violence against women, domestic abuse and sexual violence

People Management Skills

- Optimising Team Performance - Delegation
- Supervising - Achieving Excellence Online Module
- Training and Development for Managers
- Team Leading and Improving Performance

Change Management

- Personal Resilience
- Change Management - Change & People
- Change Management-Introduction to Change Management
- Alternative Delivery Models
- Financial Inclusion and Tackling Poverty
- Social Services and Well-being (Wales) Act 2014

MEMBER DEVELOPMENT PROGRAMME AUGUST 2016 - MARCH 2017

AUGUST 2016	EVENT	FACILITATOR/SPEAKER	PURPOSE
17 August @ 4.30pm Committee Room 4	Community Infrastructure Levy (CIL) & Draft Planning Obligation Supplementary Planning Guidance (SPG) Briefing	Simon Gilbert	Information
SEPTEMBER 2016			
12 September @ 5.00pm	Well- being of Future Generations (Wales) Act 2015 Workshop	Christine O'Byrne, Corporate Policy Manager.	Module also available at All Wales Academy
13 September @ 12.30pm	Cardiff Transport Strategy Briefing	Paul Carter, Matthew Price	Information
20 September @ 5.30pm	Cardiff Transport Strategy Briefing	Matthew Price & Jason Dixon	Information
29 September @ 3.00pm City Hall	Well- being of Future Generations (Wales) Act 2015 Workshop	Christine O'Byrne Corporate Policy Manager.	Module available All Wales Academy
OCTOBER 2016			
01 October 4.30 – 6.30pm	Members Guardianship Role as Corporate Parents Workshop	Irfan Alam/ Michelle Godfrey and Jo Finch	Essential Training
08 October – 4.30pm – 6.30pm	Personal Safety For Members Workshop	Jeremy Griffiths Security Manager/ Gavin Macho/ Emergency Management and Trish Sheppard	Essential Training (Members Health & Safety and Security)
20 October 2016 - 3.00pm – 4.00pm	Pre – Council Briefing: Cycling Strategy	Facilitated by Matt Price	Policy Related
NOVEMBER 2016			
10 November 4.30-6.30pm	Identifying Signs of Exploitation/ Abuse Workshop	Irfan Alam/ Michelle Godfrey and Jo Finch	Essential Training
24 November 2016 3.00pm	Pre Council Briefing Welfare Reform	Councillor Elsmore; Jane Thomas	Policy / Information Related
DECEMBER 2016			
Date tbc	Financial Management / Budget Workshop	Christine Salter/ Ian Allwood. Chris Pyke	Budget/ Policy update
JANUARY 2017			
Date tbc	Financial Management / Budget Workshop	Christine Salter/ Ian Allwood. Chris Pyke	Budget/ Policy update

DEVELOPMENT SESSIONS STILL BEING ARRANGED			
DATE	EVENT	CONTENT	PURPOSE
Autumn 2016	How to direct local residents to health support workshop	This workshop will equip Members with the tools to use every opportunity to deliver brief advice to improve the health and wellbeing of citizens; ask the right questions and inform citizens of relevant health enhancing information and services.	General Policy related
November/ December 2016	Scrutiny Webcasting Workshop	Development Sessions for Scrutiny Committee Members ahead of the launch of Webcasting of meetings.	Awareness / support
Autumn 2016	Planning Update	Briefing for members on latest planning developments	Awareness/support
Spring 2017	Ensuring a good work-life balance workshop	This workshop will help members balance the needs of their Council and non-Council roles.	Awareness/support
Prop- In Sessions various	Members Enquiry System Drop-In Sessions	Refresh for Members on the Members Self Service Enquiry Service and on request for service matters.	Information / update
November 2016	Gypsy and Traveller Cultural Awareness Briefing	The Gypsies and Travellers Wales project to facilitate	Awareness session
December 2016	New Planning Legislation/ Policy Workshop	Facilitated through the Planning Committee policy meetings	Policy related
To be confirmed	Day in the life of a Social Worker	Facilitated by Amanda Phillips, Assistant Director Adult Social Services	Information



WLGA • CLILC

APPENDIX B



A Development Framework for Councillors in Wales

Contact

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

Local Government House
Drake Walk
Cardiff
CF10 4LG

Tel: 029 2046 8600

Fax: 029 2046 8601

www.wlga.gov.uk

Published: May 2015

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WLGA Continuing Professional Development for Councillors

A Development Framework for Councillors in Wales

This framework outlines the skills and knowledge widely accepted to be required by local authority councillors in Wales. It is intended to provide guidance for councillors about their roles, and help them identify their priorities for continuing personal and professional development. It is not intended to be exhaustive or prescriptive, but to help new and existing councillors identify the aspects of their role where support or training might be helpful. The Framework can also be used as a prompt for councillors undertaking personal development reviews and by officers and members devising development programmes. It can also be locally adapted to reflect the priorities of different councils.

The Framework has been designed as part of the Wales approach to continuing professional development for councillors which has been created by councils working with the WLGA. It therefore fits with the Wales Charter for Member Support and Development. The Charter provides councils with a structure for local self-assessment and action in member development, this framework provides a suggested content for that development. The framework also fits with the WLGA model role descriptions and person specifications for members.

Using the Framework

The Framework includes a range of generic competencies required by all councillors and separate sections for specific roles on the Council. Part One (sections one to five) will be useful for all councillors. Part Two (the remaining sections) should be used selectively depending on additional specialist roles.

1. Fundamentals: A range of generic skills required by all members

Requirement	Knowledge and Skills	Effective Behaviours
Understanding of the role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities required to undertake corporate governance. Also corporate responsibilities such as corporate parenting and safeguarding children and vulnerable adults.	Undertakes their role effectively in the council, the community and with partner agencies. Understands when it is and is not appropriate to act for the electoral division or in the interests of the area as a whole. Acts proactively to deliver outcomes
Understanding the role of the Local Authority	Understanding of the services delivered, both statutory and discretionary and the policies, procedures, plans and strategies which underpin them.	Is able to describe the work of the Council to the public and where these responsibilities lie with other agencies such as community and town councils, voluntary sector or the Welsh Government. Contributes to the development of council plans and strategies and takes decisions in the light of these.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the Code of Conduct. Understanding of the role of the Monitoring Officer. Appreciation of the importance of accountability, integrity and transparency for good governance.	Abides by the Code of Conduct at all times. Always declares and defines interests when appropriate. Seeks advice from the monitoring officer when appropriate. Treats others with respect in all settings. Demonstrates integrity. Values others. Listens. Stays calm in difficult situations.
Equalities and respect	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community, or political group.
Balancing Council and community expectations and responsibilities	Understanding of the distinct responsibilities of a councillor as a member of a corporate body and as a representative of an electoral division or community.	Takes decisions relating to the corporate body or Electoral Division ethically. Manages both community and council expectations through effective communication.
Audit, Inspection and Regulation	An understanding of the role of the Audit Inspection and Regulatory bodies and associated council processes.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the affected services.

Requirement	Knowledge and Skills	Effective Behaviours
Balancing personal commitments	An understanding of time management principals including prioritisation and delegation.	Maintains an effective work/life balance, managing the time available to concentrate on the issues with the most significant outcomes.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Skills in all 'Office' applications such as word processing, presentation and spreadsheets. And communication and social media applications including email, tweeting, blogging and personal website management.	Conducts council business electronically. Communicates with the community electronically and through social media where appropriate. Maintains an effective, positive and ethical online presence.
Meeting preparation and participation	Understanding of the Standing Orders, any protocols and rules of debate. Skills in public speaking, debating and asking questions.	Prepares effectively for meetings by reading papers and analysing data. Undertakes personal research and participates in any pre meetings. Contributes to positive meeting outcomes by seeking tangible decisions or actions. Effectively contributes to meetings making points clearly and succinctly. Remains focussed on the business in hand. Understands and applies meeting 'rules'. Seeks guidance from officers and group leaders before meetings as appropriate.
Working with the media	Skills in building relationships with the media and being interviewed on TV, radio and for the press and online media.	Is a recognised source of credible information for the Media. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the council when appearing on screen or in print.
Self-promotion	The ability to develop a profile in the community through local activities and effective communication and consultation.	Writes an annual report on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.

Requirement	Knowledge and Skills	Effective Behaviours
Working with officers	Understanding the role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Management team, Monitoring Officer and Heads of Finance, Legal and Democratic Services. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with officers, recognising appropriate boundaries and abiding by the Member Officer Protocol. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability. Understanding the impact of Welfare Reform and the austerity agenda.	Engages effectively in the budget setting process. Is prepared to take hard, Evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Interpersonal skills	Self-awareness, and skills in self-management, "good manners" Emotional Intelligence, listening, negotiation, conflict management and mediation skills.	Acts in a professional and respectful manner to all people and in all places. Is self-aware and able to develop and manage relationships both within and outside the Council. Brokers relationships and manages conflict in the community and Council and between the two.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.

Requirement	Knowledge and Skills	Effective Behaviours
Working with the community	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Consultation and engagement	Understands the different levels of engagement ranging from communication to co-production set out in the national principals of engagement for Wales. http://www.participationcymru.org.uk/national-principles	Demonstrates positive outcomes as a result of effective engagement. Uses a range of communication and consultation tools such as Social Media to understand the needs and views of the community.
Voluntary sector	Understands the role and responsibilities of the voluntary sector in the area.	Builds effective relationships with the voluntary sector and communicates and works with them when appropriate.
Local issues	Understands the issues of importance to people locally and throughout the council area. Knows which council plans will impact on local issues.	Works with the community and the council to find solutions to local problems. Secures funding for local initiatives.
Working with community and town councils	Understanding of the responsibilities of community councils and their forward work programmes.	Works with community councils to deliver outcomes for the community. Fosters positive relations and active communication with the Community Council and the Clerk.

3. Casework on behalf of the public

Requirement	Knowledge and Skills	Effective Behaviours
Being accessible to the public	Understanding of and ability to arrange and publicise opportunities to discuss casework with the public.	Makes themselves available through the most appropriate means to connect with the greatest number of people. Uses surgeries, street surgeries, informal settings, home and social media as appropriate. Promises only that which can be delivered.
Managing casework	Ability to use case management techniques and software and to monitor and communicate progress.	Keeps the people on whose behalf they are working informed of progress. Monitors progress of cases after they have been referred to officers or other agencies. Uses the established referral schemes within the council.
Signposting	Knowledge of sources of information and advice within and outside the council.	Makes links between members of the public and the appropriate source of help in the council or in the community.

4. Partnership and representation

Requirement	Knowledge and Skills	Effective Behaviours
Work on outside bodies	Understanding of the role of the outside body. Understanding of the role of the councillor on the outside body whether as a Council representative, locality representative, or as an individual.	Reports to and from the Council and outside body as appropriate. Represents the views of the Council, personal views, or that of the community effectively and appropriately according to the setting. Members should engage in relevant briefing and training provided by outside bodies.
Working as a Trustee on other organisations	Understanding of the role of the organisation and your duties and responsibilities as a trustee. Understanding of the potential implications of conflict of interest arising in the dual role of trustee and councillor.	Operates within the standards set in the Code of Conduct. Seeks advice from the Monitoring Officer as appropriate.
Working as a school governor	Understanding of education policy and school organisation.	Oversees the school performance. Challenges the school management as a critical friend. Takes part in governor training.
Working as a member of a Community or Town Council	Understanding of the role of the Community Council and its limits.	Liaises effectively between the Community Council and Unitary Council, acting as a link and Council representative when appropriate. Takes part in community council training.
Working as a Co-optee	Understanding of the role and limits of the role of co-optees on committees.	Shares expertise with the committee impartially.

5. Working in the Political environment

Requirement	Knowledge and Skills	Effective Behaviours
Party Policy	Awareness of values and manifestos both nationally and locally.	Effectively balances the requirements of people, party, group and council.
Liaison with National Government, Welsh Government and the National Assembly for Wales.	Understanding of the functions of the Welsh Government and means of engagement.	Liaises with local MPs and AMs. Brings local issues to the attention of the WG when appropriate.
Group membership	Rules and constituency group structure and policies.	

Part Two - relevant to councillors undertaking these specialist roles

6. Scrutiny

Requirement	Knowledge and Skills	Effective Behaviours
Understand the role and potential of scrutiny for driving improvement	<p>Understanding of the <i>Characteristics of Effective Scrutiny</i> i.e</p> <p>Better outcomes – ensuring democratic accountability succeeds in driving improvement in public services.</p> <p>Better decisions - ensuring democratic decision making is accountable, inclusive and robust.</p> <p>Better engagement- ensuring the public is meaningfully engaged in democratic debate about the current and future delivery of public services.</p> <p>For further information about these characteristics which were identified by the Centre for Public Scrutiny working with the Welsh Scrutiny Officers Network see http://www.cfps.org.uk/characteristics</p>	<p>Contributes to the scrutiny work programme.</p> <p>Acts in a non-political and non-parochial manner when reviewing policy or monitoring performance.</p> <p>Prioritises the areas of work where scrutiny can make a difference.</p> <p>Promotes the work of scrutiny within the council.</p>
Policy development	<p>Understanding of the area of service or council function for which the committee is responsible.</p>	<p>Makes informed and evidence based recommendations for policy development.</p>
Holding the Executive to account	<p>Ability to review and constructively challenge the work and decisions of the Executive.</p> <p>Understanding of the use of the power to call in Cabinet decisions.</p>	<p>Effectively monitors and challenges the work of the Executive in the best interests of the community.</p>
Performance monitoring	<p>Ability to understand complex data, financial information, risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.</p>	<p>Identifies and challenges poor performance based on evidence.</p>
Meeting skills	<p>Ability to prepare thoroughly for meetings. Ability to understand and contribute to the questioning strategy.</p> <p>Ability to listen and question effectively throughout the meeting.</p>	<p>Listens actively and effectively.</p> <p>Makes appropriate use of pre-meetings to plan a questioning strategy.</p> <p>Focuses on meeting outcomes, using meeting processes as a means to an end.</p>

Requirement	Knowledge and Skills	Effective Behaviours
Engaging with the public in scrutiny	Ability to engage with appropriate individuals and organisations to contribute to the work of scrutiny, especially those traditionally excluded.	Raises public awareness of the work of scrutiny and work programmes. Encourages the public to become involved in the policy and decision making process through scrutiny.
Joint scrutiny	Understanding of the role, remit, terms of reference and powers of any joint scrutiny committee and the role of the individual member on that committee. To understand the role, responsibilities and priorities of regional bodies, partnerships and organisations outside the council that the committee may need to scrutinise.	Demonstrates a commitment to working jointly with scrutiny members from other authorities, partnerships and organisations.

7. Chairing

Requirement	Knowledge and Skills	Effective Behaviours
Meeting management	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Ability to engage with the public and press and viewers in the case of webcast meetings.	Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes. Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.
Committee leadership	An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members and agencies. Commitment to enabling all committee members to develop skills and participate effectively in meetings.	Works with the committee outside of meetings to develop its effectiveness and that of participating individuals. Communicates with members and officers with an interest in committee proceedings. Builds relationships with the relevant Heads of service/ directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.
Work programme development and management	Understanding of the subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any sub groups.	Works with officers and committee members to develop the work plan taking account of the work of other committees. Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.

Requirement	Knowledge and Skills	Effective Behaviours
Resourcing	Ensuring that the committee has the staffing, information and finances to function effectively.	Negotiates and ensures the support required by the committee.

8. Serving on statutory/regulatory committees

Requirement	Knowledge and Skills	Effective Behaviours
Planning	<p>Understanding of planning and rights of way law generally.</p> <p>Understanding of how to apply the Code of Conduct to planning issues.</p> <p>Understanding of how the need to declare interests applies to planning matters.</p> <p>Understanding of the Local Development Plan.</p> <p>Understanding of the 'rules' for Development Management.</p> <p>Understanding of Sustainable Development principals and legislation including environmental, welfare and design considerations.</p>	<p>Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role.</p> <p>Transparently adheres to the Code of Conduct.</p> <p>Seeks appropriate professional officer advice, personal development or briefing before taking decisions.</p>
Audit	<p>Ability to scrutinise financial performance. An understanding of Risk Management and internal and external audit arrangements.</p> <p>An understanding of the relative roles of audit and scrutiny.</p>	
Licencing	<p>An understanding of Licencing regulations and Licencing policy.</p> <p>Understanding of local policies which impact in this area such as the Community Plan and wider considerations for sustainability.</p>	
Democratic services	<p>An understanding of the legislative requirements for a Democratic Services committee.</p> <p>Understanding of the national and local requirements for member support and development.</p> <p>Ability to liaise effectively with the Head of Democratic Services and Lead Member for member support and development.</p> <p>Understanding of the need to promote diversity in the Council.</p>	

Requirement	Knowledge and Skills	Effective Behaviours
Standards	Understanding of the law and constitution in relation to conduct. Ability to advise and secure training for members of both principal and community councils in relation to the Code of Conduct.	

9. Cabinet members

Requirement	Knowledge and Skills	Effective Behaviours
Portfolio lead	A thorough knowledge of local and national policy relating to the relevant service areas. An ability to build relationships with relevant lead officers and scrutiny chairs. Ability to work collaboratively to develop a vision for the service area.	Provides political direction to officers in the portfolio area. Is accountable for communication, policy and performance in the portfolio area. Actively seeks and values the input of scrutiny to policy development and performance monitoring. Works with officers to consider issues, priorities and take decisions.
Collective responsibility	Ability to handle information and take decisions after full consultation and consideration of the issues. Ability to prioritise issues of most importance to the Authority. Ability to work with other authorities and agencies to secure services for the Council.	Takes responsibility as a cabinet member for strategic council decisions.
Taking decisions under delegated responsibilities	Understanding of the scheme of delegation. Ability to take responsibility for decisions taken under the scheme.	Takes decisions after appropriate research and consultation.

10. Council Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Management of the reputation of the Council	Ability to act as an ambassador for the authority.	Effectively represents the Council at all levels ensuring that information about the Council and its services and citizens is communicated positively and with integrity.
Leadership of area/region/place	Ability to develop a vision for the area/region/locality.	Works with the Council and the public to collaboratively develop and communicate a local vision that is clear, supported by the public and understood by the Council.
Develop, communicate and lead a vision for the Council	Ability to develop a vision for the work of the Council.	Works with the Council to collaboratively deliver the local vision.

Requirement	Knowledge and Skills	Effective Behaviours
Maintain a successful relationship with the Chief Executive and Senior Management Team	Ability to communicate effectively with the Chief Executive and senior officers. Understanding of the performance appraisal process and personal skills in conducting reviews setting objectives and giving feedback.	Meets and communicates openly and regularly. Makes expectations clear and provides political leadership. Undertake performance reviews with senior officers as appropriate.
Leadership of the Council	Ability to ensure individual and collective effective governance.	Promotes and supports good governance in the Council. Manages performance.

11. Civic Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement.	Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills.
Representing the Council at civic functions	Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

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When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
POTENTIAL CANDIDATES					
2015-17	Diversity in Democracy Programme - <ul style="list-style-type: none"> • Promotional Campaign • Open Evenings/Events • Videos • Training eg. Social Media • Mentoring • Guidance Materials • Employers Guidance • 'Door to Democracy' Fund? (Support for disabled candidates – currently being explored.) 	Potential Candidates	Various	Various	WG
2016	WLGA Candidates' Guide (online)	Potential Candidates	Guide	N/A	WLGA
2016	Payments to Councillors Leaflet	Potential Candidates	Leaflet	N/A	IRP
2016	Guidance & Online Information Open Days/Evenings Mentoring/Shadowing Online Videos Local Democracy Week (w/o 10 th October) – local PR activities, links to schools etc.	Potential Candidates	Various	Examples: Bridgend - https://twitter.com/BridgendCBC/status/776402695603101697/photo/1 http://www1.bridgend.gov.uk/media-centre/2016/september/15-09-2016-residents-invited-to-find-out-if-they-could-be-a-councillor.aspx Conwy - http://www.conwy.gov.uk/upload/public/att	Councils

				achments/474/WanttobeaCountyBoroughCo uncillortr.pdf Gwynedd https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx	
NEW MEMBERS					
Week One	WLGA Councillors Guide distributed	All Members	Printed and Online Guide E learning	E learning on AWA	WLGA and AWA
Week One	Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority. WLGA councillors guide to be available hard copy.	Council
Week One	Introduction to the Council, and corporate governance.	All members	Chief Executive	To be developed by staff locally	Council
Week one	“Market Place” ICT induction and equipment	All members (M)	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Council
Week one	“Market Place” Introduction to service areas	All members	Market place, all senior officers, sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who’s who etc.	Council
Week one	“Market Place” - session Code of Conduct and Ethics	All members(M)	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Three volunteers from LLG now working with WLGA to produce materials. e learning to be updated	Council AWA (E-learning)
1st 6 Months	Constitutional matters including meeting participation	All members(M)	HODS/DS officers/senior member	Materials available now in each authority	Council
1st 6 Months	Social Services and Well-being (Wales) Act	All members (M)	Directors of SS	E learning module (employee section) available now and also local materials	Council AWA (E-learning)
1 st 6 months	Decisions for Future Generations (Wellbeing of Future Generations Act)	All Members(M)	Workshop - Appropriate senior officers and experienced members. And e learning	WLGA E learning available now on AWA	Council AWA (E-learning)
1st 6 Months	Introduction to equalities	All members(M)	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	Council AWA (E-learning)

1st 6 Months	Safeguarding	All members(M)	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority. SSIA councillor workbook and e learning to follow -safeguarding adults http://www.wlga.gov.uk/councillor-workbooks-for-personal-development/	Council AWA (E-learning)
1st 6 Months	Data Management and FOI	All members(M)	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	Council AWA (E-learning)
1st 6 Months	Corporate Parenting	All members(M)	Directors of SS	Workshop material available now in each authority. SSIA councillor workbook available now http://www.wlga.gov.uk/councillor-workbooks-for-personal-development/ and e learning to follow	Council AWA (E-learning)
1st 6 Months	Finance including budgeting and treasury management	All members(M)	Finance Directors e- learning	Workshop material available now in each authority. E learning also required	Council AWA (E-learning)
Prior to first meeting	Planning committee new arrangements from Planning Act	Planning Committee(M)	Planning Officer	National materials now being commissioned by WLGA through Positive planning advisory group	Council WLGA
Prior to first meeting	Standards	Standards Committee(M)	Monitoring Officer	Workshop material available now in each authority	Council
Prior to first meeting	Licensing	Licensing Committee(M)	Licensing Officer	Workshop material available now in each authority	Council
Prior to first meeting	Audit	Audit Committee(M)	Finance Officer	Workshop material available now in each authority	Council
Prior to participating	Appointments, appeals and interview skills	Panel members(M)	HR Director	Workshop material available now in each authority	Council
Prior to first scrutiny meetings	The role of Scrutiny	All members(M)	HODS/Scrutiny officers	Workshop material available now in each authority. E learning in development by WLGA and Scrutiny	Council AWA (E-learning)

				managers	
1st 6 months	Planning for non-planning members - protocols	All members (M)	Planning officers/experienced member	Materials to be commissioned by Positive Planning advisory group (WG funding, planning officers involved)	Council WG
October/November 2017	WLGA 5 regional workshops: New Councillors New Challenges	All new members	To include: <ul style="list-style-type: none"> • Cabinet Secretary Mark Drakeford AM • Future Generations Commissioner Sophie Howe • WLGA Chief Executive Steve Thomas • Sessions on: <ul style="list-style-type: none"> ○ Key Behaviours for Successful Councillors. ○ Digital Councillors 		WLGA
2 nd 6 Months	Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	Council AWA (E-learning)
2 nd 6 Months	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	Council commissioned external facilitators
2 nd 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings? WLGA briefings?	Council
2 nd 6 Months	Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	Council commissioned external facilitators
2 nd 6 Months	Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	Council commissioned external facilitators AWA (E-learning)
2 nd 6 months	Social Media	All members	Comms/IT officers or external facilitators depending on local approach	E learning to be created Update of WLGA Social media handbook required	Council AWA (E-learning)
2 nd 6 months	Education Consortia their work	All members	Consortia staff	2hr session for 5 authorities from Central South offered. Others?	Consortia

Note:(M) = Mandatory Training for all councillors Discussed

AWA = All Wales Academy - <http://awa.learningpool.com/mod/resource/view.php?id=227>

E-learning for members available on the AWA:

Available currently (September 2016)	Available for the new intake (to be converted from WLGA materials by local authority training officers)
Chairing Meetings	Introduction to Scrutiny
Decisions for Future Generations	Ethics and Standards
Public Speaking	Planning for non-planning committee members
Personal Resilience	Planning for planning committee members
Effective Writing	Corporate Parenting
Stress Awareness	Safeguarding Adults
Using E learning in your development	Child Sexual Exploitation
Managing yourself and your time	Social Media
Emotional intelligence	Community Leadership and Casework
Violence against Women, domestic abuse and sexual violence	
Modules on Staff section now that will also be of use to members:	
Equalities (Governors module)	Social Services and Well Being Act
Freedom of Information	Managing information

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