



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

**Pwyllgor** PWYLLGOR GWASANAETHAU DEMOCRATAIDD

**Dyddiad ac amser y cyfarfod** DYDD LLUN, 24 IONAWR 2022, 4.30 PM

**Lleoliad** CYFARFOD O BELL

**Aelodaeth** Cynghorydd Jones-Pritchard (Cadeirydd)  
Y Cynghorwyr Burke-Davies, Goddard, Goodway, Kelloway, Lay,  
Naughton, Keith Parry, Mia Rees, Sandrey a/ac Wong

Tua  
Amser.

### 1 Ymddiheuriadau am Absenoldeb

Derbyn ymddiheuriadau am absenoldeb.

### 2 Datgan Buddiannau

I'w gwneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.

### 3 Cofnodion *(Tudalennau 5 - 12)*

Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 29 Tachwedd 2021 fel gwir gofnod.

### 4 Adroddiad Blynyddol 2021 drafft y Pwyllgor Gwasanaethau Democrataidd *(Tudalennau 13 - 58)*

### 5 Cynigion wedi'u Diweddarau - Rhaglen Amlinellol Ddrafft Sefydlu Aelodau 2022 *(Tudalennau 59 - 80)*

### 6 Ymgynghori - Polisi Cyfarfodydd Aml-leoliad *(Tudalennau 81 - 112)*

### 7 Gweithgareddau a Chymorth Gwasanaeth *(Tudalennau 113 - 142)*

### 8 Eitemau Brys (os oes rhai)

**9 Dyddiad y cyfarfod nesaf - i'w gadarnhau**

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Mawrth, 18 Ionawr 2022

Cyswllt: Kate Rees, 02920 873434, a.redmond@caerdydd.gov.uk

## **GWE-DARLLEDU**

Caiff y cyfarfod hwn ei ffilmio i'w ddarlledu'n fyw a/neu yn olynol trwy wefan y Cyngor. Caiff yr holl gyfarfod ei ffilmio, heblaw am eitemau eithriedig neu gyfrinachol, a bydd y ffilm ar gael ar y wefan am 12 mis. Cedwir copi o'r recordiad yn unol â pholisi cadw data'r Cyngor.

Gall aelodau'r cyhoedd hefyd ffilmio neu recordio'r cyfarfod hwn

Ar ddechrau'r cyfarfod, bydd y Cadeirydd yn cadarnhau a gaiff y cyfarfod cyfan neu ran ohono ei ffilmio. Fel rheol, ni chaiff ardaloedd y cyhoedd eu ffilmio. Fodd bynnag, wrth fynd i'r ystafell gyfarfod a defnyddio'r ardal gyhoeddus, mae aelodau'r cyhoedd yn cydsynio i gael eu ffilmio ac y defnyddir y lluniau a recordiadau sain hynny o bosibl at ddibenion gwe-ddarlledu a/neu hyfforddi.

Os oes gennych gwestiynau ynghylch gwe-ddarlledu cyfarfodydd, cysylltwch â'r Gwasanaethau Pwyllgorau ac Aelodau ar 02920 872020 neu e-bost [Gwasanethau Democraidd](#)

Mae'r dudalen hon yn wag yn fwriadol

DEMOCRATIC SERVICES COMMITTEE

29 NOVEMBER 2021

Present: Councillor Jones-Pritchard(Chairperson)  
Councillors Goodway, Kelloway, Lay, Naughton, Keith Parry,  
Sandrey and Wong

12 : DECLARATIONS OF INTEREST

No declarations of interest were made in accordance with the Members Code of Conduct.

13 : MINUTES

The minutes of the meeting held on 19 July 2021 were approved by the Committee as a correct record of that meeting.

14 : DEMOCRATIC SERVICES - ACTIVITIES & SERVICE SUPPORT

The Chair invited Gary Jones, Head of Democratic Services, to present the report on the performance of the Council's Democratic Services since the last meeting held on 19 July 2021.

The report included the following matters:

Multi-location meetings

The Council has received funding from the Welsh Government to develop a hybrid meeting system which was being used for the first time in the meeting, with the Chair and Officers present in Committee Room 4 while other members attended remotely. A testing process had been used to develop the requirements for the new conferencing system which will have a range of facilities that will benefit meetings in multiple locations. The procurement was being finalised and it was hoped to conclude the award on 3 December 2021.

Webcasting

The webcasting totals were presented in the report. The total reached by the end of Q2 was 86% of the target for the year. The last meeting of Democratic Services Committee on 19 July 2021 was viewed 87 times, with 17 live and 70 archive views.

Member Development

The report presented information on the Member Learning sessions that had been held and details of attendance. Not all sessions were mandatory. The Monitoring Officer who was in attendance at the meeting is providing a Code of Conduct refresher which is mandatory, with 64 Members having completed the training and dates scheduled for others to do so. The figure for Safeguarding Training had been reached after comparing and compiling figures for training delivered by School Governors and other sources. An outline of Planned Learning was provided. Group

Whips have requested that Member Development activity be focused on mandatory topics until after the Local Government Elections in 2022.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members wondered whether it might be appropriate to ask UNICEF to postpone the Rights of the Child Part B training until after the elections as some Members would be standing down and others not be re-elected. Officers advised that most Members had completed the training but there were some who were outstanding, mostly because they were newly elected. UNICEF was not able to provide training due to the pandemic but now can. A minimum number of Members is required to attend each training session. It was considered it would be good for the training to be completed as it would demonstrate the Council's intention to progress the Child Friendly City. The follow-on session could be deferred until after the election.
- Members sought information on whether attendance at training sessions was higher with remote access than it had been when Members attended in person. Members were advised that early online sessions were well attended.
- Members enquired as to whether there was a way individual Members could ascertain which training sessions they had attended. Officers advised that the information could be made available to Members.
- Members questioned the purpose of requiring Members who would be standing down to attend learning sessions before the elections, and expressed the view that Members seeking re-election would want to spend time canvassing rather than in training. Officers advised that Members would benefit from completing the training.
- Members discussed whether the training available for newly elected members was suitable for their needs. The view was expressed that more pre-election training for candidates would be useful. Following election more practical instruction in the role of a Councillor and navigating the Council would be helpful, as well as mentoring and a buddy system. Some Members expressed criticism of the training for the 2017 intake. Officers advised that the Induction Programme was on the Forward Work Programme for the Committee. Information about the Councillor's role and forthcoming meetings would be made available to candidates prior to the election on the Council website. Any gaps identified in the Induction Programme would be addressed.
- Members were advised that prior to the 2017 election the Group Whips had indicated that they wanted mentoring to be done within the Groups and did not want a formal structure to be put in place by Officers. Members were encouraged to discuss mentoring within their Groups. The view was expressed that Groups would probably want to continue to conduct their own mentoring, but instruction of mentors to promote consistency would be useful.

Members were advised that prospective mentors would be identified with the help of Groups and an excess over requirements would be trained. Some variation between Groups' approaches to mentoring was permissible. It was suggested that not all Members would want to be mentored within their own Groups, especially where female Members wished to be mentored by other female Members. Members were advised that cross-party mentoring was possible where desired.

- Members were also encouraged to put forward suggestions to make Code of Conduct training more engaging and informative.

### Elected Member Personal Safety and Security

The Committee was provided with an update on the take up of the People Safe app. Registering for the app is not mandatory but all members are encouraged to do so. The app represents a significant step up in the protection of Elected Members. There are some challenges in relation to GDPR but these are being addressed. The app will be installed on Members' mobile phones but it would be up to individual Members whether they registered for the app.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members sought clarification on whether Elected Members should register with the Council or the app provider. Officers advised that the Council would give People Safe details of the device that Members most commonly took out and about with them, whether Council provided or personal. People Safe would set up registration with Elected Members. Officers would manage part of the portal and have access to usage data.
- Members discussed the number of permissions that were necessary on the Android version of the app. Officers advised that the matter would be followed up.
- Members were advised that a number of people had inadvertently triggered the app. People Safe had advised users on how to turn down the sensitivity of the app. A training video on use of the app will be circulated.

### Demographic Profile Survey

The Survey was intended to provide data on the make-up of the Council for the purposes of comparison with the composition of the city's population. So far 63 Elected Members, 84%, had responded. Officers are working with Group Whips to gather remaining data. The information will be provided to the Race Equality Taskforce.

Members sought information on the party make-up of the respondents. Officers advised that the survey was anonymous. Group Whips had issued numbers and

Officers had advised Group Whips which numbers they had not received information from. It was pointed out that only a Council breakdown could be made available, as providing a Party breakdown risked undermining anonymity where there were small Party Groups. Members indicated their concern that the privacy of Members should be protected.

### Democratic Services Team – Additional Activities

The Committee was provided with an update on recent activities additional to those planned. Supporting hybrid meeting arrangements had taken longer than expected due to unforeseen complexity. Additional Member briefings on a range of topics had been necessary. There was an internal audit of Members' remuneration which required changes to initial recommendations. Independent Members have been recruited for the Governance and Audit Committee and the Standards and Ethics Committee. The Team has led on the procurement and implementation of the People Safe app. Supporting information has been provided for complaints from the Welsh Language Commissioner. The procurement of a new conferencing system has taken considerable time and the implementation is progressing. The procurement of Zoom has been delayed due to the non-receipt of a single payment, but is now going ahead. Members' mobile phones are being replaced due to obsolescent operating systems. Democratic Services have been involved in developing the requirement for the Complaints, Compliments and Enquiries System. The new Corporate Performance Processes have been developed with a significant Scrutiny input. The Scrutiny webpages have been revamped to increase public engagement.

### Staffing Arrangements and Support for All Party Council Groups

The Council continues to experience significant increase in demand for its services. Some activities had not progressed as far as hoped due to other priorities and various other difficulties. Officers were particularly disappointed that it had not been possible to progress with Potential Candidate Sessions. Acquiring additional committee support staff would ease pressure on the team and allow it to support All Party Council Groups.

### Outcome of Local Government Boundary Review

The Review had raised the number of Elected Numbers to 79 and would lead to additional costs for the team. This would be reflected in the Base Budget for Democratic Services, but would not include any staffing increase.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members expressed concern about the delay in Potential Candidate sessions and wondered whether it might be possible to substitute alternative provision of information for Potential Candidates.
- Members expressed the view that Officers should determine their staffing requirements and that Members should argue the case for the costs of democracy to be ringfenced. The case for additional staff was not being made during the Budget process. Officers advised that there was no process for



growth bids in the Budget. The Committee has been asked whether it considers it beneficial to support Cross-Political Party Working Groups. PRAP had indicated it was not looking for savings from Democratic Services. If Democratic Services were fully staffed and the additional staff recruited it would be possible to support Cross-Party Groups. The difficulty might come in recruiting staff. There is a lack of Welsh speakers in the team which it would be desirable to address.

- The view was expressed that it was difficult to justify a Welsh-essential post if the staff member was not often required to use Welsh. It was more important to get the capacity the Council needed to fulfil its obligations.
- Members discussed support for Cross-Party Groups. The view was expressed that it might be difficult to decide in detail on support for Cross-Party Groups ahead of the Local Government Election, but that a decision in principle could be taken on whether Democratic Services should have the capacity to provide such support if required, and to help with other activities.

#### Draft Independent Remuneration Panel

The Committee was provided with an update on the work of the Panel.

#### Substitution of Senior Salary Roles

The Committee had been asked to consider arrangements for Substitutions in the event of illness or family absence, and information on known arrangements was provided.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members were advised that at issue was the minimum period before a Substitution should take effect, and whether the Council could pay an additional Senior Salary above its permitted 19. Members expressed the view that it would be damaging for diversity if people were hindered from taking the leave they need by not being able to afford to do so. It would be inappropriate to reduce a person's entitlement to remuneration during maternity absence.
- Members were advised that the Council was permitted to exceed the number of Senior Salary Roles but had to inform the IRPW within 14 days. Members were advised that the Substitution of someone previously unremunerated into a Senior Salary role would require approval by the Council.
- Members expressed the view that it was important not to give Elected Members superior benefits compared to Council or other employees.
- Members were advised that the maximum period of family absence or sickness that the Council could remunerate for was 26 weeks.

- Members discussed what should be the minimum period before a Substitution began. Members agreed to set up a Working Group composed of Councillors Jones-Pritchard, Sandrey and Wong, to discuss the issue further.

RESOLVED:

To note the report and accept the recommendations contained therein.

#### 15 : ICT AND AGILE WORKING FACILITIES FOR ELECTED MEMBERS

The Chair invited Gary Jones, Head of Democratic Services, to present the report which outlined what equipment and facilities it was proposed to provide for Elected Members following the Local Government Elections 2022.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members discussed whether it would be possible to allow Elected Members to access Office 365 through their own IT devices rather than Council ones. The view was expressed that there was an advantage in having separate devices. The provision of additional monitors was welcomed.
- Members sought clarification on the provision of printing facilities. Members were reminded that the use of personal printers to print Council material was not permitted. Officers advised that old Council printers were being recycled for use. It has been suggested that Members with a recognised need could purchase printers compatible with their Council device, and that the Council could compensate for the purchase of paper and ink cartridges. Member Services would continue to print letters to constituents. There are no plans to provide printers for all Elected Members. Members could access printing facilities in Council offices.

RESOLVED:

To note the report and accept the recommendations contained therein.

#### 16 : MEMBERS ENQUIRY SERVICE UPDATE

The Chair invited Gary Jones, Head of Democratic Services, to present the update on the Members Enquiry Service. The Committee was provided with a presentation of how the new Service would work.

Members were asked to comment or raise questions on the information received. Those discussions are summarised as follows:

- Members suggested it would be useful to receive notifications if the response to an enquiry was overdue.

- It was suggested that it would be useful if Members were able to generate their own reports to track and analyse enquiries they had received.

Councillors Goodway, Kelloway and Sandrey volunteered to test the new system.

RESOLVED:

To note the report and accept the recommendations contained therein.

17 : FORWARD WORK PROGRAMME

The Chair invited Gary Jones, Head of Democratic Services, to present the Forward Work Programme.

RESOLVED:

To approve the committee's Forward Work Programme (FWP) as at Appendix A

18 : URGENT ITEMS (IF ANY)

No urgent items were received.

19 : DATE OF NEXT MEETING

The next meeting of the Democratic Services Committee is on 24 January 2022 at 5.00 pm via MS Teams.

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**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

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**DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2021**

**Reason for this Report**

1. To enable the Democratic Services Committee to consider the content of its Annual Report for 2021 and approve the arrangements for the report to be finalised and presented to full Council.

**Background**

2. In order to fulfil its terms of reference and to reflect on the support provided to Elected Members, the Committee prepares an annual report for presentation to full Council each year.

**Terms of reference – Democratic Services Committee**

3. The Committee's terms of reference are:
  - (a) To carry out the local authority's function of designating the Head of Democratic Services.
  - (b) To keep under review the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority.
  - (c) To make reports, at least annually, to the full Council in relation to these matters.

**Issues**

4. The Draft Annual Report 2021 is attached at **Appendix A** with detailed information included to reflect the following headings:
  - a. Chair's Foreword
  - b. Membership of the Democratic Services Committee

- c. The Democratic Services Team – Support, Services and Structures
- d. Resources
- e. Key Activities
- f. Collaborative Working and Networks
- g. Performance Information
- h. Forward Plan for 2022

### **Legal Implications**

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

### **Financial Implications**

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

### **Recommendation**

The Committee is recommended to:

- 1) Provide comments on the content of the Committee's Annual Report 2021
- 2) Delegate authority to the Head of Democratic Services, in consultation with the Chair of the Committee, to finalise the Annual Report, having regard to comments provided by Members of the Committee; and
- 3) agree that the Annual Report be presented to full Council on 17 March 2022 by the Chairperson.

**GP JONES**

**Head of Democratic Services**

**18 January 2022**

### **Appendix A: Draft Democratic Services Committee Annual Report 2021**

Background papers:           None

# City & County of Cardiff Democratic Services Committee Annual Report 2021



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

WORKING FOR CARDIFF,  
WORKING TOGETHER



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# Contents

<b>Chair's Foreword</b> .....	<b>3</b>
<b>Membership of the Democratic Services Committee</b> .....	<b>4</b>
<b>Committee Attendance</b> .....	<b>5</b>
<b>Terms of Reference</b> .....	<b>5</b>
<b>The Democratic Services Team – Support, Services and Structures</b> .....	<b>6</b>
Head of Democratic Services .....	6
Committee Services .....	6
Member Services .....	6
Scrutiny Services .....	7
<b>Resources</b> .....	<b>7</b>
<b>Key Activities</b> .....	<b>8</b>
Diverse Council Declaration .....	8
Member Development .....	8
Main Sessions .....	8
E-Learning .....	9
Staffing .....	10
<b>Committee and Member Services</b> .....	<b>10</b>
Multi-location Meetings.....	10
Webcasting .....	11
Elected Member Personal Safety and Security .....	11
Member Enquiry System (MES).....	12
Development of HALO Software for the MES.....	13
Supporting Community Councils.....	13
Education Appeals .....	14
<b>Scrutiny Services</b> .....	<b>14</b>
• Children & Young People Scrutiny Committee .....	14
• Community and Adult Services Scrutiny Committee .....	15
• Economy & Culture Scrutiny Committee .....	17
• Environmental Scrutiny Committee .....	18
• Policy Review & Performance Scrutiny Committee .....	19
• Young People's Participation in Scrutiny .....	21
• Regional Scrutiny Activity .....	21
<b>Internal and External Audits</b> .....	<b>22</b>
Scrutiny.....	22
Members Remuneration .....	22
<b>Collaborative Working and Networks</b> .....	<b>22</b>
• Member Support and Development Lead Member and Officers network.....	22
• Independent Remuneration Panel for Wales (IRPW).....	23
• Officer Networks.....	23

<b>Performance Information:</b> .....	<b>24</b>
Webcasting .....	24
<b>Forward Plan for 2022</b> .....	<b>33</b>
a. Local Government and Elections (Wales) Act .....	33
b. The Implementation of SharePoint .....	33
c. Recruitment .....	33
d. Preparations for the Local Government Elections in 2022.....	33
Committee & Member Services.....	34
f. Continue to develop the Member Enquiries System(MES).....	34
g. Implement the Council's Conference system.....	34
h. Undertake Surveys .....	34
Scrutiny Services .....	34
i. Progress and complete the Internal and External Audit Recommendations. ....	34
<b>Summary</b> .....	<b>34</b>
<b>Structure – Democratic Services 2021</b> .....	<b>36</b>
<b>Roles and Functions</b> .....	<b>37</b>
• Committees Services .....	37
• Member Services .....	38
• Scrutiny Services .....	39
<b>Officer Networks</b> .....	<b>41</b>
• Association of Democratic Services Officers (ADSO).....	41
• South East Wales Scrutiny Officer Network (SEWSON) .....	41

## Chair's Foreword

To be completed following the 24 Jan Committee Meeting

A handwritten signature in black ink that reads "Mike Jones-Pritchard". The signature is written in a cursive style and is positioned above a single horizontal line that extends to the right.

**Councillor Mike Jones Pritchard**  
**Chair, Democratic Services Committee**

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## Membership of the Democratic Services Committee.

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



**Councillor  
Jones-Pritchard**



**Councillor Burke-Davies**



**Councillor Goddard**



**Councillor Goodway**



**Councillor Kelloway**



**Councillor Lay**



**Councillor Naughton**



**Councillor Parry**



**Councillor M Rees**



**Councillor Sandrey**



**Councillor Wong**



**Vacancy**

## Committee Attendance.

Councillor	Possible	Actual
Councillor Mike Jones-Pritchard (Chair)	3	3
Councillor Jennifer Burke-Davies	3	2
Councillor Susan Goddard	3	2
Councillor Russell Goodway	3	3
Councillor Kathryn Kelloway	3	2
Councillor Chris Lay	3	2
Councillor Dan Naughton	3	3
Councillor Keith Parry	3	3
Councillor Mia Rees	3	1
Councillor Emma Sandrey	3	3
Councillor Peter Wong	3	3
Councillor Fenella Bowden <sup>1</sup>	2	0

## Terms of Reference.

The remit of the Democratic Services Committee is:

- (a) To carry out the local authority's function of designating the Head of Democratic Services;
- (b) To keep under review, the adequacy of provision of staff, accommodation and other resources made available to discharge the democratic services functions of the Authority;
- (c) To make reports, at least annually, to the full Council in relation to these matters.

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<sup>1</sup> Retired on 29 September 2021

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

### **Head of Democratic Services**

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

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

### **Committee Services**

At present, the team consists of five members of staff made up of the Committee and Member Services Manager, two Senior Committee Member Services Officer's, one Committee and Member Services Officer and a temporary Committee Services post.

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

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

The Committees Team also co-ordinates the delivery of the audio visual and webcasting facilities for Council and its committees.

### **Member Services**

At present, the Member Services Team consists of three Member Support Officers who are managed by the Committee and Member Services Manager. The team supports all 75 Elected Members and provides them with a first point of contact to address any queries they may have.

### **Scrutiny Services**

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

Scrutiny Services support the following Scrutiny Committees.

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

### **Resources**

The budget allocation for 2021/22 for the Democratic Services Team was £2.680m which was allocated as follows to the relevant service areas.

<b>Service</b>	<b>Net Budget £000</b>
<b>Democratic Services</b>	841
<b>Member Services</b>	1,839
<b>Total</b>	<b>2,680</b>

The latest financial projection indicates that:

- Democratic Services Team will achieve a balanced position at the end of this financial year.
- Member Services are estimating an underspend of £8,000, this is due revised in year projections and alternative funding for software costs from Capital bids and use of reserves.

## Key Activities

### Diverse Council Declaration

In July the Democratic Services Committee considered a letter and report from the Welsh Local Government Association (WLGA) Council regarding a Diverse Council Declaration.

The intention of the declaration was to:

- Provide a clear, public commitment to improving diversity;
- Demonstrate an open and welcoming culture to all;
- Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and
- Set out an action plan of activity ahead of the 2022 local elections.

The committee agreed to develop an action plan within the Committee's remit and budget to support the Diverse Council intentions of the WLGA Council and that the Chair write to key stakeholders for their support for a Diverse Council Declaration.

To support the Diverse Council Declaration a Demographic Profile survey was undertaken and completed by 88% of Elected Members. The data will be analysed and be used as a benchmark for diversity for the Council.

### Member Development

A Member Development Programme to support all Councillors and provide opportunities for collective and individual learning was planned and implemented with the following sessions provided and attended: -

#### Main Sessions

Date(s)	Event	Attendance	
		Actual	%
11-Feb-21	Children's Services Briefing	29	38.67%
12-Mar-21			
16-Feb-21	Planning	35	46.67%
18-Feb-21			
25-May-21	Replacement LDP	24	32.00%
29-Jun-21	Cardiff Commitment Vision	20	26.67%
05-Jul-21	Youth Justice Update	24	32.00%



Date(s)	Event	Attendance	
		Actual	%
29-Jun-21	Code of Conduct Refresher	72	96.00%
08-Jul-21			
29-Jul-21			
07-Sep-21			
15-Nov-21			
29-Nov-21			
15-Dec-21			
06-Sep-21	Unconscious Bias	24	32.00%
09-Sep-21			
28-Sep-21	Covid-19 Vaccination Delivery Plan	20	26.67%
Various since 2017	UN Child Rights Practice Part A	64	85.33%
Various since 2017	UN Child Rights Practice Part B	60	80.00%
01-Nov-21	Drop in Session - Draft IRPW Annual 2022-23	7	9.33%
04-Nov-21	Personal Safety and Security Refresher	8	10.67%

### E-Learning

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

The primary use of the E-Learning portal in 2021 was to enable Elected Member to completed safeguarding awareness. The completion data for the various safeguarding awareness sessions is as follows:

Event	Attendance	
	Actual	%
Safeguarding Awareness	59	78.67%

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

## **Staffing**

To address vacancies in the Committees Team following the inability to recruit to the role of Note Taker for Education Appeals, options are being progressed to provide career opportunities within the team and enhance its capacity to support and develop services for Elected Members.

Following the resignation of a Principal Scrutiny Officer in March 2021 the team recruited a replacement PSO to maintain the level of staffing within the team.

At its meeting on 29<sup>th</sup> November 2021, the committee agreed to support the provision of additional staffing to enable the provision of All Party Council Working Groups and to bolster the additional requirements and support for multi-location meetings.

## **Committee and Member Services**

### **Multi-location Meetings**

The Local Government and Elections (Wales) Act 2021 requires Local Authorities to develop arrangements for “holding meetings in multiple locations”. The Constitution Committee considered a report on this issue at its meeting in December 2021. [Interim Guidance for Local Authority Multi-Location Meetings](#) has been provided by the Welsh Government which will provide directions for how meetings can be held whether fully remotely, face to face or as hybrid meetings.

The authority received funding from the Digital Democracy Fund to develop a hybrid meeting system and some progress has been made in developing this functionality. The Democratic Services Team has been heavily involved in a number of hybrid meeting demonstrations that have been held with officers, members and Committee Chairs. The Democratic Services Committee meeting held on 29 November 2021 was the first successful public multi-location meeting provided by Cardiff Council.

The feedback from these engagements assisted in providing an understanding of the current system capabilities, its limitations and to assist in development of the requirements for the new conferencing system. This system will be able to primarily operate in the three main Council venues, Committee Room 4, County Hall Council Chamber and City Hall Council Chamber. The system will include new wireless microphones, displays,

translation facilities and support for the hard of hearing. There will be meeting control software which will support: electronic voting for committee members (remote and in person attendees), speaker queues, camera control and will integrate with our existing webcasting provider.

This procurement has now been finalised and there will be a significant period of implementation and development which the Democratic Services Team and other stakeholders will need to undertake in early 2022.

### **Webcasting**

The Council has a webcasting contract with Public-I. Public meetings have been live-streamed or recorded for subsequent upload to the Council webcast website. Those meetings which contained predominantly exempt items were not recorded or webcast. Table 1 below provides a summary of the webcasting information for 2021.

**Table 1**

<b>Summary 2021</b>						
Webcast title	Number of meetings	Actual duration	Avg. length of viewing	All views	Live views	Archive views
Council	9	33:35:40	00:31:55	3799	1368	2431
Cabinet	11	13:29:08	00:25:45	4750	459	4291
Planning	10	36:07:36	00:38:08	4022	1410	2612
Scrutiny	47	102:55:53	00:36:20	3568	662	2906
Governance & Audit	8	14:28:05	00:28:15	974	108	866
Others	47	56:06:02	00:21:21	18	1895	312
<b>Totals</b>	<b>132</b>	<b>256:42:24</b>	<b>00:30:17</b>	<b>17131</b>	<b>5902</b>	<b>13418</b>

The current data shows an increase of 21.69% on the number of views in 2020 when there were a total of 14,077 views. The corporate webcasting target for 2021-22 relates to a total of 7,500 views, but with the impact of the coronavirus and the requirement to make meetings available to the public, the number of webcast views has increased. There were **10,866** views in the first 3 quarters of 2021/22 which exceeds the target by **44.88%**.

### **Elected Member Personal Safety and Security**

Following the tragic death of Sir David Amess, the Chief Executive directed that a proactive approach be developed to support the Personal Safety and Security of Elected Members.

This led to a Personal Safety and Security Refresher session being held on 4 November 2021 which outlined the simple actions which could be taken by Elected Members to protect themselves when working in their communities. In addition, the session advised attendees of how to access the Council's ALERT system and of the implementation of the "Peoplesafe" app for all Elected Members.

At that time, the Authority was in the final stages of the procurement of "Peoplesafe" services which was intended to enhance the minimum level of lone working protection not only for Elected Members but for all of the Council's lone workers. Democratic Services are working with the Corporate Security Manager and the project lead to deploy the app to all Elected Members who would like to use it. The cost of the licenses is being met corporately.

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

As at 31 December 2021, 23 Elected Members have had their details uploaded to "Peoplesafe". Nine Elected Members have authenticated their user information with five members actively using the app. Initial feedback has been positive, but a number of inadvertent SOS activations have taken place and the settings on the users device have been adjusted to prevent a recurrence of these incidents. Further work will be undertaken to provide training on the use of the app to all members.

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

### **Member Enquiry System (MES)**

This is one of the key services support provided by the Member Services team and which is used by 73/75 (97.3%) Elected Members. The MES is an important tool to effectively deal

with the issues raised by residents with their Councillor. Logging enquiries provides Senior Managers with data on the key service issues, logging frequency and trends.

The agreed performance target requires that responses to enquiries raised by Elected Members will be provided within 10 working days and the Member Services team is continually monitoring MES for responses to and from councillors, chasing and escalating matters as necessary. The team liaises closely with agents in Directorates and regularly meet with teams to deal with specific issues in particular in relation to Requests for Service. The complexity and multi-service nature of some enquiries means that response times can exceed the 10 working days. This has been exacerbated with the Council focussing support for the communities. Table 2 provides an update on the number and method of reporting Member Enquiries.

**Table 2**

<b>Enquiry Type</b>	<b>Q4 2020/21</b>	<b>Q1 2021/22</b>	<b>Q2 2021/22</b>	<b>Q3 2021/22</b>	<b>Totals</b>
<b>Total Enquiries</b>	<b>1540</b>	1671	1644	1262	<b>6117</b>
<b>Member Self-serve</b>	<b>743</b>	730	758	556	<b>2787</b>
<b>Logged by Officer</b>	<b>797</b>	941	886	706	<b>3330</b>
<b>Time taken to close in days.</b>	<b>11.57</b>	12.34	11.48	8.65	<b>11.16</b>

#### Development of HALO Software for the MES.

The HALO software used to support the MES has required some development to make effective use of its functionality. This will enhance the performance data and community intelligence that can be identified from the enquiries that are logged. The focus of the development has been on the Enquiries Capture form which is planned to be simplified for ease of use. Member of the Committee will be testing the revised forms and following this testing the new form will be implemented in 2022.

#### Supporting Community Councils

Cabinet formally adopted the Community Council Charter on 13 December 2018 and it was agreed that the MES service will be provided to Community Councils on a permanent basis with the use of the service being monitored and reviewed as and when necessary. This service has continue throughout 2021 and has included the circulation of information to

Community Council Clerks to ensure that they were kept up to date with the covid-19 updates for Cardiff.

## **Education Appeals**

The Democratic Services Team currently supports the education appeals process by providing a note-taker which is part-funded by the Education Directorate. A total of 228 education appeals were held in remotely in 2021. This equated to approximately 61 days where a member of the team was supporting an appeal hearing.

## **Scrutiny Services**

This year has seen Scrutiny develop its Recommendations Monitoring Tracker which has provided improved Scrutiny performance data. This information has been utilised in the new format single Scrutiny Annual Report which provides a more public facing focus document encouraging engagement and participation with Scrutiny. The following outlines the other key activities of the Scrutiny Services Team:

- **Children & Young People Scrutiny Committee**

The Children and Young People Scrutiny Committee has a key governance role in assessing service performance, informing service and policy development across a range of Council services, including Education, Social Care for Children, Children's Play and the Youth Service. The Committee also monitors the relevant work streams of the Public Services Board.

The Committee prioritised two key areas of work in 2020 – Youth Justice Service and Schools/Education Pandemic Response and Recovery.

**Youth Justice Service** – the Committee monitored progress in relation to the Youth Justice Service, following the inspection of the service in 2020. This included the implementation of the “All Our Futures” Strategy and Action Plan. The Committee received bi-monthly reports on progress relating to governance; performance of the Youth Justice Board; Performance measures; Service Improvements; Consultation and Engagement; and improved joined up working within and outside the Service. Improvements to the Youth Justice Service is a long-term issue, and the Committee is an integral part of monitoring and reviewing improvements to the Service, and more importantly, improving outcomes for young people within the Service. The Committee's work to date has been acknowledged by HMIP.

**Education & Schools Pandemic Response and Recovery** – since July 2020, the Committee has been monitoring how the Education Service and Schools have responded to the Covid-19 Pandemic, and its plans for Recovery. This has included school safety; ensuring learning and attainment for all; learning from experience and good practice; planning and preparing; funding and budget implications; examinations and assessments; consultation; Post 16 education; and mental health and well-being. During 2021/22, the Committee will continue to monitor pandemic recovery, particularly in ensuring that there is sustainable capacity in mental health, wellbeing and counselling services for young people

In addition to the above, the Committee has also undertaken the pre-decision scrutiny of a number of Cabinet reports relating to school organisational proposals, Child Friendly City Accreditation and the Schools Admission Policy. It has considered the Local Authority Social Services Annual Report, the Valley, Vale and Cardiff Adoption Consortium Annual Report and the Corporate Parenting Strategy.

Finally, on a quarterly basis, the Committee monitors the performance of Children's Services for children who are looked after, children in need, the youth justice service and staffing. The Committee regularly seeks clarification on areas of concern and expectations for improvement, which are always responded to.

### **Task and Finish**

The Committee did not undertake any Task & Finish Inquiries during 2021. However, progress and implementation of recommendations set out in the "Out of County Placements" Inquiry will continue to be a priority for the Committee in the coming year. The Committee has committed to undertake a Task & Finish Inquiry on "Young People Vulnerable to Exploitation" when it returns to business as usual.

- **Community and Adult Services Scrutiny Committee**

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of housing, neighbourhood renewal

and adult social care. As required by the Police and Justice Act, 2006, the Community and Adult Services Scrutiny Committee is also the Council's Crime and Disorder Scrutiny Committee, thereby holding the responsibility to review decisions made or action taken in connection with the discharge of crime and disorder functions.

Over the course of 2021, Committee Members held 9 formal meetings, considered 18 individual items, and submitted 52 recommendations for Cabinet consideration.

Given the significant well-being ramification of the Covid-19 pandemic, the Committee began the year by undertaking in-depth scrutiny of social isolation and loneliness faced by the adult population of Cardiff. Assessing the measures put in place by the Council to ensure that the health and well-being impact of the pandemic is adequately recognised and resourced

Other pertinent topics considered by the Committee during 2021 included the effectiveness of local measures to address and prevent drug-dealing and drug related crime in Cardiff, along with detailed consideration of local management of the Prevent Strategy, which aims to stop individuals becoming involved in terrorism.

In addition, Committee Members continued to provide thorough monitoring of the Council's, Council House Build Programme and offered constructive input into the Council's Design Guide which will be used to underpin Council housing development sites.

During consideration of this year's topics, Members were pleased to welcome various witnesses including key representatives from the Council's executive, Community Safety Partnership Board, Welsh Government, British Red Cross, Age Connects, Project Hope, Religious Representatives, and relevant officers from Shared Regulatory Services. All of whom provided their highly valued knowledge, views, and perspective to best inform the Committee's scrutiny.

### Task and Finish

#### **Closer to Home Project: Out of County Placements for Adults with a Learning Disability**

This year, the Committee submitted an inquiry surrounding the transition process for out of county placements for adults with a learning disability. The inquiry's findings



were initially scheduled to be submitted to Cabinet in spring 2020, however, the subsequent onset of the Covid-19 pandemic and related UK-wide lockdown meant that submission of this report was delayed.

Following substantial research and visits to a range of local and out of county providers, Task Group Members formulated 30 recommendations for Cabinet consideration. Each recommendation was designed to improve transition arrangements for adults with a learning disability who live in out of county provision and may undergo a transition back into county. The recommendations included measures to help ensure clear, transparent communication at every stage of the process, procedures to help identify gaps in local service provision and processes to monitor the quality and skills of an individual post transition. Out of the 30 recommendations made to Cabinet, 29 were either partially or fully accepted, with one recommendation not accepted due to statutory guidance.

- Economy & Culture Scrutiny Committee

In line with the parameters for scrutiny during the pandemic, agreed at Full Council in July 2020, Committee Members have focused their time on pre-decision scrutiny of reports to Cabinet, issues that are time-critical and/ or may have a significant adverse reputational impact on the Council, as well as areas highlighted by Cabinet Members and Directors as benefitting from scrutiny.

During 2021, this Committee has considered a significant number of reports to Cabinet on high-profile regeneration projects, including the International Sports Village, proposed Velodrome, Llanrumney Regeneration, Canal Quarter Regeneration, Atlantic Wharf, Indoor Arena and James Street Regeneration. Committee Members have also scrutinised reports to Cabinet on the Council's response to the pandemic, including City Recovery and Renewal Strategy, Castle Street proposals, and revisions to the Council's contract with GLL regarding the provision of leisure services.

Committee Members scrutinised reports to Cabinet on wider changes to services, such as Into Work and Adult Community Learning, the Old Library, the Norwegian Church, changes proposed in response to an agreed motion to Council on creating a Greener, Healthier and Wilder Cardiff as well as bids for UK Government funding for levelling-up.

Committee Members also scrutinised progress in implementing the Music Strategy and in delivering leisure services via GLL, as well as in responding to a previous Audit Wales

report on leisure services. In addition, Members received a briefing on the Council's work as part of the Western Gateway partnership.

Finally, Committee Members have scrutinised corporate issues, such as the Corporate Plan, Budgetary Proposals and the first stage of the replacement Local Development Plan. Committee Members have been briefed on budget and performance monitoring reports, and did not identify any areas of concern.

Committee Members have continued to question whether proposals are compatible with the Council's commitment to sustainable development and tackling inequality, examining plans through the lens of the Well Being & Future Generations Act as well as the Climate Emergency motion, passed by Council in March 2019.

### Task and Finish

#### **Community Sport in Cardiff**

In October 2021, Members commenced an Inquiry into Community Sport in Cardiff, at the request of Councillor Bradbury. Members heard from Sport Wales, Cardiff Metropolitan University and Sport Cardiff. They invited contributions from neighbouring local authorities that are part of Sport Wales' proposed Central South Regional Sport Partnership. The final report is scheduled to be considered by Committee in January 2022 for submission to Cabinet thereafter.

- Environmental Scrutiny Committee

During 2021, the Environmental Scrutiny Committee have explored and engaged in decision making around a range of topics including Waste Management, One Planet Cardiff, Cardiff Bus Strategy, Cycle Ways, the Coastal Management Programme and the Replacement Local Development Plan.

A common theme that the Committee has continued to focus on has been the Council's response to the Climate Change Emergency and the Council's objective to achieve carbon neutral by 2030. This has included detailed consideration of the draft One Planet Cardiff Strategy and Action Plan as well as scrutiny of associated individual areas such as Air Quality, electric vehicles and infrastructure, Active Travel Routes and Biodiversity. The Committee has made numerous observations and recommendations relating to this.

Particular emphasis has also been placed on the Council's Waste Management Service as it strives to meet the Welsh Government targets for recycling. This has included continued monitoring of Waste Collections during the pandemic as well as examination of the proposed changes for Waste collections and Waste Management under the draft Waste Strategy.

### Task and Finish

#### **Replacement Local Development Plan**

In September 2021, all five Committees considered the Replacement Local Development Plan (RLDP), scrutinising the Vision, Issues and Objectives as well as the Integrated Sustainability Appraisal. This resulted in 8 recommendations as well as several requests, including the wish to establish a Joint Task and Finish Group to progress Scrutiny of future stages of the RLDP. It was agreed that this would incorporate cross-representation from all 5 Scrutiny Committees in order to ensure that all aspects affected by the RLDP are able to be considered. As a result, a Joint Task and Finish Group was established in October 2021, led by the Environmental Scrutiny Committee, to examine the proposed Strategic and Delivery Options as well as the Council's consultation process. The Group have held 3 meetings so far and are currently undertaking a 'Call for Evidence' to help inform the inquiry. The Group are scheduled to continue their work into 2022, with a final report scheduled to be presented to the Scrutiny Committees in March 2022 to inform the Council's future development of the RLDP Preferred Strategy.

- Policy Review & Performance Scrutiny Committee

In 2021 the Policy Review and Performance Scrutiny Committee continued to focus on the Council's policies and plans to recover from the pandemic, specifically those areas of Council business that are the foundation to delivering effective council services in challenging times. Notable highlights are as follows:

The Committee's **Performance Panel** continued to combine the expertise of all five scrutiny committees to secure an impact on the Council's Corporate Planning and Performance Management processes. The Panel met with the Cabinet to consider the Corporate Plan at a policy development stage (February 2021); to consider the year-

end performance 2020/21 (July 2021); and finally, to consider mid-year performance 2021/22 (December). These three meetings offered a total of 98 scrutiny member observations to the Cabinet, many resulting in amendments to the Corporate Plan and to the Council's self-assessment of its performance in line with the requirements of the Local Government (Wales) Elections Act 2020.

Once again, the Committee has focussed heavily on the **financial resilience** of the Council. Committee time has been allocated to the Council's strategy for dealing with the financial challenges ahead, the proposals for the 2021/22 budget and to monitoring the budget at the Outturn 2020/21 and months 4 and 6 2021/22.

The Committee has reviewed the organisation's **performance** and response to the demands of the pandemic in maintaining frontline services, undertaking pre-decision scrutiny of Cabinet reports on **recovery and renewal** in May and October 2021. Members were looking for evidence that more agile decision making is maintained and that the Council becomes more innovative as it looks to establish flexibility between home and office working. In support of the move towards a hybrid working style the Committee commenced a task and finish inquiry into **homeworking**, to examine how the experience of managing remotely during the pandemic can inform future policy on autonomy at work, with a specific focus on the management challenges of supporting home & agile working.

This year the Committee has returned to its statutory responsibility for scrutiny of the **Cardiff Public Services Board**, finding that all statutory partners recognised the value of having a successful partnership of key frontline public service organisations in place. Members commended the high level of trust and spirit of co-operation that had resulted in agility in the speed of decision-making at the onset of the pandemic.

The Committee has engaged with the Council's **Race Equality Taskforce**, affording members a consultative voice on membership, workforce representativeness, and in translating the educational success of BAME communities into employment. It is vital that the Council leads on such topical issues.

Cogniscent of the need for measured and proportionate scrutiny as the organisation continued to recover from an emergency position, this year Members made fewer

requests for bespoke scrutiny progress reports. Having become aware of the challenges faced by the **Governance and Legal Services** directorate, in November 2021 the Committee welcomed the Director's assurance that the Council meets the need for resources to support effective corporate governance, noting that the service had maintained traditional spending commitments in Members Services in recent years. We were also reassured that the Democratic Services budget had not been impacted by Legal Services overspending as it deals with the many challenges of a demand led service, particularly given the increasing number and complexity of safeguarding cases.

The Committee has returned to its long-held interest in corporate wide **sickness absence**, focussing closely on the specific challenges faced by Waste Management. Members recommendations following the scrutiny highlighted the need for work-related stress risk assessments within all service areas and proactive research of both public and private best practice in tackling sickness absence.

- Young People's Participation in Scrutiny

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

- Regional Scrutiny Activity

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

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

The Environment Scrutiny Committee and the Economy & Culture Scrutiny Committees (ECSC) receive regular updates on the work of the City Deal Cabinet and Joint Overview & Scrutiny Committee. Councillor Ramesh Patel was appointed as the Council's representative with Councillor Nigel Howells as a deputy for the Joint Scrutiny Committee.

- **Central South Consortium**

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

## **Internal and External Audits**

### Scrutiny

The Action Plan developed to meet the recommendation of the Wales Audit Office report entitled Overview and Scrutiny – Fit for the Future has been completed. An internal Audit of the Scrutiny Function to ensure that "*Scrutiny Committees demonstrate effective outcomes from Scrutiny activities that represent good value*" was also undertaken with the recommendations expected to be completed at the end of January 2022.

### Members Remuneration

An internal audit was undertaken to ensure the effectiveness of the remuneration of Members. The recommendations were completed by 30 September 2021 and included the revision of the claim form to better align the mileage claims arrangements to the corporate processes. All Elected, Independent and Co-opted Members were advised of the changes in the process.

## **Collaborative Working and Networks**

- **Member Support and Development Lead Member and Officers network**

This network is facilitated by the Welsh Local Government Association (WLGA) with the intention to improve the services and member development opportunities provided to Councillors. The Member Support element of the network are the Heads of Democratic Services or Member Support Officers, with Councillors forming the Development Lead (Elected) Member element of the network. The two networks have joint meetings on a regular basis to share views and ideas.

- **Independent Remuneration Panel for Wales (IRPW)**

The annual meeting of the IRPW with the Chairs of Democratic Services Committees and the Heads of Democratic Services was held remotely on 9 November 2021 to discuss the Draft Annual Report for 2022/23 and proposed determinations in relation to Elected Members.

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

The final IRPW report for 2022/23 is scheduled to be published in February 2022 and a remuneration report will be submitted to Council in May 2022 setting out the key determinations.

- **Officer Networks**

The Democratic Services Team actively participate in other officer networks which assist in developing good practice, sharing information and facilitating the effective provision of support to the Elected Members of Cardiff. These include: the National Scrutiny Network, South East Wales Scrutiny Officer Network, Association of Democratic Services Officers and the Association of Electoral Administrators. Details of these networks can be seen at **Appendix C**.

## Performance Information:

### Webcasting

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

Council								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Council	28-Jan-21	03:50:48	00:35:20	149:02:19	577	183	394
2	Council	04-Mar-21	03:45:05	00:40:23	122:30:15	280	175	105
3	Council	18-Mar-21	04:22:46	00:33:26	128:44:48	450	157	293
4	Council	27-May-21	00:28:32	00:11:44	27:11:57	289	40	249
5	Council	24-Jun-21	03:52:17	00:31:09	103:20:11	326	131	195
6	Council	22-Jul-21	04:14:29	00:41:33	178:00:37	506	168	338
7	Council	30-Sep-21	04:10:52	00:34:12	103:46:31	409	173	236
8	Council	21-Oct-21	04:30:41	00:36:03	120:47:37	462	160	302
9	Council	25-Nov-21	04:20:10	00:23:26	104:44:30	500	181	319
<b>Totals</b>			<b>33:35:40</b>	<b>00:31:55</b>	<b>1038:08:45</b>	<b>3799</b>	<b>1368</b>	<b>2431</b>

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Cabinet								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Cabinet	13-Jan-21	00:13:52	00:10:07	09:57:03	105	8	97
2	Cabinet	21-Jan-21	00:29:57	00:15:59	33:02:58	219	9	210
3	Cabinet	25-Feb-21	01:14:10	00:45:33	179:56:30	542	41	501
4	Cabinet	18-Mar-21	01:08:44	00:07:44	34:51:12	459	30	429
5	Cabinet	20-May-21	01:48:19	00:40:11	283:22:23	1026	54	972
6	Cabinet	17-Jun-21	01:43:05	00:19:25	98:45:22	522	77	445
7	Cabinet	15-Jul-21	01:44:39	00:13:11	59:33:20	452	55	397
8	Cabinet	23-Sep-21	01:26:36	00:31:39	112:24:36	591	47	544
9	Cabinet	14-Oct-21	01:38:30	00:34:14	144:58:40	536	61	475
10	Cabinet	18-Nov-21	00:45:40	00:29:51	47:46:22	196	31	165
11	Cabinet	16-Dec-21	01:15:36	00:35:25	32:27:56	102	46	56
<b>Totals</b>			<b>13:29:08</b>	<b>00:25:45</b>	<b>1037:06:22</b>	<b>4750</b>	<b>459</b>	<b>4291</b>

Planning								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Planning Committee	27-Jan-21	06:15:12	00:44:16	303:16:48	822	391	431
2	Planning Committee	17-Feb-21	01:17:04	00:14:23	59:43:25	359	86	273
3	Planning Committee	21-Apr-21	02:46:25	00:31:30	94:01:21	286	74	212
4	Planning Committee	10-May-21	04:28:13	00:43:56	144:58:54	394	140	254
5	Planning Committee	16-Jun-21	02:26:13	00:24:40	60:53:00	223	47	176
6	Planning Committee	28-Jul-21	04:18:09	00:31:37	112:47:06	371	73	298
7	Planning Committee	18-Aug-21	03:18:30	00:49:32	149:27:33	377	100	277

Planning								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
8	Planning Committee	06-Oct-21	00:20:17	00:07:13	10:42:53	125	17	108
9	Planning Committee	02-Nov-21	03:54:01	00:56:00	189:29:56	436	168	268
10	Planning Committee	15-Dec-21	07:03:32	01:18:10	377:48:40	629	314	315
<b>Totals</b>			<b>36:07:36</b>	<b>00:38:08</b>	<b>1503:09:36</b>	<b>4022</b>	<b>1410</b>	<b>2612</b>

Scrutiny								
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Children and Young People								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Children and Young People	19-Jan-21	01:09:32	00:10:46	08:26:10	68	8	60
2	Children and Young People	23-Feb-21	04:18:19	00:28:47	12:28:38	71	40	31
3	Children and Young People	15-Mar-21	01:52:59	00:18:03	17:09:32	109	19	90
4	Children and Young People	11-May-21	02:45:37	00:11:20	06:48:32	58	0	58
5	Children and Young People	15-Jun-21	02:06:42	00:29:59	15:29:50	92	0	92
6	Children and Young People	13-Jul-21	02:58:32	00:15:47	13:41:25	98	10	88
7	Children and Young People	21-Sep-21	03:06:34	00:38:28	27:34:41	109	19	90
8	Children and Young People	13-Oct-21	03:57:50	00:33:56	39:02:14	171	35	136
9	Children and Young People	09-Nov-21	01:05:34	00:23:39	11:49:39	55	7	48
10	Children and Young People	09-Dec-21	03:19:04	00:58:19	25:16:23	39	12	27
<b>Totals</b>			<b>26:40:43</b>	<b>00:26:54</b>	<b>177:47:04</b>	<b>870</b>	<b>150</b>	<b>720</b>

Community & Adult Services								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Community & Adult Services	03-Feb-21	02:48:37	00:26:48	23:40:41	111	11	100
2	Community & Adult Services	22-Feb-21	02:20:40	00:27:18	15:01:25	82	21	61
3	Community & Adult Services	10-Mar-21	01:45:25	00:34:45	21:26:03	87	20	67
4	Community & Adult Services	19-May-21	02:44:10	00:45:37	19:00:28	59	0	59
5	Community & Adult Services	07-Jul-21	01:44:17	00:23:27	11:20:14	78	8	70
6	Community & Adult Services	15-Sep-21	01:58:05	00:41:39	20:49:31	80	9	71
7	Community & Adult Services	13-Oct-21	02:09:45	00:27:22	09:07:39	40	0	40
8	Community & Adult Services	10-Nov-21	01:50:18	00:55:09	21:08:37	43	6	37
9	Community & Adult Services	08-Dec-21	01:56:28	00:32:53	12:36:35	42	12	30
<b>Totals</b>			<b>19:17:45</b>	<b>00:35:00</b>	<b>154:11:13</b>	<b>622</b>	<b>87</b>	<b>535</b>

Economy & Culture								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Economy & Culture	22-Feb-21	02:04:32	00:19:50	12:53:38	70	19	51
2	Economy & Culture	11-Mar-21	01:27:06	00:29:15	33:09:16	135	36	99
3	Economy & Culture	13-May-21	02:41:42	00:19:29	16:14:36	86	17	69
4	Economy & Culture	14-Jun-21	01:15:43	00:14:36	09:15:20	76	9	67
5	Economy & Culture	13-Jul-21	01:17:15	00:12:52	10:18:17	74	0	74
6	Economy & Culture	20-Sep-21	01:37:34	00:20:02	13:01:44	72	17	55
7	Economy & Culture	12-Oct-21	00:30:39	00:11:04	05:20:58	52	4	48
8	Economy & Culture	16-Nov-21	02:07:06	00:32:50	14:13:48	36	8	28
9	Economy & Culture	13-Dec-21	02:02:00	00:50:41	25:20:50	55	16	39

Economy & Culture								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
			<b>15:03:37</b>	<b>0:23:24</b>	<b>139:48:27</b>	<b>656</b>	<b>126</b>	<b>530</b>
	<b>Totals</b>							

Environmental								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Environmental	05-Jan-21	02:36:55	00:30:23	23:18:02	107	13	94
2	Environmental	23-Feb-21	03:00:25	00:33:24	19:29:22	68	25	43
3	Environmental	02-Mar-21	01:21:38	00:20:24	17:00:13	82	17	65
4	Environmental	11-May-21	01:25:17	00:17:55	12:32:40	80	10	70
5	Environmental	15-Jun-21	02:41:04	01:23:53	72:42:22	106	22	84
6	Environmental	06-Jul-21	03:53:03	00:53:00	37:59:08	115	29	86
7	Environmental	22-Sep-21	02:06:56	01:03:28	26:26:42	46	8	38
8	Environmental	05-Oct-21	01:43:41	01:02:24	34:19:15	71	11	60
9	Environmental	11-Nov-21	01:33:19	00:29:09	15:04:05	52	14	38
10	Environmental	07-Dec-21	01:46:13	00:45:12	25:36:57	48	17	31
	<b>Totals</b>		<b>22:08:31</b>	<b>00:43:55</b>	<b>284:28:46</b>	<b>775</b>	<b>166</b>	<b>609</b>

Policy Review & Performance								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Policy Review and Performance	20-Jan-21	02:15:12	00:19:15	12:11:41	86	6	80
2	Policy Review and Performance	24-Feb-21	02:34:40	01:10:00	39:40:29	85	31	54
3	Policy Review and Performance	18-May-21	01:55:40	00:44:41	26:04:13	64	17	47

Policy Review & Performance								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
4	Policy Review and Performance	09-Jun-21	02:16:47	00:45:05	30:48:53	70	11	59
5	Policy Review and Performance	14-Jul-21	02:00:33	01:59:49	99:51:26	144	26	118
6	Policy Review and Performance	21-Sep-21	01:47:01	00:37:25	08:06:35	29	0	29
7	Policy Review and Performance	11-Oct-21	02:30:15	00:29:48	14:54:02	60	8	52
8	Policy Review and Performance	17-Nov-21	02:09:17	00:44:10	17:40:12	42	8	34
9	Policy Review and Performance	14-Dec-21	02:15:52	01:01:54	36:06:38	65	26	39
<b>Totals</b>			<b>12:42:37</b>	<b>3:15:41</b>	<b>113:17:40</b>	<b>489</b>	<b>70</b>	<b>419</b>

<b>Scrutiny Totals</b>	<b>47</b>	<b>102:55:53</b>	<b>0:36:20</b>	<b>1041:39:39</b>	<b>3568</b>	<b>662</b>	<b>2906</b>
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Governance & Audit Committee								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Audit Committee	26-Jan-21	02:29:29	00:36:37	38:27:53	179	10	169
2	Audit Committee	23-Mar-21	03:18:14	00:30:36	49:59:11	259	40	219
3	Governance & Audit Committee	20-Jul-21	02:19:02	00:33:39	48:48:00	231	12	219
4	Governance & Audit Committee	28-Sep-21	01:51:55	00:30:00	30:00:59	124	12	112
5	Governance & Audit Committee	19-Oct-21	00:41:12	00:18:22	08:16:07	41	0	41
6	Governance & Audit Committee	02-Nov-21	00:00:00	00:00:00	00:00:00	0	0	0
7	Governance & Audit Committee	23-Nov-21	02:42:30	00:53:38	41:07:31	122	29	93
8	Governance & Audit Committee	07-Dec-21	01:05:43	00:23:04	05:46:09	18	5	13
<b>Totals</b>			<b>14:28:05</b>	<b>00:28:15</b>	<b>06:25:50</b>	<b>974</b>	<b>108</b>	<b>866</b>

Other Committees								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
1	Constitution Committee	22-Jun-21	01:24:25	00:15:26	01:32:41	6	1	5
2	Constitution Committee	13-Dec-21	01:19:43	00:34:06	04:32:48	14	0	14
3	Corporate Parenting Advisory Committee	09-Mar-21	01:28:30	00:15:29	06:11:48	43	4	39
4	Corporate Parenting Advisory Committee	18-May-21	01:29:17	00:14:34	04:51:36	39	2	37
5	Corporate Parenting Advisory Committee	20-Jul-21	01:56:43	00:03:56	00:31:31	8	0	8
6	Corporate Parenting Advisory Committee	19-Oct-21	01:57:08	00:13:53	03:14:26	55	3	52
7	Democratic Services Committee	24-May-21	00:52:10	00:24:37	12:18:50	64	3	61
8	Democratic Services Committee	19-Jul-21	01:19:55	00:45:57	27:34:20	107	17	90
9	Democratic Services Committee	29-Nov-21	02:26:53	00:35:22	16:30:25	53	25	28
10	Glamorgan Archives Joint Committee	22-Jan-21	01:07:50	00:01:28	00:17:47	17	0	17
11	Glamorgan Archives Joint Committee	26-Mar-21	01:01:08	00:17:02	03:41:28	18	2	16
12	Glamorgan Archives Joint Committee	21-May-21	00:57:10	00:00:25	00:05:06	24	0	24
13	Glamorgan Archives Joint Committee	20-Aug-21	00:51:05	00:19:25	06:28:38	33	0	33
14	Glamorgan Archives Joint Committee	19-Nov-21	01:21:28	00:28:33	04:17:04	9	3	6
15	Licensing Committee	30-Nov-21	00:27:52	00:06:20	01:09:50	15	2	13
16	Licensing Sub Committee	08-Jan-21	00:59:33	00:16:14	06:45:55	39	6	33
17	Licensing Sub Committee	15-Jan-21	00:53:23	00:15:44	06:33:30	35	4	31
18	Licensing Sub Committee	26-Mar-21	01:45:46	00:56:19	35:40:31	100	18	82
19	Licensing Sub Committee	01-Apr-21	01:47:14	00:24:45	16:05:15	67	6	61
20	Licensing Sub Committee	09-Apr-21	01:41:06	00:23:39	19:19:14	86	23	63
21	Licensing Sub Committee	15-Apr-21	00:26:39	00:13:14	06:37:04	48	12	36
22	Licensing Sub Committee	21-May-21	02:01:59	00:36:38	15:52:51	44	7	37
23	Licensing Sub Committee	25-May-21	01:18:14	00:16:42	08:04:33	50	16	34
24	Licensing Sub Committee	11-Jun-21	01:31:06	00:30:36	19:54:02	57	7	50

Other Committees								
	Webcast title	Live date	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
25	Licensing Sub Committee	29-Jun-21	01:39:23	00:54:17	32:34:31	67	23	44
26	Licensing Sub Committee	13-Jul-21	03:01:38	00:59:53	40:55:35	69	28	41
27	Licensing Sub Committee	23-Jul-21	01:57:12	00:26:42	08:00:40	27	7	20
28	Licensing Sub Committee	30-Jul-21	01:32:51	00:09:02	01:30:22	11	0	11
29	Licensing Sub Committee	06-Aug-21	00:40:49	00:26:50	08:03:04	27	7	20
30	Licensing Sub Committee	13-Aug-21	00:28:29	00:07:13	03:00:29	28	5	23
31	Licensing Sub Committee	17-Sep-21	03:26:22	00:52:51	20:15:51	55	26	29
32	Licensing Sub Committee	08-Oct-21	00:11:46	00:09:59	01:59:53	14	0	14
33	Licensing Sub Committee	26-Nov-21	01:12:45	00:39:14	10:27:45	43	7	36
34	Pensions Committee	08-Feb-21	00:23:59	00:19:07	14:20:20	68	3	65
35	Pensions Committee	17-May-21	00:46:54	00:12:54	02:47:54	22	0	22
36	Pensions Committee	12-Jul-21	00:24:21	00:19:34	11:24:59	56	0	56
37	Pensions Committee	02-Nov-21	00:09:40	00:03:08	00:47:10	17	2	15
38	Prosiect Gwyrdd Joint Committee	18-May-21	00:16:03	00:26:32	11:03:43	53	10	43
39	Prosiect Gwyrdd Joint Committee	02-Dec-21	00:23:53	00:10:55	01:49:18	11	5	6
40	Public Protection Committee	11-May-21	00:27:37	00:25:54	10:47:40	38	6	32
41	Public Protection Committee	01-Jun-21	00:00:00	00:00:00	00:00:00	0	0	0
42	Public Protection Committee	02-Nov-21	00:22:56	00:14:58	07:44:02	46	12	34
43	Public Protection Committee	30-Nov-21	00:48:08	00:31:11	08:50:10	31	4	27
44	Standard and Ethics Committee Hearing	15-Jan-21	02:43:14	00:12:20	01:51:01	17	0	17
45	Standards & Ethics Committee	03-Mar-21	01:05:32	00:07:38	06:21:50	73	4	69
46	Standards & Ethics Committee	07-Jul-21	00:37:12	00:12:56	05:36:20	57	0	57
47	Standards & Ethics Committee	06-Oct-21	00:59:01	00:10:00	03:10:05	34	2	32
<b>Totals</b>			<b>27:19:37</b>	<b>13:38:11</b>	<b>426:58:57</b>	<b>1179</b>	<b>168</b>	<b>1011</b>

Summary 2021								
	Webcast title	Number of meetings	Actual duration	Avg. length of viewing	Total length of viewing	All views	Live views	Archive views
	Council	9	33:35:40	00:31:55	1038:08:45	3799	1368	2431
	Cabinet	11	13:29:08	00:25:45	1037:06:22	4750	459	4291
	Planning	10	36:07:36	00:38:08	1503:09:36	4022	1410	2612
	Scrutiny	47	102:55:53	00:36:20	1041:39:39	3568	662	2906
	Governance & Audit	8	14:28:05	00:28:15	06:25:50	974	108	866
	Others	47	56:06:02	00:21:21	441:33:55	18	1895	312
	<b>Totals</b>	<b>132</b>	<b>256:42:24</b>	<b>00:30:17</b>	<b>5284:04:07</b>	<b>17131</b>	<b>5902</b>	<b>13418</b>



## **Forward Plan for 2022**

The Democratic Services Team has a range activities that it will need to undertake in 2022.

### a. Local Government and Elections (Wales) Act

This Act is now being implemented and includes a number of topics which have a direct impact on the Democratic Services Team. These include:

- Development of the Scrutiny Website to enhance the engagement and participation of the public in scrutiny activities.
- Supporting the establishment of a Participation Strategy
- Implement the Council's Multi-location meeting policy including a dual language remote facility.
- Implementing the Councils petition scheme and the council's own petition facility on Modern.gov.

### b. The Implementation of SharePoint

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

### c. Recruitment

The outstanding recruitments for the Democratic Services Team will be progressed as a matter of urgency to minimise any impact from the implementation of the Local Government and Elections (Wales) Act on the services provided by the Team.

### d. Preparations for the Local Government Elections in 2022

The Democratic Services Team will support the preparations for the Local Government Elections in 2022.

### e. Delivery of the Member Induction Programme

The Democratic Services Team will co-ordinate the delivery of the Member Induction Programme in accordance with the Elected Member Learning and Development Strategy.

## **Committee & Member Services**

### f. Continue to develop the Member Enquiries System(MES)

To continue to develop the use of the MES to:

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

### g. Implement the Council's Conference system

The team will identify the requirement for a new conferencing system which will replace the existing system and enhance the capability when holding "meetings in multiple locations".

### h. Undertake Surveys

The team will plan and deliver an exit survey early in 2022.

## **Scrutiny Services**

### i. Progress and complete the External Audit Recommendations.

The completion of the Environmental Health audit will assist Scrutiny services to meet its future requirements of the service. The outcomes include:

Identify opportunities to:

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

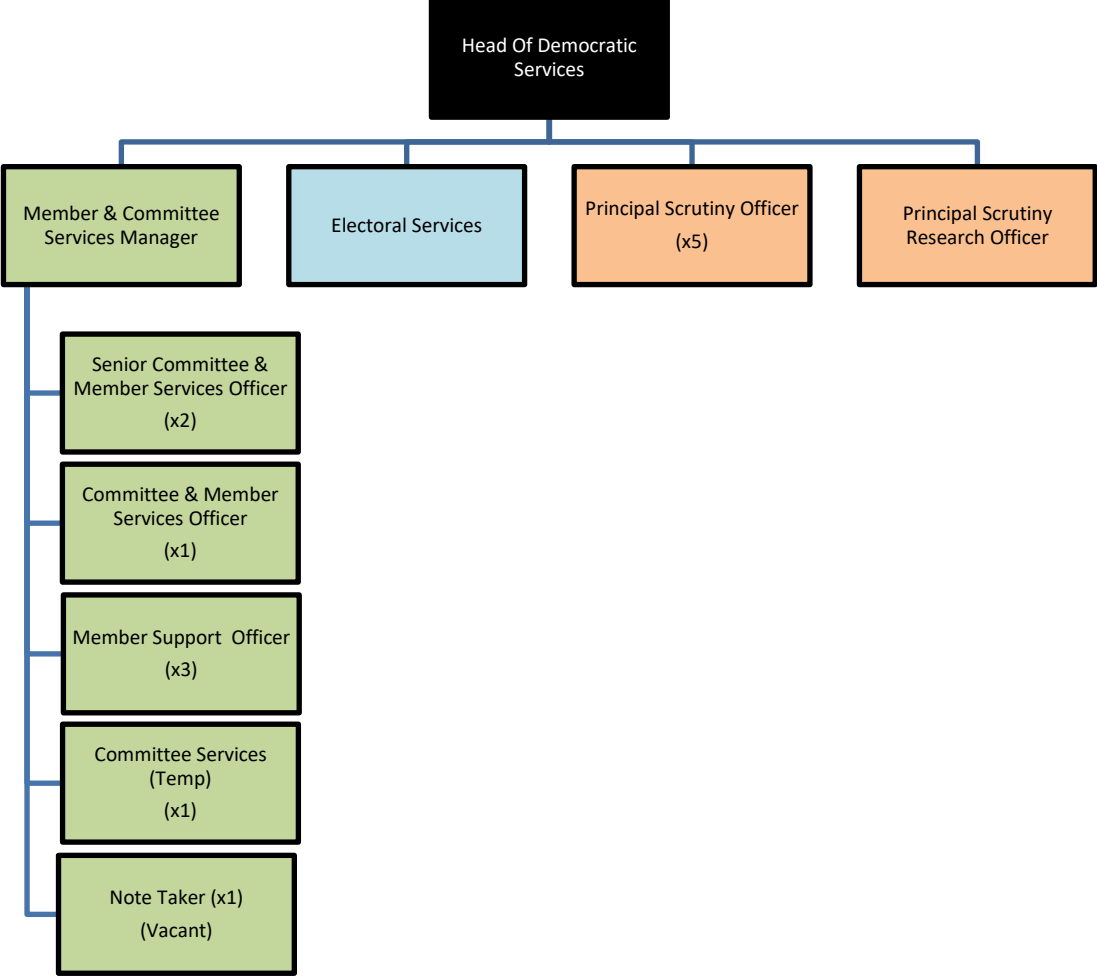
## **Summary**

The Democratic Services Team has had a successful year where the priorities and workloads of the Team have continued to be adversely impacted by the coronavirus pandemic. The Team has continued to develop its services to meet the requirements of new legislation and service needs. Throughout the year the resilience and creativity of the

team have exceeded expectations to deliver outcomes that have supported all Elected Members and the governance arrangements of the Authority.

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Structure – Democratic Services 2021



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## Roles and Functions

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

- **Committees Services**

In addition to administration the team support the following functions:

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

- f. Corporate Support:
  - Emergency Management on call on a rota basis.
  - Representing Member Services at corporate meetings such as Welsh Language Co-ordinators.
- g. Management and development of systems:
  - Modern.Gov.
  - Multi Location meetings and conference systems.
  - Webcasting.
- h. Member Development:
  - Elected Member Learning and Development Strategy.
  - Member Development Programme.
  - Arranging /Liaising with Trainers/ Speakers.
  - Co-ordinating venues & technology.
  - Evaluation of activities and providers
  - Member Development material.
  - Issue notification of Member briefings, information & signposting.

- **Member Services**

The Member Services Team assists all 75 Elected Member by:

- providing face to face contact with Elected Members.
- allocating a dedicated Member Services Officer to support with enquiries concerning Council Services.
- tracking and monitoring Member Enquiries and chasing responses with agents.
- providing general administrative and secretarial service including handling correspondence and emails; typing, scanning, mail merges etc.
- providing advice on data protection and GDPR.
- maintaining an up-to-date contact list of all 75 Elected Members.
- maintaining an electronic record of Members Surgeries; preparing data for publication on website; and preparing surgery notices.
- arranging room bookings for meetings relating to ward matters; with constituents or outside body representatives.
- arranging Welsh translation in accordance with the statutory requirements of the Welsh Language Standards.
- providing stationery and office supplies; and

- overseeing Members' business offices including offices for Chairs and communal Members areas.
  - the first point of access for Members ICT/Telephone; allocation of IT equipment; and early stage troubleshooting support.
  - provide signposting to other information and services relating to the role of Councillor.
- **Scrutiny Services**

a) **General**

Within their terms of reference, Scrutinies will:

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

**Specific functions - Policy Review and Performance**

The Policy Review and Performance Scrutiny will:

- (i) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues.
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options.
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
- (iv) question relevant people and organisations about their views on issues and proposals affecting the area.
- (v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and

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

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

#### **b) Scrutiny**

Scrutinies will:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and/or employees both in relation to individual decisions and over time;
- (ii) review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or service areas;
- (iii) question Members of the Cabinet and/or employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Cabinet and/or appropriate bodies and/or Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the scrutiny and local people about their activities and performance; and
- (vi) question and gather evidence from any person (with their consent).

#### **c) Resources**

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

#### **d) Annual Report**

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



### Officer Networks

- Association of Democratic Services Officers (ADSO)

ADSO was established as a professional association to represent, promote and develop excellent democratic services, for the benefit of all those working within the sector. It is a nationally recognised body with over 900 members across the United Kingdom including the five representatives in Wales who are currently working for Cardiff Council. Members of the Team regularly participate in Regional Workshops in the South West of England to engage with colleagues. ADSO also provides opportunities for training and development for Democratic Services Officers including a Certificate in Democratic Services Knowledge and a Diploma in Local Democracy.

- South East Wales Scrutiny Officer Network (SEWSON)

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

Mae'r dudalen hon yn wag yn fwriadol

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**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**


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**Updated Proposals - Draft Outline Member Induction Programme 2022**
**Reason for this Report**

1. The purpose of this report is seek direction from the Democratic Services Committee on the updated topics for the Council's Elected Member Induction Programme following the Local Government Elections in 2022.

**Background**

2. Following the Local Government Elections in 2022 there will be a number of new and returning Elected Members. To support the effective governance arrangements of the Council, enable the newly elected councillors to undertake the variety of roles they are expected to carry out and to integrate them quickly into the Council following their election, an Elected Member induction is to be provided.
3. The Elected Member Learning and Development Strategy 2019 – 22 was updated and approved by Council on 25 November 2021. It identified 5 Phases of Learning and Development for Elected members. Three of these phases cover the core learning activities following election as a Councillor. These are:

Phase	Title	Description
Phase 1	Administration (first 7 days after election)	<p>Meeting the statutory requirements and establishing newly Elected Members within the Council. Activities include:</p> <ul style="list-style-type: none"> <li>• Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,</li> <li>• Creation of ICT accounts and provision of ICT equipment.</li> <li>• Authority for the use of personal information to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions.</li> <li>• A briefing of the facilities available to Elected Members within the Authority</li> <li>• The taking of official photographs for use on the Cardiff Council website and ID cards</li> </ul> <p><b><u>Expected Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>• All Acceptances of Office completed</li> <li>• Elected Member induction administration completed</li> </ul>

Phase	Title	Description
		<ul style="list-style-type: none"> <li>• Cardiff Undertaking signed by all Elected Members</li> </ul>
<b>Phase 2</b>	<b>The Essentials</b> (Prior to the Annual Meeting of Council following their election)	<p>To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:</p> <p><b><u>Corporate Directors/Directors:</u></b></p> <ul style="list-style-type: none"> <li>• Overview of the Council its services and structures</li> <li>• An overview of the Directorate Policy and Service Provision – policy context, challenges and achievements</li> </ul> <p><b><u>The Monitoring Officer:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to Local Government</li> <li>• Constitution and decision making</li> <li>• Members Code of Conduct</li> </ul> <p><b><u>Head of Democratic Services</u></b></p> <ul style="list-style-type: none"> <li>• Roles of and appointment to committees</li> <li>• Introduction to role descriptions</li> <li>• The electronic meeting systems used at Council and Committee meetings</li> </ul> <p><b><u>Expected outcomes</u></b></p> <p>The following are the expected outcomes from this phase:</p> <ul style="list-style-type: none"> <li>• All Members have a basic knowledge of the Council, its structure and role</li> <li>• Code of Conduct completed by all Elected Members</li> <li>• Elected Members are able to effectively undertake their governance and decision making role at Council meetings</li> </ul>
<b>Phase 3</b>	<b>The Core Functions</b> (3 - 6 months after the Annual Meeting of Council)	<p>To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively.</p> <ul style="list-style-type: none"> <li>• Ward and Casework (including the Member Enquiry System)</li> <li>• Personal Resilience</li> <li>• Corporate Parenting</li> <li>• Safeguarding</li> <li>• Equalities and Diversity</li> <li>• Decision Making for Cabinet Members</li> <li>• Developing effective decision making for those appointed to the following: <ul style="list-style-type: none"> <li>○ Audit Committee</li> <li>○ Constitution Committee</li> </ul> </li> </ul>

Phase	Title	Description
		<ul style="list-style-type: none"> <li>○ Corporate Parenting Advisory Committee</li> <li>○ Council Appeals Committee</li> <li>○ Democratic Services Committee</li> <li>○ Employment Conditions Committee</li> <li>○ Local Authority Governor Panel</li> <li>○ Pensions Committee</li> <li>○ Standards &amp; Ethics Committee</li> <li>○ Licensing Committee</li> <li>○ Planning Committee</li> <li>○ Public Protection Committee</li> <li>○ Overview and Scrutiny Committees</li> <li>● Representing constituents at meetings ie Licensing and Planning Committees</li> <li>● Chairing Skills</li> <li>● Questioning Skills</li> <li>● Using Social media and Handling online Abuse</li> <li>● Managing difficult discussions</li> </ul> <p><b><u>Expected outcomes</u></b>  The following are the expected outcomes from this phase:</p> <ul style="list-style-type: none"> <li>a. Elected Members understand the roles to which they have been appointed.</li> <li>b. Elected Members are more able to carry their role in their wards and for the City.</li> <li>c. Elected Members are aware of their responsibilities when representing the Authority</li> </ul>

### **Issues**

4. Following the Democratic Services Committee meeting held on 24 May 2021 further development has been undertaken on the topics that are being planned for the Member Induction Programme in 2022. This has been achieved by utilising the feedback provided by this committee on the topics suggested by the Welsh Local Government Association (WLGA) and its “Development Framework for Councillors in Wales”.
5. To enhance the initial proposals considered by the Committee, topics provided as part of the Elected Member Induction Programme 2017, likely topics identified from the Local Government and Elections (Wales) Act 2021, other relevant legislation and guidance have been integrated to provide an updated induction programme.
6. To enable a suitable Elected Member Induction Programme to be implemented it should meet the:
  - a. expected outcomes as defined in the Elected Member Learning and Development Strategy.
  - b. requirements of the governance arrangements of the Council.

- c. needs of the individual Councillor and not overload them in the first few months of their term of office.
7. For each of the identified topics the updated programme includes possible descriptions or objectives, proposals for having repeated sessions and has been provisionally scheduled into the following phases of the induction although some of this scheduling may overlap for repeated session:
 

a. Phase 1	Administration	09 - 13 May 2022
b. Phase 2	Essentials	16 - 25 May 2022)
c. Phase 3	Core functions	27 May - 7 October 2022)
  8. In addition, the other learning opportunities planned to be provided by the WLGA which includes E-Learning and Councillor Workbooks. It is acknowledged that there is some overlap between the identified and the additional learning opportunities. The updated draft outline induction programme as attached at **Appendix A**.
  9. Further work will be needed in liaison with WLGA, Senior and other officers to ensure that:
    - a. that the programme includes all relevant topics necessary for a successful Elected Member Induction Programme in 2022.
    - b. a suitable schedule for the delivery of induction topics.
    - c. The final programme is made available to election candidates to enable them to plan their post-election activities.
  10. The Democratic Services Committee is requested to identify any views they may have on the Draft Outline Member Induction Programme 2022 which should be reflected in the subsequent Elected Member Induction Programme.

### **Financial Implications**

11. The costs arising from the provision of the Member Induction Programme are to be contained within the existing Member Development Budget.

### **Legal Implications**

12. Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to secure the provision of reasonable training and development opportunities for its members.
13. The statutory guidance (Chapter 2) in relation to this duty recommends that the Democratic Services Committee (DSC) has overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to members to carry out their functions.

## RECOMMENDATION

14. The Democratic Services Committee is requested to identify any views they may have on the Draft Outline Member Induction Programme 2022 which should be reflected in the subsequent Elected Member Induction Programme 2022.

**GARY JONES**  
**HEAD of DEMOCRATIC SERVICES**  
**18 January 2022**

Appendix A Draft Outline - Induction for Elected Members 2022

### **Background Papers:**

- [Agenda item - Elected Member Learning and Development : City of Cardiff Council \(moderngov.co.uk\)](#) report to Council dated 25 November 2021.
- [Agenda item - Initial Proposals - Member Induction Programme 2022 : City of Cardiff Council \(moderngov.co.uk\)](#) report to Democratic Services Committee on 24 May 2021.
- [Local Government and Elections \(Wales\) Act 2021](#)
- [Local Authority multi location meetings: interim guidance](#)
- [Member Development and Support - WLGA](#)
- [Agenda item - Member Induction 2017 : City of Cardiff Council \(moderngov.co.uk\)](#) report to Democratic Services Committee on 08 March 2017

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# City & County of Cardiff

## Draft Outline Member Induction Programme

2022



# Contents

1.	Welcome and Introduction (Repeated Session) .....	4
2.	Getting to Grips with your IT (Repeated Sessions).....	5
3.	Orientation of Council facilities (Repeated Session) .....	5
4.	What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions).....	5
5.	Council Decision Making, Meeting Procedures and Participation (Repeated sessions) .....	5
6.	Members Personal Safety and Security Briefing.....	6
7.	The Member Enquiries Service and Casework.....	6
8.	City Tour (Repeated Session).....	6
9.	Meeting of Group Whips and Deputies .....	6
10.	Questioning Skills Training for Members (Repeated Session).....	7
11.	Preparing for the Annual Meeting of Council (Repeated Sessions) .....	7
12.	Planning for Members and Role of Planning Committee (Repeated Session).....	7
13.	Introduction to Scrutiny (Repeated Session) .....	8
14.	Cabinet Induction.....	8
15.	Information Governance & Data Protection Workshop (Repeated Session).....	8
16.	Chairing Skills .....	8
17.	Licensing Committee / Public Protection Committee Induction.....	9
18.	Governance & Audit Committee Induction.....	9
19.	Planning Committee Induction .....	10
20.	Safeguarding .....	10
21.	Corporate Parenting .....	11
22.	Community Leadership.....	11
23.	Corporate Policy and Performance.....	11
24.	Welsh Language and the Council's Welsh Language Standards .....	11
25.	One Planet Cardiff .....	12
26.	Equalities and Diversity Workshop (Repeated Session).....	12
27.	Corporate Parenting Advisory Committee Induction .....	12
28.	Local Government Finance.....	12
29.	Education Matters.....	12
30.	Neighbourhood Management Familiarisation of areas & services .....	13
31.	Child Friendly Cardiff .....	13
32.	Biodiversity and Natural Resources.....	13
33.	Regeneration across the City.....	13
34.	Social Housing and Section 106.....	13
35.	The Replacement Local Development Plan.....	13

- 36. Recovery following the Pandemic.....13
- 37. PREVENT.....13
- 38. Other Learning opportunities .....14
- 39. E-Learning.....14
- 40. WLGA Councillor Workbooks for Personal Development.....14

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## Phase 1 Administration (9 – 13 May 2022)

### 1. Welcome and Introduction (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This event is our welcome event for all new and returning Councillors. This is an important session where you will sign your Acceptance of Office of Councillor and meet the Chief Executive; Statutory Officers and the Senior Management team.

Welcome from Chief Executive, Mr Paul Orders, Director Governance & Legal Services, Davina Fiore and Chair of Standards & Ethics Committee.

- Role of Councillors
- Member/ Officer relationship;
- Values of the Council;
- Headline issues for the Council;
- Aims of the session.

#### **Individual signing of Acceptance of Office**

The Chief Executive/Director Governance & Legal Services & Monitoring Officer will be in Committee Room 2. Councillors will be allocated a timeslot at the Welcome desk. Councillors must sign the Acceptance of Office before acting as a councillor and attending the first Full Council meeting.

#### **Declaration of Interests advice.**

All Councillors must register their disclosable interest in the Register of Interests within 28 days. The Deputy Monitoring Officer and officers will be on hand to provide advice and assistance to Councillors to complete this documentation.

**Official Photographs** - which you need to have taken for the Council's website and Council ID badge are being taken in the Riverside Lounge. Your Member Support Officer will be on hand to direct you.

**IT Offer for Councillors** - including a laptop or tablet and mobile phone will be available for demonstration and for you to choose the offer that suits your needs. Information on the offer will be in your welcome pack in preparation for this session. Returning Members will be able to keep their current IT equipment provided it meets current standards and if they wish to do so.

#### **Services Market Place**

This is an opportunity for you to meet all the service directors and some of their teams to find out more about the services we provide and Corporate Plan initiatives and programmes and to discuss their areas of work and pick up information.

## 2. Getting to Grips with your IT (Repeated Sessions)

New Councillors will be allocated a time slot convenient to them at the Induction event to receive the IT policy guidance and an overview of their IT device/s; and the opportunity to collect and sign for their equipment. Further slot can be arranged on Thursday and Friday in accordance with the Councillor availability.

## 3. Orientation of Council facilities (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

For those not familiar with County Hall our Members Services will be available to show Councillors facilities in County Hall. You can also meet your Members Support Officer and receive your ID badge; discuss Business cards; Ward Surgery requirements and understand the support services available to Councillors.

## 4. What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

These sessions will cover:

- Councillor's Code of Conduct; Ethical Standards and Interests;
- Role of Standards & Ethics Committee
- Governance structure & Decision-Making;
- Overview of statutory responsibilities for data protection and handling information safely and compliance with data protection and FOI legal obligations;
- Member safeguarding protocol;
- Use of social media;
- Where to go for advice and further information.

## 5. Council Decision Making, Meeting Procedures and Participation (Repeated sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

The session will provide an opportunity for Elected Members to understand and practice remotely joining and effectively participating in Multi-location meetings

## 6. Members Personal Safety and Security Briefing

Presentation to include:

- Minimising Personal Safety Risks
- Use of Peoplesafe – Lone Working application for your mobile phone
- The Alert System

## 7. The Member Enquiries Service and Casework

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session will provide information on the Members Enquiries Service and how enquiries can be logged to assist you to manage your casework.

### Phase 2 Essentials (16 - 25 May 2022)

## 8. City Tour (Repeated Session)

This is an opportunity for Councillors to visit strategic locations and sites in the Council boundary to get a feel for development; strategic infrastructure and service provision across the city.

### City Tour Itinerary

- Porth Teiger & Inner Harbour
- International Sports Village
- Mount Stuart Square
- Dumballs Road & Brains Brewery
- The Tramshed
- Central Square
- Cardiff University- Innovation Campus & Park Place
- Capital Quarter & Callaghan Square
- Return to County Hall

## 9. Meeting of Group Whips and Deputies

First of monthly meetings with Party Group Whips.

The Chief Whip and Party Group Whips are important links between the Council; their party group and opposition party groups.

Group Whips are asked to attend monthly meetings to discuss the arrangements for business at the Council; nominations for Committees & Outside Bodies; general procedural and behaviour issues; consultations; and external development opportunities.

## 10. Questioning Skills Training for Members (Repeated Session)

This will be a practical “workshop” skills session to give Members the chance to consider some questioning strategies from scenarios, and group working.

## 11. Preparing for the Annual Meeting of Council (Repeated Sessions)

This session will prepare Councillors on what to expect at the first meeting of full Council and will allow Councillors to familiarise themselves with the Council Chamber; layout and the equipment used; provide a briefing on webcasting.

Members will receive the Cardiff Undertaking and be made aware of their responsibilities when signing and affirming their commitment to the Undertaking at Full Council.

To receive a brief overview of reports that will be considered at the Full Council meeting. The Annual Council as the first Council of the year will deal with the following business:

- Election of Lord Mayor & appointment of Deputy Lord Mayor
- Confirmation of the Membership of Council;
- Declaration of commitment to the Cardiff Undertaking
- Election of Leader and Cabinet
- Members Remuneration
- Establishment of Standing Committees of Council; allocation of seats and appointments to Committees;
- Appointments to Outside Bodies
- Calendar of meetings.

## 12. Planning for Members and Role of Planning Committee (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This 2 hour training session is designed to give you a good understanding of how to effectively engage with the numerous aspects of the Planning function. Importantly, it will help you understand the key ‘do’s and don’ts’ with regard to relevant procedures and codes of practice.

The session will cover the following aspects:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

### 13. Introduction to Scrutiny (Repeated Session)

This session will:

- introduce Councillors to Scrutiny and the Scrutiny Team in Cardiff.
- explain the role of a Scrutiny Councillor.
- provide information on support to Scrutiny Members.
- Types of Scrutiny.
- Work programming.
- What happens at a Committee meeting.

### 14. Cabinet Induction

To provide the Cabinet with an understanding of their individual and collective roles and responsibilities.

### 15. Information Governance & Data Protection Workshop (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session is for all members and will provide an understanding of:

- What Information Governance is?
- Information Governance responsibilities
- The Data Protection Act
- Information Security
- Freedom of Information Act
- Records Management
- Guidance and support
- Your Role as a Data Controller
- Where to get advice and further information.

**Phase 3 Core Functions (27 May – 7 October 2022)**

### 16. Chairing Skills



Chairing skills for councillors: An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.

## 17. Licensing Committee / Public Protection Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is mandatory for members of the Licensing Committee and Public Protection Committees and their Sub-Committees and because of the potentially serious consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. The session will:

- Provide an overview of licensing laws.
- An understanding of licensing issues.
- Awareness of points to watch and case studies.
- Compare different types of applications that will need to consider at meetings.
- Give Councillors more detailed understanding and more confident outlook when dealing with all licensing matters.
- Ensure Councillors are in a position to take decisions and avoid any challenge on the basis of bias.
- Where to get advice and further information.

## 18. Governance & Audit Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session will provide members of the Governance & Audit Committee with an outline of:

- the fundamental roles and responsibilities of the Governance & audit committee;
- the Internal Audit Plan and audit recommendations;
- the mechanics of committee business;
- Risk Management processes;
- Treasury Management;
- Internal and external auditor protocols;
- Governance and Assurance;
- Self-assessment.
- Where to get advice and further information

## 19. Planning Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is essential to ensure that the Council's Planning Committee functions in full accordance with relevant procedures, codes of practice and guidance and because of the potentially significant consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. Importantly, it will help you understand the key 'do's and don'ts' and will also give you a good overview of the numerous aspects of the Planning function. There will be opportunities for discussion, numerous breaks and lunch will be provided with the format as follows:

### Morning Session:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

### Afternoon Session:

- Presentation by
- Planning Committee 'dry run'
- Discussion- Key material factors

## 20. Safeguarding

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This is a mandatory session relating to the importance of safeguarding children and vulnerable adults. The session will cover the following objectives:

- To increase knowledge and awareness and the ability to act on concerns about the safety and welfare of adults and children
- To understand the Corporate Safeguarding Policy and share the good practice currently in place
- Understand the indicators of abuse

- Explore the impact of abuse and neglect on adults and children and how to support them
- To develop an understanding of reporting procedures
- Develop a knowledge of the current Safeguarding legislation here in Wales

## 21. Corporate Parenting

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

This is a mandatory session which aims to provide an understanding of the:

- Role of a Corporate Parent
- The difference between Corporate Parenting and Safeguarding
- Abbreviations, acronyms and other terminology used in respect of Corporate Parenting
- Corporate Parenting Strategy
- Corporate parenting arrangements of the Council including the makeup of the Key staff, services and partners delivering support to Children Looked After
- The role of Corporate Parenting Advisory Committee (CPAC)

## 22. Community Leadership

Being a community leader can mean many things this session will assist you to better understand your role to:

- Ensure that everyone has a say including the hard to reach or the disinterested.
- Making sure that the council is aware of the needs of people in your community.
- Empowering your community to support itself.
- Working to enable the council and local people to work together to get things done.

## 23. Corporate Policy and Performance

To provide elected members with an understanding of the:

- Wellbeing and Future Generations Act
- Socio-economic duty
- Council's Performance Management Framework

## 24. Welsh Language and the Council's Welsh Language Standards

Local authorities in Wales have a statutory duty to comply with their Welsh language standards which explain how they as an organisations should use and support the Welsh language. The 'Welsh Language Standards' ensures that the Welsh language is treated no less favourably than English in all Council services.

This session will make you aware of those Welsh language standards which you are expected to comply with in your various roles.

## 25. One Planet Cardiff

To provide an understanding of the Council's vision for a Carbon Neutral City by 2030. One Planet Cardiff is a strategic response to the climate emergency. Climate Change is already shaping our lives. We are living in a climate emergency with stark warnings and evidence globally that urgent action is needed if we are to avert the dangers ahead. Our [One Planet Cardiff Strategy](#) proposes a wide range of ambitious actions that will begin to form the basis of a delivery plan to achieve Carbon Neutrality. It aims to do this in a way that supports new green economies and greater social wellbeing in the city.

## 26. Equalities and Diversity Workshop (Repeated Session)

The Aims of the workshop include:

- Awareness of Equality and Diversity responsibilities, positive actions and hidden barriers.
- Looking at the Protected Characteristics - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Discrimination - direct, indirect, associative and perceptive discrimination, disability discrimination and pregnancy and maternity discrimination.
- Other Prohibited Conduct – hate crime; victimisation, stereotyping, prejudice, bullying and how to report incidents.
- Micro-aggressions
- Unconscious Bias

## 27. Corporate Parenting Advisory Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

Committee Member Induction to include an overview; updated on Annual report and Work Programming

## 28. Local Government Finance

- Where Council gets its funding & how it is spent;
- Budget setting Medium Term Financial Plan;
- Understanding Capital Budget;
- Where to go for advice.

## 29. Education Matters

School Admissions policies and procedures; and other key Education Matters

## **30. Neighbourhood Management Familiarisation of areas & services**

'Solving Local Problems in Partnership" to cover neighbourhood partnerships and hubs

## **31. Child Friendly Cardiff**

Cardiff is the first city in Wales to participate in the UK for UNICEF (UNICEF UK)'s national [Child Friendly Cities](#) and Communities initiative. Our ambition is for Cardiff to be recognised as a Child Friendly City (CFC): a city with children and young people at its heart, where the rights of children and young people are respected by all, a great place to grow up. This session will assist you in understanding what the council is doing to become a Child Friendly City and how you can assist the achievement of this objective

## **32. Biodiversity and Natural Resources**

This was identified from a scrutiny recommendation. Following initial discussions with the Head of Planning to support the use of external facilitators Natural Resources Wales and Wildlife Trust to support the wider requirements, with internal support being provided to provide the Council's perspective and activities.

## **33. Regeneration across the City**

Details to be determined

## **34. Social Housing and Section 106**

Details to be determined

## **35. The Replacement Local Development Plan**

Details to be determined

## **36. Recovery following the Pandemic**

Details to be determined

## **37. PREVENT**

This session is to provide Elected Members with increased confidence in the local implementation of Prevent including safeguarding, early intervention, prevention and the intervention processes. Outcomes include a better understanding of:

- The Prevent Strategy and legislation
- Prevent & Violent extremism: what does this mean? what does it look like?
- Identifying risk and vulnerabilities in individuals
- The range of extremist ideologies present across the city
- How to make a referral

### **38. Other Learning opportunities**

The following are a list of additional learning topics which may be added to the 2022-23 Member Development Programme

- a. Becoming a Dementia Friend
- b. Fraud Awareness

## **Other Learning (Individual)**

### **39. E-Learning**

The following topics are available on the All Wales E-Learning Portal which is being developed with the WLGA.

- Ethics and Standards
- Introduction to Planning
- Planning for Planning Committee members
- Be an Effective Chair
- Well-being of Future Generations Act
- Effective Scrutiny
- Local Government Finance
- Social media
- Respect not Stress (Managing stress and coping with bullying and harassment)
- Social Services and Wellbeing (SSWB) Act
- Introduction to Licencing
- Introduction to Audit and Risk.
- Corporate Parenting\*
- Safonau'r Gymraeg/Welsh Language Standards
- Equality and Diversity
- Get your message across (Public speaking and working with the media)
- Safeguarding, adults, children and young people
- Violence against women domestic abuse and sexual violence
- Community Leadership and Casework
- Time, work and wellbeing

There are a number of E-Learning modules available on the Cardiff Academy including:

- Cyber Security

### **40. WLGA Councillor Workbooks for Personal Development**

These workbooks are designed as an introduction or a refresher to key knowledge areas for councillors which can be used as and when members need the information. They cover a broad range of generic skills as well as specific issues and service and or policy areas and their impact at ward level.

Some of the workbooks have been developed specifically for Councillors in Wales by the WLGA from those provided for members in England by the LGA. Others are new publications written specifically for a Welsh audience.

The workbooks currently available are:

- [NEW: Stress Management and Personal Resilience](#)
- [Corporate Parenting](#)
- [Safeguarding Adults](#)
- [Child Sexual Exploitation](#)
- [Presentations from regional training sessions for Elected Members on their responsibilities towards Gypsies and Travellers](#)
- [Chairing Skills](#)
- [Facilitation and Conflict Resolution](#)
- [Handling Casework](#)
- [Health and Safety in the Council](#)
- [Influencing Skills](#)
- [Making Sustainable Decisions](#)
- [Scrutiny of Finance](#)
- [The Effective 'Ward' Councillor](#)

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**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**CONSULTATION - MULTI-LOCATION MEETINGS POLICY**

**Reason for this Report**

1. The Democratic Services Committee is requested to consider the Council's Draft Multi-Location Meetings Policy being developed by the Constitution Committee and to provide any appropriate feedback as part of this ongoing consultation.

**Background**

2. Under the Local Government and Elections (Wales) Act 2021, local authorities are required to put in place, and publish, arrangements for multi-location meetings, that is, formal meetings where meeting participants may not all be in the same physical place. The meeting arrangements are comprised of the rules and procedures adopted by the local authority in accordance with the statutory requirements, and should be reflected in the Council's Constitution, as appropriate (Statutory Guidance, point 1.3).
3. Alongside the legally mandated arrangements that authorities must make for multi-location meetings, the draft guidance says that authorities should develop a wider policy setting out the detailed systems chosen by the authority for the operation of its multi-location meetings. This policy should be developed in consultation with all meeting participants, including the public.
4. To progress the implementation of Cardiff Council's Multi-Location Meetings Policy the initial draft of the policy was considered by the Constitution Committee on 13 December 2021. The draft policy reflects the interim statutory guidance which indicates that the exact contents of a policy will be agreed at local level. It is suggested that the policy should include:
  - How to decide which meetings will have physical provision made for them, and which will be conducted wholly through remote means.
  - Which online meeting platform or platforms which will be used.
  - How formal notices will be issued, and the publication of agendas and minutes.
  - How exempt matters will be dealt with.
  - Meeting attendance, including deciding where a member is "present".

- How participants who sit as part of committees or bodies subject to the Act will be able to access and participate in the meeting (including support and advice on technology, behavioural and conduct issues).
- How observers (including the public and the press) will be able to access the meeting, and how they may actively participate in the meeting where needed.
- Facilitating broadcast by members of the public and by the authority itself (covered by separate guidance).
- Chairing of meetings.
- The taking of votes.
- Training and peer support to ensure that participants are able to take part.

## Issues

5. The Multi-Location Meetings Policy was updated following consideration by the Constitution Committee. The updated Draft Multi-location Meetings Policy is at **Appendix A**. It includes a number of key issues which are outlined below:

### Determination of meeting types

- a. Physical meetings should not be seen as representing the “gold standard” with multi-location meetings being second best. Physical meetings may be convenient and effective for those most familiar with and comfortable with how they work – but they may also be inaccessible and impractical to many.

### Predominantly Remote Meetings

- b. Cardiff Council administers both the Glamorgan Archives and Prosiect Gwyrdd Joint Committees. Given the challenges of travelling significant distances across the region and the need to ensure maximum participation, these meetings have been initially identified as “predominantly remote meetings”.

### Predominantly Physical meetings

- c. Experience has identified that some meetings such as Public Protection Sub-Committee may be better suited to having a higher level of physical attendance. However, this does not preclude some or all participants attending these meetings remotely if they wish or if there are overriding reasons for doing so. These meetings may include the following committees: Appointments Committees, Council Appeals Committee, Employment Conditions Committee, Licensing Sub Committee, Public Protection Sub Committee, Standard and Ethics Sub Committee (Hearings Panel).

### Multi-location Meetings

- d. All Council, Cabinet and committee meetings must be able to operate as multi-location meetings and ensure that participants are able to attend remotely. The policy identifies opportunities for each decision making body to collectively agree the number of their meetings which are to be held predominantly physically or predominantly remotely during each municipal year.

### Webcasting of Meetings

e. The Council currently has a webcasting contract of 200 hours per year and this provides sufficient time to support the following committees and where resources allow other meetings with a significant public interest can be included:

- Council
- Cabinet
- Planning Committee
- Governance and Audit Committee
- All Scrutiny Committees
- Standards and Ethics Committee

### Guidance within the Policy

f. The policy contains three appendices which relate to:

- Appendix A Guidance For Participants - Joining Remote Meetings
- Appendix B Guidance for Public Participants at Meetings
- Appendix C Guidance For Chairs

It is likely that these 3 appendices will be removed from the main policy but will be referred to in the policy document and available publicly to prevent the need to update the Constitution each time a changes made to any of the appendices. These appendices are expected to evolve following the implementation of the policy and the development of technology and procedures to support it.

### Consultation

6. To support the development and implementation of the multi-location meetings policy, further engagement with Elected Members and other meeting participants will be undertaken. This will also assist in the development and completion of an equalities impact assessment which will accurately reflect the needs of those participating in meetings.
7. The views of Elected Members and Joint Committee Members regarding the policy have been requested. Those officers who support Committees have also been provided with a briefing and an opportunity to identify any concerns regarding the policy by 21 January 2022. The Democratic Services Committee has also been requested to act as a consultee on this policy.
8. Initial discussions with the research team identified that the Citizens Panel with approximately 5,500 public representatives and the Youth Council could form the core of any public engagement. This will then be supplemented with an online public survey at the end of January which will be promoted on the Council social media platforms and incentivised with "Love2Shop" vouchers.

### Progressing the multi-location meetings arrangements

9. Responses from the consultation will be collated and any potential changes will be considered by the Constitution Committee at its meeting on 28 February 2022.

10. Following any changes agreed by the Constitution committee, the multi-location meetings policy will be submitted to Cabinet for approval. A report to Full Council from the Constitution Committee will be submitted seeking approval of any changes required to the Constitution following approval of the policy by Cabinet.

## Legal Implications

11. The Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Part 3, Chapter 4, requires local authorities to broadcast full Council meetings and to make and publish arrangements to ensure that all Council, Committee and Cabinet meetings may be attended remotely (ie. enabling persons who are not in the same place to attend the meeting) – also referred to as 'multilocation meetings'.
12. Meetings must be capable of being held virtually, but individual authorities must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, referred to as 'hybrid meetings') or as physical meetings (although authorities may not mandate physical attendance at meetings).
13. Meeting participants must be able to speak to and hear each other; and for meetings which are required to be broadcast (ie. full Council meetings), participants must also be able to see and be seen by each other.
14. The 2021 Act makes permanent the changes to electronic publication of meeting documentation, which were introduced by the 2020 Coronavirus Meeting Regulations. Under the 2021 Act, all meeting documents, including notices, summonses, agendas, reports and background papers must be published on the Council's website. A note of the meeting, including Members in attendance and decisions made, must be published within 7 working days of the meeting. Notice of meetings is no longer required to be posted at the Council's offices. However, copies of agendas and reports must be made available for the public if meetings are held physically; and the Council is also required to make public access provision for members of the public who cannot access electronic documents (for example, by providing access to computers, copies of documents, or making documents available for inspection.)
15. The 2021 Act also introduces a new duty on local authorities, with effect from 5<sup>th</sup> May 2022, to encourage local people to participate in their decision making and to prepare and publish a public participation strategy detailing how it will meet this duty.
16. When considering arrangements for remote attendance or 'multi-location meetings', authorities must have regard to statutory guidance issued by the Welsh Ministers.
17. The statutory guidance sets out a number of general principles to guide authorities when developing their meeting arrangements, namely, transparency, accessibility, good conduct, Welsh language, local needs and future generations – as detailed in section 2 of the guidance. This sets the framework within which authorities must consider options and decide the meeting arrangements which best suit the authority and the communities it serves.
18. In considering this matter, the Council must have regard to its public sector equality duties under the Equality Act 2010 (including specific Welsh public sector duties).

Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief. When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers and must be able to demonstrate how it has discharged its duty. An Equalities Impact Assessment should be carried out to identify the equalities implications of the proposed arrangements, including inequalities arising from socio-economic disadvantage, and due regard should be given to the outcomes of the Equalities Impact Assessment.

19. The Council must also be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards and consider the impact of its arrangements upon the Welsh language.
20. The Well-being of Future Generations (Wales) Act 2015 requires the Council to consider how its proposals will contribute towards meeting its well being objectives (set out in the Corporate Plan). Members must also be satisfied that the proposals comply with the sustainable development principle, which requires that the needs of the present are met without compromising the ability of future generations to meet their own needs.
21. Other relevant legal implications are set out in the body of the report.

### **Financial Implications**

22. The procurement of the Council's conferencing systems has been allocated funding from the capital programme and the Council's webcasting facility is funded from the Democratic Services budget.
23. A capital bid of £130k has been submitted to meet the ICT requirements for Elected Members following the 2022 Local Government Elections and to enable them to participate in multi-location meetings. This is planned to be supplemented by £40k from the Democratic Services reserve.
24. Funding for any additional requirements to support the provision of multi-location meetings has not been identified and will need to be appropriately sourced in liaison with the Director of Governance and Legal Services.

25.

### **RECOMMENDATION**

The Committee is recommended to:

The Committee is recommended to:

1. Note the provisions of the Multi-location Meetings Policy, set out in **Appendix A** and provide comments as appropriate; and
2. delegate authority to the Head of Democratic Services, in consultation with the Chair, to prepare and submit a response to the Constitution Committee consultation on behalf of the Committee.

**Gary Jones**  
**Head of Democratic Services**  
18 January 2022

**Appendix A - Draft Multi-Location Meetings Policy (Version 0.6 dated 17 December 2021)**

**Background papers:**

- [Local Government and Elections \(Wales\) Act 2021](#)
- [Local Authority multi location meetings: interim guidance](#)
- [Multi-Location Meeting Arrangements : Constitution Committee dated 13 December 2021](#)

# Multi-Location Meetings Policy



## Cardiff Council 2021

## Table of Contents

Foreword.....	4
Overview.....	5
Background.....	5
Legal Requirements.....	5
Policy on Multi-Location Meetings.....	6
Local Authority Meetings.....	6
What are Multi-Location Meetings?.....	7
Participation at a meeting.....	7
Observing a meeting.....	7
The benefits of multi-location meetings.....	7
The challenges of multi-location meetings.....	8
The Meeting Environment in Cardiff.....	8
Physical Venues.....	8
The Technological Requirements.....	9
Control Systems.....	9
Physical Participants and Observers.....	9
Remote Participants.....	9
Remote Observers.....	9
Determining the type of Meeting.....	10
Predominantly Remote Meetings.....	10
Multi-location meetings.....	10
Health and Safety of Participants and Observers.....	11
Establishing the Calendar of Meetings.....	12
The Survey of Meeting Timings.....	12
Attendance at Meetings.....	12
Elected Member and Council Officer Participants.....	12
Remote Participants.....	12
Physical Attendance.....	13
Attendance of other participants.....	13
Recording and broadcasting of meetings by observers.....	13
Record of Attendance.....	14
Observing Meetings.....	14
Webcast meetings.....	14
Use of Cameras.....	11
Physical Attendance of Observers at Multi-location Meetings.....	15



Physical attendance of observers for Remote Meetings.....	15
Online Meeting Platforms.....	15
Publication of meeting information.....	15
Public information.....	15
Non Public Information.....	16
Consideration of exempt or confidential information at meetings.....	16
Access and Participation at meetings.....	17
Training and induction.....	17
Officer Support at meetings.....	17
Voting at Meetings.....	18
Seeking Consensus.....	18
Method of Voting.....	18
A Roll-Call vote.....	18
Chairing meetings.....	19
Chat Function use by Remote Participants.....	19
Appendix A –Guidance For Participants - Joining Remote Meetings.....	20
Preparing for a remote meeting.....	20
Environment:.....	20
Equipment and software.....	20
General Meeting Preparation.....	21
During a Meeting:.....	21
Joining a Formal Meeting using MS Teams.....	22
Other participants.....	22
Joining a meeting by Telephone.....	23
Appendix B - Guidance for Public Participants at Meetings.....	24
Appendix C - Guidance For Chairs.....	25
Prior to the meeting the Chair should:.....	25
At the start of a meeting the Chair should:.....	25
During the meeting the Chair should:.....	25

## Foreword

To be drafted:

DRAFT

## Overview

### Background

1. Arrangements were first made to progress “remote meetings” in the Local Government (Wales) Measure 2011, however this required at least 30% of the attendees to be in attendance in person and was rarely used. At the outset of the coronavirus pandemic in March 2020, the Welsh Government introduced the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 which established a framework for Councils to convene remote meetings for all attendees throughout 2020 and part of 2021.
2. With the implementation of “The Local Government and Elections (Wales) Act 2021 the Welsh Government has provided Councils the power and freedom to convene multi-location meetings which will enable greater accessibility and public participation in local government decision making.

### Legal Requirements

3. Under the Local Government and Elections (Wales) Act 2021 (‘the 2021 Act’), Part 3, Chapter 4, local authorities are required to:
  - a. Broadcast full Council meetings (with effect from May 2022).
  - b. Make and publish arrangements to ensure that all Council, Committee and Cabinet meetings may be attended remotely (i.e. enabling persons who are not in the same place to attend the meeting) – also referred to as ‘multi-location meetings’.
    - Meetings must be capable of being held virtually, but each authority must decide whether their meetings will be held fully virtually, partially virtually (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as ‘hybrid meetings’) or as physical meetings (although authorities may **not** mandate physical attendance at meetings).
    - Meeting participants must be able to speak to and hear each other; and for meetings which are required to be broadcast (i.e.. full Council meetings), participants must also be able to see and be seen by each other.
    - These requirements took effect from May 2021, when the temporary provisions for remote attendance at meetings made under the Coronavirus Meeting Regulations 2020 ended.
  - c. Publish all meeting documents on the Council’s website, including notices, summonses, agendas, reports and background papers (with effect from May 2021).
    - A note of the meeting, including Members in attendance and decisions made, must be published within 7 working days of the meeting.

- Notice of meetings is no longer required to be posted at the Council's offices. However, copies of agendas and reports must be made available for the public if meetings are held physically.
  - The Council is also required to make public access provision for members of the public who cannot access electronic documents, for example, by providing access to computers, copies of documents, or making documents available for inspection.
4. When considering arrangements for remote attendance or 'multi-location meetings', authorities must have regard to the statutory guidance issued by the Welsh Ministers: [Interim statutory guidance on multi-location meetings \(gov.wales\)](https://gov.wales/interim-statutory-guidance-on-multi-location-meetings)
  5. Section 2 of the statutory guidance sets out a number of general principles to guide authorities when developing their meeting arrangements, namely, transparency, accessibility, good conduct, Welsh language, local needs and future generations. This sets the framework within which authorities must consider options and decide the meeting arrangements which best suit the authority and the communities it serves.
  6. The guidance also confirms that the meeting arrangements should be reflected in the procedure rules set out in the constitution.

#### Policy on Multi-Location Meetings

7. Alongside the legally mandated arrangements that authorities must make for multi-location meetings, the statutory guidance says that authorities should develop a wider policy setting out the detailed systems chosen by the authority for the operation of its multi-location meetings.
8. This policy is intended to clarify the arrangements of Multi-Locations meetings for:
  - Participants in meetings convened by the Council;
  - Officers providing support to formal meetings
  - Officers with adjacent responsibilities – for example, those responsible for drafting and clearing reports, attending meetings to present reports to members and officers with supervisory responsibilities on governance matters;
  - Anyone with an interest in the way in which the business of these authorities is conducted

#### Local Authority Meetings

9. Formal meetings of the Council or its committees are convened in accordance with the relevant legislative requirements for those meetings. These meetings are usually held to make formal decisions and are often held in public. Notice of these meetings is published in advance on the Council's website and includes information about the location, timing and business to be conducted. Previously these meetings would have been held with all participants being in physical attendance at a single venue.

## What are Multi-Location Meetings?

10. Multi-location meetings which may have been described previously as “remote” or “hybrid” meetings are meetings of the Council or its committees whose participants are not all in the same physical place. This may include:
  - all participants are in the same physical location except one individual who joins from another location, with a physical public gallery being provided;
  - a roughly equal number of members are present in a physical space with those joining through remote means;
  - all members are joining through remote means but nonetheless a physical public gallery has been made available in a Council venue
  - a meeting taking place wholly through remote means where no physical arrangements have been made.
11. Multi-location meetings offer this Council an opportunity to raise its profile in the community and to bring their work directly into people’s homes. Evidence from the remote meetings held during the pandemic shows that public access to multi-location meetings is likely to be significantly higher than the level of audiences of formal meetings when all meetings were held physically in a single location.

## Participation at a meeting

12. A “participant” of a multi-location meeting is defined in the statutory guidance as a person who takes an active part in that meeting. They might be an Elected Member, a person giving evidence to a committee as a witness, an appellant or claimant on a regulatory matter, someone presenting a petition, or taking part formally in another way.

## Observing a meeting

13. An “observer” of a multi-location meeting is defined in the statutory guidance as a member of an audience, or otherwise spectating, a multi-location meeting. They might be in the same room that a meeting is taking place or they might be observing by remote means.

## The benefits of multi-location meetings

14. Cardiff Council has been convening its meetings by remote means throughout much of 2020 and 2021. While meeting this way has proven to be initially challenging, it has also resulted in a number of benefits”
  - Enhancing and supporting local democracy by demonstrating this Council conducting its business;
  - Making it easier for the public to observe multi-location meetings.
  - Enabling external participants to actively engage at meetings to provide a greater range of views and to enhance decision making.
  - Making the Council more resilient and sustainable. The Wellbeing of Future Generations (Wales) Act 2015 requires relevant authorities to think about, and act on, long term needs in the way that policy is developed and made. Multi-location meetings reduce the carbon footprint of physical meetings (although

digital activity is not of course carbon-neutral). They can also help relevant authorities to reduce the risk of future unexpected events – such as extreme weather – which could in future present a challenge to in-person meetings.

- Reducing the need for travel. Significant time and cost savings for councillors, officers and other participants have arisen particularly for joint bodies.
- It is easier for participants to take part if they have professional and caring commitments.
- Better support for members from diverse backgrounds, by multi-location meetings making it easier for care providers, or disabled people, or people with other protected characteristics, to engage on an equal footing;
- Better behaviours. Although experiences have been mixed, on the whole meeting management and the behaviours of participants have both improved, with less heckling taking place at meetings.

### The challenges of multi-location meetings

15. There have been a number of significant challenges which need to be addressed to support multi-location meetings which include:
  - Suitable technology – before 2020, there was little or no technology other than basic video conferencing and webcasting. The rapid development of remote working technology during the coronavirus pandemic made basic remote meetings possible. The complexity of equipment and software necessary to deliver public multi-location meetings requires a significant further step-change in technology.
  - Reliance on the internet – Participants involved in remote meetings are reliant on having a suitable internet connection to join and maintain their presence in this type of meeting.
  - Cultural change – significant progress was made by the authority its Elected Members and public participants in adapting to remote meetings during the coronavirus pandemic. The development for multi-location meetings provides a significant cultural challenge from the existing processes for all those involved in the decision-making processes of the Council.
  - Accessibility and Security – the wide scale accessibility requirements of multi-location meetings facilities also needs to address the security of information and of meetings particularly when meetings can be recorded and broadcast.
  - Involvement and participation – The level of interest in local government decision-making is low and usually limited to those issues which have a specific personal impact. Whilst the pandemic provided an opportunity to increase the level of observers at meetings it is uncertain whether this will continue as the pandemic eases. Encouraging the public to become involved in the wider decision-making issues facing the Council will be an ongoing challenge.

## The Meeting Environment in Cardiff

### Physical Venues

16. Currently, the Council has a number of venues for its formal meetings with Committee Room 4 in County Hall having a limited multi-location meeting capability. The implementation of the Council's new conferencing system will address the

existing limitations in Committee Room 4 and provide three venues with the ability to fully support multi-location meetings:

- Council Chamber - City Hall
- Council Chamber - County Hall
- Committee Room 4 - County Hall

## The Technological Requirements

17. The delivery of multi-location meetings requires the provision of equipment and facilities to be able those involved to participate or observe meetings as identified below:

### Control Systems

18. Any multi-location meeting will be facilitated by Democratic Services Officers who will use the control systems to ensure that the full range of meeting facilities and functionality can be co-ordinated and integrated for all participants and observers to deliver effective meeting support. The control systems will provide and co-ordinate cameras, audio inputs and outputs, simultaneous translation, speaker queues, electronic voting, integration with the Council webcasting provider and to support participants and observers.

19. The following ICT equipment is required:

### Physical Participants and Observers

- Microphones to enable other participants and observers to hear the meeting proceedings, initiate a request to speak, support electronic voting and enable access to simultaneous translation facilities
- Appropriate cameras to show other participants and observers when the individual speaking
- Display screens to enable those physically participating/observing to see those attending remotely.
- Simultaneous translation equipment
- Audio enhancement and hard of hearing support.

### Remote Participants

- A suitable ICT device with camera and microphone facilities
- Suitable access to the internet.
- Relevant software provided by the Council to support remote attendance at meetings.

### Remote Observers

- A suitable ICT device with an audio output and ideally a visual display
- Internet access to view the Council's webcasting website. [Home - Cardiff Council Webcasting \(public-i.tv\)](#)

20. The rapidly evolution and improvement of technological development in software, equipment and the provision of appropriate security measures require regular review

to ensure the ease of provision and accessibility. This will need to be budgeted for as part of the cost of democracy.

## Determining the type of Meeting

21. The Welsh Government guidance identifies that the needs of local democracy, and the needs of the public in engaging with multi-location meetings, are a paramount consideration in deciding where and when meetings will be convened partially or wholly by remote means. The overriding intention of the Act is to help the public to be able to access and engage with local democratic systems. The convenience of participants and the efficient operation of relevant authorities themselves is important but the needs of the public will come first when these decisions are being made.
22. In addition to Council and Cabinet meetings the Council has 23 committees and sub-committees which support its statutory, regulatory and governance arrangements. There are also two joint committees which are formed by a number of other Local Authorities and which are administered by Cardiff Council.
23. Physical meetings should not be seen as representing the “gold standard” with multi-location meetings being second best. Physical meetings may be convenient and effective for those most familiar with and comfortable with how they work – but they may also be inaccessible and impractical to many.

## Predominantly Remote Meetings

24. The Glamorgan Archive and the Prosiect Gwyrdd Joint Committees have representatives from up to five other Local Authorities across South Wales. Given the challenges of travelling significant distances across the region and the need to ensure maximum participation, these meetings will primarily be held as fully remote meetings.
25. This does not preclude participants meeting physically either in a venue in their own local authority area, where the local authority has several representatives or at a mutually agreed location for a number of participants from differing local authorities where this is seen as beneficial for those participants or the decision-making process.

## Multi-location meetings

26. All meetings must be able to operate as multi-location meetings to ensure that participants, as defined above are able to attend remotely:

- Council
- Cabinet
- Constitution Committee
- Corporate Parenting Advisory Committee
- Democratic Services Committee
- Governance and Audit Committee
- Local Authority Governor Panel
- Pensions Committee
- Standards & Ethics Committee
- Children and Young People Scrutiny Committee
- Community & Adult Services Scrutiny Committee
- Economy & Culture Scrutiny Committee



- Environmental Scrutiny Committee
- Policy Review and Performance Scrutiny Committee
- Licensing Committee
- Planning Committee
- Public Protection Committee

27. Experience has identified that some meetings such as Public Protection Sub-Committee may be better suited to having a higher level of physical attendance. The following are considered to be those multi-location meetings where additional flexibility is needed due to the sensitive nature of these meetings and how they could potentially impact the livelihoods of those participants other than the Council representatives in attendance. However, this does not preclude some or all participants attending these meetings remotely if they wish or if there are overriding reasons for doing so. These include:

- Appointments Committees
- Council Appeals Committee
- Employment Conditions Committee
- Licensing Sub Committee
- Public Protection Sub Committee
- Standard and Ethics Sub Committee (Hearings Panel)

### Use of Cameras

28. Legislation requires participants of meetings that are broadcast to be able to “speak to and be heard by each other” and “to see and be seen by each other”. The ability to see and be seen predominantly applies when a participant is speaking, although for some meetings, participants attending remotely may also be required to ensure that their cameras remain on for the duration of the meeting, i.e. Planning Committee. For other meetings the Chair may use their discretion whether participants are to keep their cameras on when not speaking.

29. There are occasions when a remote participant may need to disable their camera to stabilise their connection to the meeting due to internet issues or because they have been temporarily interrupted by events at their location. If this occurs the participant should use the chat function to inform the meeting Chair and democratic services staff

### Health and Safety of Participants and Observers

30. Attendance at multi-location meetings may require participants and observers to use of display screen equipment or to be seated for extended periods of time. To negate any adverse impacts from attending multi-location meetings remotely participants will be requested to undertake a Display Screen Equipment (DSE) self-assessment to ensure that the configuration of their equipment meets health and safety requirements.

31. It is recommended that a break away from the screen of 5-10 minutes after 1 hour of continuous display screen use or a longer break after 2 hours of continuous screen

use. The Chair should consider the need for appropriate breaks as part the agenda management arrangements of the meeting.

## Establishing the Calendar of Meetings

32. To provide clarity and transparency for participants and observers of council meetings a programme of meeting is developed annually which identifies when, where and how each of the Council's meetings will be held. This is subject to change during the year for operational reasons+.
33. The programme of meetings will avoid wherever possible scheduling meetings being held simultaneously. If this cannot be avoided the relevant Chairs will be consulted and one of the meetings will be undertaken as a fully remote meeting.

## The Survey of Meeting Timings

34. After each local election each committee or decision-making body has the opportunity to determine the most suitable day and time for their meetings to take place. This is also an opportunity for a committee to collectively agree the number of their meetings which are to be held predominantly physically or predominantly remotely during each municipal year. This may be based purely on a percentage of all scheduled meetings or reflect the view that physical attendance for particular topic i.e. Budget meetings which may benefit from a more fluid flow of debate. However, the Council may not mandate that any or all participants attend meetings physically. Meeting participants must be able to attend remotely if they wish to do so.
35. This determination will be reflected in the Council's programme of meetings and published on the Council's website. Where committee meetings are identified as primarily physical in the programme of meetings, this does not prevent committee members from attending meetings remotely.

## Attendance at Meetings

### Elected Member and Council Officer Participants

36. Invitations to meetings will be provided electronically using Microsoft Outlook or the relevant meeting software. The invitation will provide details of the meeting, its location and timings. It will also include links to enable the participants to join remotely should they wish to do so. On receipt of the invitation participants will be requested to indicate their intentions to attend the meeting physically or remotely to enable any necessary administrative and support arrangements to be put in place by Democratic Services.

### Remote Participants

37. Those participants considering attending the meeting remotely should also ensure that they have appropriate internet connectivity to join and maintain their attendance throughout the meeting. When joining remotely from a previously unused location participants are requested to inform Democratic Services and a test meeting will be established to confirm the level of connectivity in readiness for the formal meeting.

38. Detailed Guidance for Participants - Joining Remote Meetings is at **Appendix A**

#### Physical Attendance

39. All committee members are encouraged to physically attend at least one meeting every 6 months of each committee or decision-making body to which they are appointed during each municipal year where it is possible and practicable to do so.
40. On occasions due to physical space, technological issues or specific requirements such as the current need to socially distance in the pandemic, the number the number of physical attendees who may be present at each meeting may be limited. Where this is necessary the Chair of the meeting together with essential officer support for the Chair, multi-location meeting broadcasts and simultaneous translation are given priority for attendance. Consideration will also need to be given to external participants who may also need to attend the physical meeting in order to participate before any remaining spaces are allocated to the political groups in accordance with political balance. The political groups will give priority to any members who have difficulties joining a meeting remotely.

#### Attendance of other participants

41. Meetings are also attended by a range of participants other than committee members. These include invitees, witnesses, officers providing technical or other support, external experts and members of the public asking questions in accordance with the Council Procedure rules.
42. Once the need for additional participants including members of the public (where appropriate) is identified by service area or support officers, they will inform Democratic Services of the details and contact information of the participant. The external participants will be contacted by Democratic Services to confirm their attendance, explain how they can join the meeting either as a physical or remote participant and the meeting procedures. If the external participant is joining the meeting remotely an electronic meeting invitation similar to that of other participants will be sent. They will also be offered the opportunity of a test meeting to provide an element of confidence in the technology and the arrangements that are in place.
43. Detailed Guidance for Public Participants at Meetings is at **Appendix B** (to be developed).

#### Recording and broadcasting of meetings by observers

44. Members of the public are permitted to film or record Councillors and officers at any Council meetings that are open to the public and press, subject to compliance with the [Council's Access to Information Procedure Rules](#), Rule 4A which is summarised as followed:
- The recording or transmission must create no disturbance disruption or distraction to the good order and conduct of the meeting;
  - Any recording must be overt, not covert;
  - There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;

- The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and
- The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions

45. The Council also permits photography and social media reporting of all its public meetings.

### Record of Attendance

46. The attendance of each committee member and participant will be recorded by the Democratic Services Officer(s) supporting the committee. This will be achieved by recording their attendance on a sign in sheet at the physical meeting or using the attendance record from the remote meeting software to confirm attendance at the meeting. These records will be combined and added into the minutes of the meeting before being published on the Council's website.

47. Committee Members are to inform Democratic Services if they are unable to attend a meeting and their apologies will be recorded: at the meeting, in the minutes of the meeting and published on the Council's website.

### Observing Meetings

#### Webcast meetings

48. The main purpose of webcasting is to aid transparency, governance and accountability by giving members of the public, elected members, officers and other interested parties the opportunity to observe meetings without having to attend in person and for the Council to have an official audio and visual record of its decision-making process.

49. The following formal meetings of the Council will either be webcast by being streamed live or recorded for subsequent upload to the Council's webcasting website within 48 hours of the end of the meeting.

- Council
- Cabinet
- Planning Committee
- Governance and Audit Committee
- Children and Young People Scrutiny Committee
- Community & Adult Services Scrutiny Committee
- Economy & Culture Scrutiny Committee
- Environmental Scrutiny Committee
- Policy Review and Performance Scrutiny Committee
- Standards and Ethics Committee

50. Where resources allow, other meetings can be streamed live or recorded for subsequent upload to the Council webcasting webpages, if it is considered by the Chair that the meeting or items being considered at that meeting are of significant public interest.

51. Webcasting does not replace the formal record of the meeting and the decisions taken, which are published on the Council website in the form of minutes and retained in hard copy in accordance with the Council's retention policy.
52. The full [webcasting protocol is included in Part 5 Of the Council's Constitution to:](#)
- Ensure compliance with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.
  - To specify the notifications of webcasting in agenda packs, for public speakers and observers and at the start of each meeting being streamed or recorded
  - To ensure that appropriate signage is provided at physical meeting venues that recording is taking place.
  - Provide the Chair with the discretion to terminate or suspend the webcast in appropriate circumstances
  - Safeguard that no exempt or confidential agenda items will be webcast.
  - The availability of webcasts to be viewed on the Council's website and subsequently stored in accordance with the Council's records management procedures.
  - Allow the removal of webcasts or parts of webcasts by the Monitoring Officer.

#### Physical Attendance of Observers at Multi-location Meetings

53. Observers will also be able to attend the physical element of meetings from the public gallery in each of the primary locations.

#### Physical attendance of observers for Remote Meetings

54. To enable those observers who do not have access to the internet to view either fully remote or non-webcast meetings, they can request to attend a public viewing of that meeting. For viewing a fully remote meeting this will require them to request this facility 48 hours prior to the remote meeting to enable arrangements to be made in Committee Room 4 or another suitable location in County Hall for the viewing.

### Online Meeting Platforms

55. The Council will continue to use Microsoft Teams as its primary remote meeting platform. This platform should only be used by Elected Members from their Council provided devices to maintain the effective security of its meetings. Non-Council devices may be used with prior arrangement with Democratic Services, although the functionality available when using these "guest" devices may differ from that provided by the Council. Other participants are able to join meetings using links contained within the meeting invitation which is circulated to all participants.
56. Zoom will provide support for the simultaneous translation of Welsh at meetings.
57. The Council's conferencing system will include multi-location meeting software which will support simultaneous translation and provide additional meeting functionality.

### Publication of meeting information

#### Public information

58. The production and publication of the Programme of Meetings, public agenda, reports and minutes are facilitated by the Council's committee administration

software [Civica -Modern.gov](#). Meeting participants are sent an email which includes links to the electronic agenda pack three working days prior to a meeting.

59. The software enables the Council to publish public information to its English and Welsh webpages for the public to view. The public are also able to [subscribe to updates](#) on the [Councillors and Meetings](#) webpages and identify any specific meetings or topics which they have an interest in. Once registered, the Modern.gov system will automatically provide them with electronic updates when new information is published on the website.
60. Modern.gov is also available to download as an app from the [App store](#), [Google Play](#) and [Microsoft Store](#) which allows participants, observers and members of the public to view the Councils' meeting information. The Modern.gov app provides a paperless facility which enables participants to annotate their meeting document during their preparation for a meeting.
61. For those participants with an identified need or to provide ease of reading for more complex documents, hard copies can be provided with prior arrangement with Democratic Services.

### Non Public Information

62. Legislation requires that some information is not to be made publicly available and this is known as exempt or confidential information. When this type of information is considered at a formal meeting the documents are published on the Council's intranet and are only available to those entitled to view them. The publication of these documents is also supported by the Modern.gov app but participants will be required to register the device they intend to use for viewing these documents with Democratic Services. Successful registration of a device will provide access to the Councils "private" modern.gov network but will still limit the availability of the information to those entitled to view it.

### Consideration of exempt or confidential information at meetings.

63. When exempt or confidential information is to be considered at a formal meeting, wherever possible the agenda will schedule those items at the end of the meeting, so as to minimise any inconvenience to observers who will be required to leave the meeting at that point.
64. Agenda items which contain public information, and which are not fully exempt or confidential can be considered in a public environment. Should any participant wish to refer to the exempt or confidential information the Chair must be informed, and the meeting should exclude the press and public before continuing.
65. When an exempt or confidential item is planned to be considered the following options may be used to ensure that the information is not shared with others than those entitled to receive it:
  - a. an additional "private" remote meeting can be established by Democratic Services which will only include participants entitled to consider the exempt information. When the meeting moves into exempt session the entitled



participants will leave the public meeting and join the private meeting, leaving the remainder of the participants in the public remote meeting.

- b. request that those not entitled to consider the exempt information leave the public remote meeting or be moved to the “virtual” lobby whilst the exempt information is considered.

66. The meeting recording and webcast will be paused and a notification that the meeting is not currently open to the public will be displayed on the broadcast. In the physical part of the meeting any observers will be requested to leave the room whilst the exempt item is considered.
67. When consideration of the exempt information has been completed and there are further public items to be considered, all remote participants will be invited to re-join the public remote meeting and the recording and webcast will be resumed. The observers or participants attending the physical meeting will be invited to return into the meeting venue.

### Access and Participation at meetings

68. When elected or appointed to a committee or decision-making body, participants who are elected members will be able to use their Council issued ICT devices to receive meeting information and which will provide remote meeting software. Other committee members will be offered council ICT devices but will be able to use their own devices where appropriate.

### Training and induction

69. Committee Members will be provided with an appropriate induction to enable them to actively participate at meetings. The induction will include the use of the software for joining remote meetings, meetings procedures for joining and participating in physical and remote meetings, an understanding of the Code of Conduct and Council’s decision-making process and any committee specific procedures.
70. Training for some committee members is mandatory due to the requirements of the Council’s Constitution or the committee’s terms of reference.
71. A comprehensive guide to joining remotely in formal meetings is at **Appendix A** to this policy.

### Officer Support at meetings

72. Primary support for multi-location meeting will be provided by Democratic Services Officers. This will include the:
  - “Organiser” who will circulate the meeting appointment which will include a link to enable participants to join remotely. The organiser will also monitor the remote participants and assist them to join or re-join the remote meeting.
  - “Clerk” who will support the meeting, facilitate any voting and take the minutes
  - “Recording controller” will facilitate the live streaming of the meeting or the recording and subsequent upload of the meeting to the Council’s webcasting webpage.

- For larger or more technical meetings an additional Democratic Services Officer will support the other Democratic Services officers as necessary during the meeting.
- Technical support and advice may also be provided at the meeting by other specialist officers i.e. Legal, Planning, Scrutiny or Licensing Officers who can assist the Chair, participants and observers at meetings. The support for these meetings may be provided remotely or by physical attendance. Consultation between the relevant officers, their managers and the Chair will be necessary to ensure that appropriate service delivery and support requirements are met.

73. Additional support may be also provided by ICT Officers to ensure that the technology used during meetings operates effectively and that the meeting can be progressed as planned.

### Voting at Meetings

74. The voting arrangements will reflect the requirements in the Council's Constitution.

### Seeking Consensus

75. To negate the need for a formal vote, the Chair can seek a consensus from the meeting participants. The chair will state the recommendation and request that participants confirm if they have any objections to the recommendation(s) and if they do indicate any objection in the chat function in teams accordingly. The Chair will wait approximately 30 seconds to allow participants to indicate their objection and if none are received the recommendations are considered as being carried. If however, there are objections the Chair initiates a vote.

### Method of Voting

76. In a physical meeting voting will be carried out electronically and the names of those voting for, against or abstaining from voting will be recorded electronically.

### A Roll-Call vote

77. The roll call vote requires the Clerk to ask each participant individually if they are for or against the recommendation or if they wish to abstain from the vote. If a participant cannot be contacted to provide their vote, the clerk will continue with the roll-call vote and return to those participants who have not responded following once an attempt to contact all participants has been made. If the participant cannot be contacted after a second attempt to provide their vote and there is a quorum in attendance at the meeting the participant is considered as not in attendance.

78. Responses are recorded and when all of the participants in attendance have indicated their intentions, the Clerk will then collate the responses and inform the Chair of the outcome of the vote.

79. The Chair will announce the outcome of the vote to the meeting and a summary of the vote is pasted into the chat facility in teams to inform the meeting participants of the details of the vote.



## Chairing meetings

80. Chairing a multi-location meeting is very different to chairing a face-to-face meeting and the Chair will be supported to carry out their role as outlined in the Officer Support at meetings section above. The role of the Chair is particularly challenging at a physical meeting with some participants joining remotely. The “balance” between individuals in a room, and those joining by remote means, will have a significant effect on how business will be transacted.
81. Chairs have a particular responsibility to prepare for a multi-location meeting, in a more planned and directed way than might be necessary for a physical meeting. This may involve the Chair consulting with officers, committee members and participants in advance of a meeting.

## Chat Function use by Remote Participants

82. The chat function provides a simple method of enabling the chair to manage the meeting and to enable the remote participants to communicate with the chair. Remote participants should only use the Chat facility for the following occasions:
  - Speak – When the remote participant wishes to speak
  - Declaration – to advise the Chair that the remote participant wishes to make a declaration of interest other than at the Declarations of interest item on the agenda.
  - Point of Order – to notify the Chair that a remote participant has a Point of Order to make and the Chair should invite the participant to speak at the earliest opportunity.
  - Explanation - to notify the Chair that a remote participant has a Point of Personal Explanation to make and the Chair should invite the participant to speak at the earliest opportunity.
83. The “Chat” facility is only to be used for communicating with the Chair and is not to be used for offline discussions with other participants during the meeting.
84. Detailed Guidance for Chairs is at Appendix C

## Appendix A –Guidance For Participants - Joining Remote Meetings

### Preparing for a remote meeting

During a formal meeting participant will be expected to be able to fully interact from your remote location when the meeting starts. The following is a checklist to ensure that you are fully prepared:

#### Environment:

- ✓ Make sure that you set up your device in an area where you are unlikely to be disturbed. Remember that you should be the only person able to hear any confidential or exempt items being discussed.
- ✓ Ensure that your broadband connection is sufficient strong in that location to join and remain connected for the full duration of the meeting. If your broadband signal is weak you may wish to consider attending the physical meeting location. The legislation requires that you are able to be seen and heard.
- ✓ Ensure that your background is neutral and there is nothing that can be seen when you are on camera which may compromise your privacy or challenge your professionalism.
- ✓ Turn your microphone off, but be ready to activate it if you are called to speak. You should deactivate it when you have finished speaking to lessen background noise/interference for others.
- ✓ Have some water handy (off camera) to keep yourself hydrated throughout the duration of the meeting
- ✓ Turn off any noisy gadgets which may be distracting to yourself or other participants.

#### Equipment and software

- ✓ Ensure that your device is connected to the Council's Network between meetings to enable you to receive and manage the latest software and security updates.
- ✓ Check that Microsoft Teams is installed and you are able to connect to others.
- ✓ Check that your microphone is working and that the settings are correct. Too loud and there may be some feedback too quiet and you and the observers won't be able to hear you. Consider using headphones or earphones (with a microphone), similar to those you may use with your mobile telephone.
- ✓ Ensure that the camera is positioned to provide a clear, front-on view of your face. This may require to consider the lighting in the room you're in (for example, sitting in front of a window may plunge your face into shadow). It may also involve putting your laptop on top of a couple of books so that you can look into the camera face on.

- ✓ Fully charge your equipment and ensure that you have easy access to charging facilities as remote meetings have a higher than normal power consumption.
- ✓ Ensure you know how to mute/unmute your microphone and to switch your camera on and off.
- ✓ Ensure you know how to use the "chat" facility as this may be used to show that you wish to speak. You should only use this facility for these purposes and not to conduct private conversations or a commentary as you might in private meetings.
- ✓ Familiarise yourself with the "emergency contact numbers" for the meeting which will provide you with technical support should you have any difficulties during the meeting.

#### General Meeting Preparation

- ✓ Determine how you can easily access the meeting agenda pack. Options may include the use of the latest version of the Modern.gov app on the same or different device, or by viewing reports from the Council's intranet.

**Note:**

If your camera is active during a meeting the "observers" may still be able to see you when you are using other applications on the same screen and you can't see them.

- ✓ When reading the reports consider whether you have any "Declarations of Interest" that you will need to be made at the meeting. Inform Democratic Services of any declarations that you need to make (as these will be read out at the start of a remote meeting) or contact the Monitoring/Legal officer well in advance of the meeting if you need their advice. Do not wait until just before a meeting as this will be problematic to provide you with the appropriate advice. Once you have received any advice please ensure you let Democratic Services know if you will be declaring an interest.

#### During a Meeting:

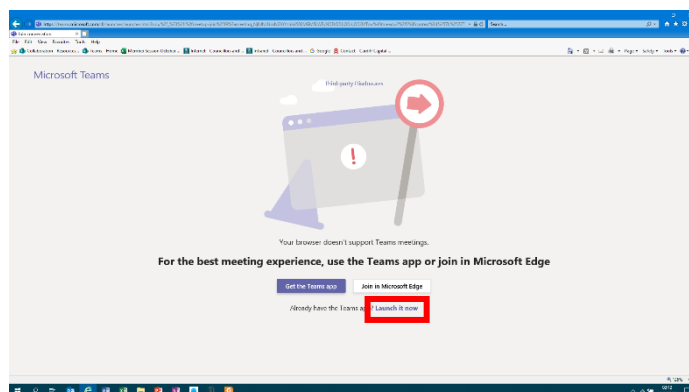
- ✓ Prepare thoroughly. The Chair and the public will assume that everyone has read any reports which are being considered and will be looking for observations and focussed debate.
- ✓ Do not use additional video conferencing software i.e. skype during the meeting as this will put you "on hold" for the main meeting.
- ✓ Remote meetings are likely to need to be shorter and more focused. Focus on the business at hand. Make sure that your contributions are necessary and do not repeat points already made.

**Note:**

It is recommended that all elected members attend a practice remote meeting to familiarise themselves with the remote meetings procedures and software. Please contact Democratic Services for more information.

## Joining a Formal Meeting using MS Teams

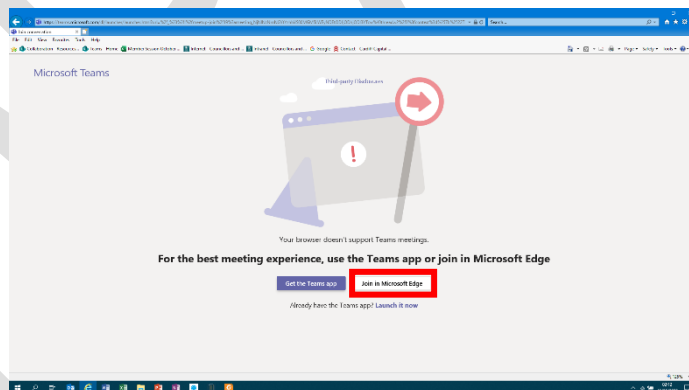
To join a "Teams Meeting" click on the "[Join Microsoft Teams Meeting](#)" links in the Teams calendar appointment. When you click on the link, attendees using Council provided device should be provided direct access to the meeting. However if the following screen is displayed and you have a Council or other device with Microsoft Teams installed on it you should use the "Launch it now" link.



Depending on the configuration of your device you may be placed in a "virtual lobby" or waiting area before being authorised to join the meeting.

### Other participants

If you are not using a Council device you will need to click on the "[Join Microsoft Teams Meeting](#)" links in your invitation or calendar appointment. This will direct you to a webpage and you will need to select either the "Join via the Web" or "Join in Microsoft Edge" options as shown below. When you have clicked on the relevant option and depending on the configuration of your device you may be placed in a "virtual lobby" or waiting area before being authorised to join the meeting.



### **IMPORTANT:**

Elected Members and other participants are requested not to action any prompt they may receive to grant meeting access to individuals in the "Virtual Lobby". Officers from Democratic Services will manage this functionality to ensure that only those entitled to join the meeting are permitted to do so.

Remote meetings will be open at least 15 minutes prior to the start of the meeting as published on the agenda. This will provide an opportunity for all participants to join the

meeting and confirm that their equipment is working appropriately and for officers to provide any additional support that is needed.

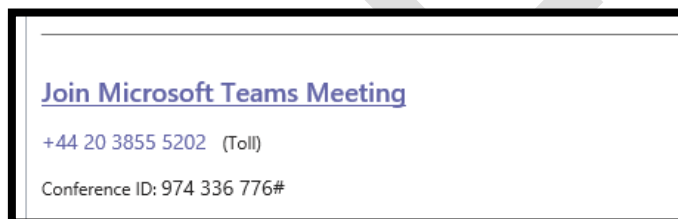
Officers will be monitoring the participants joining the meeting, identifying those who have sent their apologies and those who have yet to join the meeting.

The Chair will join the meeting 5 minutes the start of the meeting to provide any direction to the participants and instruct the Officers to start the recording or webcast of the meeting at the appropriate time.

If a participant is late joining the meeting, they are to send a chat message to advise the chair that they wish to speak. The Chair will invite them to speak. This will then enable them to be added to the record of attendance and provide any declarations of interest (as necessary)

### Joining a meeting by Telephone

In the event of technical issues preventing an attendee from being able to join a meeting using Microsoft Teams each meeting is allocated a conference call number and a Conference Identification number as shown below:



For the meeting shown above, the number to dial into the meeting is shown as +44 20 3855 5202. This requires anyone attempting to dial into the meeting from the UK to dial 020 3855 5205. An automated voice will request that you key in the Conference ID followed by a hashtag. Using your telephone keypad type in the conference ID number i.e. 974 336 776 # for the conference ID shown above.

You will be asked for your name and requested to wait in the virtual lobby. The meeting organiser from Democratic Services will be advised that you are waiting and provide you with access to the meeting.

Note: If you are intending to use the dial in facility for a meeting please inform Democratic Services in advance of the meeting.

# Appendix B - Guidance for Public Participants at Meetings

To be developed

DRAFT

## Appendix C - Guidance For Chairs

### Prior to the meeting the Chair should:

- confirm the purpose and anticipated outcomes for each item on the agenda.
- ensure that any information essential for consideration at the meeting, is made available to participants.
- identify where participants may wish to contribute in the meeting.
- ensure that appropriate arrangements are in place to support effective participation.
- confirm that all participants (which may include external witnesses and members of the public or others) fully understand their role and how they can actively contribute to the meeting.
- ensure that they are aware of which participants are joining remotely.
- Any particular preparation that will need to be taken to If the Chair themselves is joining by remotely whilst other participants are present in a committee room.

### At the start of a meeting the Chair should:

- Consider the accessibility of the meeting to the public, ensuring that observers are welcomed and that the business of the meeting is explained in a way that is understandable, including the operation of the multilocation meeting itself.
- Provide a reminder of meeting arrangements and policies, particularly relating to conduct and behaviour, and any advice on voting arrangements.
- Introduce themselves, the committee, officers present and other participants to ensure that those watching or listening to a broadcast are aware who is in attendance at the meeting.
- Identify how a support officer or other member may bring their attention someone wishing to make a comment through remote means or in the committee room.
- Occasionally confirm throughout the meeting that no one has been 'lost' due to technical issues and provide support to councillors experiencing challenges although additional support may be needed from supporting officers.

### During the meeting the Chair should:

- Brief witnesses on expectations.
- Frame the meeting with reminders of the purpose of each agenda item, summarise decisions and actions for each item and again at the end of the meeting.
- Plan for the debate to be themed or otherwise structured rather than inviting comments generally, to ensure that all participants have an opportunity to contribute.
- develop an understanding the motivations and objectives of individual participants on specific agendas items and a sense what they may want to say and ask.
- avoid people speaking over each other or long silences, ask each member in turn for their contribution to an item, based on an understanding of what members wish to contribute
- ensure that appropriate breaks are taken in accordance with [health and safety](#) requirements
- check that all members are content, that they have been able to contribute, and if necessary, provide a reminder of any voting arrangements.

Mae'r dudalen hon yn wag yn fwriadol



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**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**


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**DEMOCRATIC SERVICES – ACTIVITIES & SERVICE SUPPORT****Reason for this Report**

1. The purpose of this report is to inform the Democratic Services Committee on the performance of the Council's Democratic Services since the last meeting 29 November 2021.

**Background**Role of the Democratic Services Committee

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

**Issues**Member Development

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

a. Completed Learning:

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

Serial	Date	Topic	Numbers Attended	Total % Attended
1.	Previous dates 29 Nov 21 15 Dec 21	Code of Conduct Refresher (Mandatory)	64 5 3	85.33%

Note 1: The completion of this learning is being followed up with individual Members and Political Group Whips.

b. Scheduled Learning:

The following learning topics have been identified and scheduled:

Date	Time	Topic
26 Jan 2022	16:30 – 18:30	Workshop to Raise Awareness of Prevent (WRAP)
03 Feb 2022	12:00 – 14:00	Workshop to Raise Awareness of Prevent (WRAP) (Repeat)
15 Feb 2022	Afternoon (2 hours)	Mentoring Training (2 hours) (see note 1)
17 Feb 2022	Morning (2 hours)	Mentoring Training (2 hours) (Repeat)

Note 1:

Political Group Whips will be requested to identify suitable Members from their groups based on a total of 79 Members with each Mentor having a maximum of 3 mentees to provide the following estimates:

- 14 Labour,
- 7 Conservatives,
- 4 Lib Dems and
- 2 others

Demographic Profile Survey

4. To support the progression of becoming a Diverse Council a demographic profile survey has been circulated to all Elected members to identify a baseline in respect of Councillor diversity. To date 64 responses (85%) were received. The initial outcomes of the survey are at **Appendix A**. This includes data relating to
  - a. Age:
  - b. Male / Female
  - c. Ethnicity
  - d. Personal Partnerships
  - e. Religion
  - f. Disability
  - g. Sexual Orientation
5. Further analysis will be undertaken of the data which will be compared with a similar survey planned to be undertaken following the Local Government Elections in 2022.

Guidance For Elected Member Family and Sickness Absence Substitution

6. This topic was considered at the previous meeting of the Committee where it was agreed that a working group was established to progress the development of a guidance note for Substitution.
7. The working group met on the 4 Jan 2022 where the guidance note attached at **Appendix B** was developed.

8. The Democratic Services Committee is requested to consider the draft guidance note and identify any concerns and how this should be progressed.

#### Updated Members Enquiries System (MES)

9. The development of the MES was outlined at the previous meeting of the Committee. Three members of the Committee agreed to assess the new Member Enquiry Capture Form to determine if it was suitable for implementation. The Elected Members who undertook the assessment are requested to provide their views to the Committee.

#### Elected Member Surveys

10. With the Local Government Elections rapidly approaching an Exit Survey is being prepared for completion in February. The survey will follow a similar format to the 2017 Exit survey Attached at **Appendix C**. This will allow a direct correlation between the two sets of survey data to determine if the measures implemented during this term of office have addressed the concerns raised at the end of previous administration.
11. The survey results and comparative data will be presented to the Democratic Services Committee and the Standards and Ethics Committee as early as possible in the next administration.
12. In addition, the Welsh Local Government Association (WLGA) has confirmed that Data Cymru is to undertake the Statutory Candidates Survey on behalf of the Welsh Government. The Welsh Government are now working on the Survey with Data Cymru. The Head of Democratic Services has been advised that the Welsh Government intend to engage with all Local Authorities in February to clarify the content and distribution of the survey. It is anticipated that the survey will be issued with tight timescales and all Local Authorities will be advised that on the progress that is being made.

#### **Financial Implications**

13. All costs from Democratic Services activities and services support are to be monitored and contained within the respective funding sources and budgets, and any new costs will require an identified source of funding.

#### **Legal Implications**

14. Under the Local Government (Wales) Measure 2011, Part 1, the Democratic Services Committee is responsible for overseeing the democratic services functions of the Council, ensuring this work is adequately resourced; and reporting to full Council accordingly.
15. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:

- (a) to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);
- (b) to promote the role of the authority's Scrutiny Committees;
- (c) to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and
- (d) any other functions prescribed by the Welsh Ministers.

16. In determining how to exercise its functions, the Committee must have regard to the statutory guidance issued by the Welsh Ministers: <https://gov.wales/local-government-measure-2011-guidance> (chapter 3)

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

18. In considering proposals in relation to the substitution of senior salary posts for family absence, Members should note that:

- (i) Substitution is not permitted by law for Cabinet members or Planning Committee members;
- (ii) The appointment of any substitute should be approved by full Council or made in accordance with a procedure rule approved by full Council;
- (iii) The Appointment of Substitute Members Procedure Rule (Constitution Part 4) was approved by Council in March 2019 and sets out the criteria and procedure for the Monitoring Officer to approve a Member's request to appoint a substitute Committee member – this is not currently applicable to a senior salary post; and any suggested amendment will require the approval of Council;
- (iv) Members' entitlement to family absence is governed by the Local Government (Wales) Measure 2011, the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and the Council's Family Absence Procedure Rules (found in Part 4 of the Constitution);
- (v) Members' entitlement to a senior salary is governed by the Independent Remuneration Panel for Wales Regulations and Determinations set out in its Annual Report for the relevant year. Key points are set out in the Discussion Paper at Appendix A; and
- (vi) The Council must be mindful of its equalities duties under the Equality Act 2010; and consider an equalities impact assessment to identify the equalities implications of its proposed decisions.

19. Further legal advice will be provided as proposals are developed.

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

## RECOMMENDATION

21. The Democratic Services Committee is requested to:

- a. Note the information set out in the report.
- b. determine any appropriate course of action regarding
  - Guidance For Elected Member Family and Sickness Absence Substitution and
  - the Member Enquiry Capture Form.

**GARY JONES**  
**HEAD of DEMOCRATIC SERVICES**  
**18 January 2022**

### Appendices:

Appendix A Demographic Profile Survey – Initial outcomes.

Appendix B Guidance for Elected Member Family and Sickness Absence Substitution

Appendix C 2017 Exit Survey

### Background Papers:

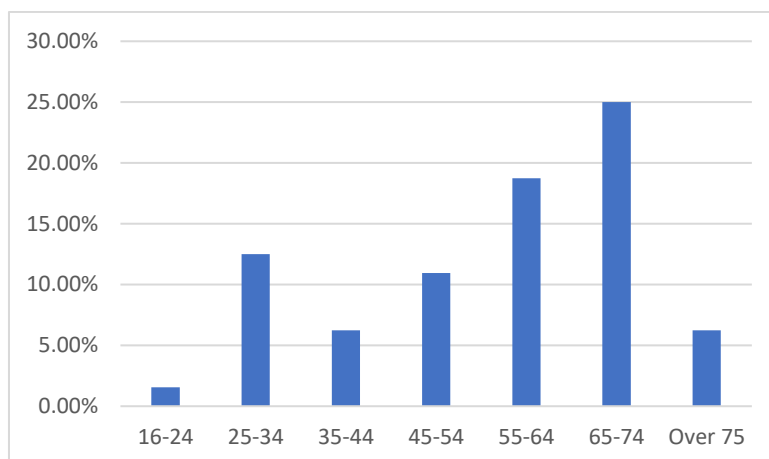
- [Democratic Services Committee](#) dated 29 November 2021.
- [Substitution to Cover Family Absence](#) report to Council dated [30 September 2021](#)
- [Council report, 'Constitution Amendments', March 2019; and Constitution Committee report, 'Appointment of Substitute Committee Members', February 2019](#)
- [Member Exit Survey 2017](#) report to Democratic Services Committee dated 8 March 2017

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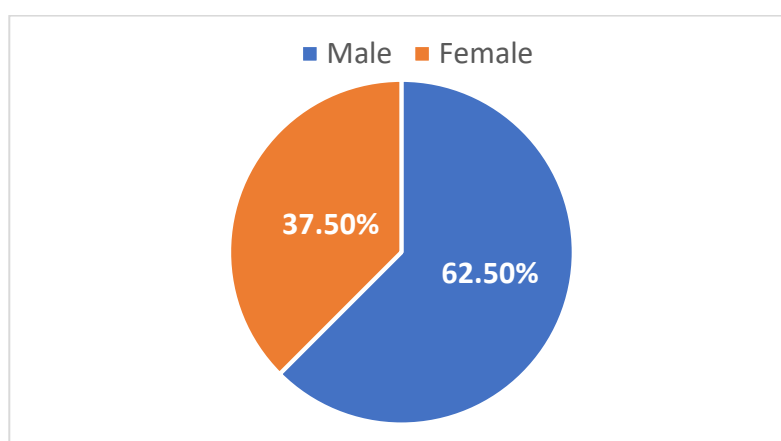
**DEMOGRAPHIC PROFILE SURVEY – INITIAL OUTCOMES**

1. The results and basic data from the survey is as follows:

a. Age:



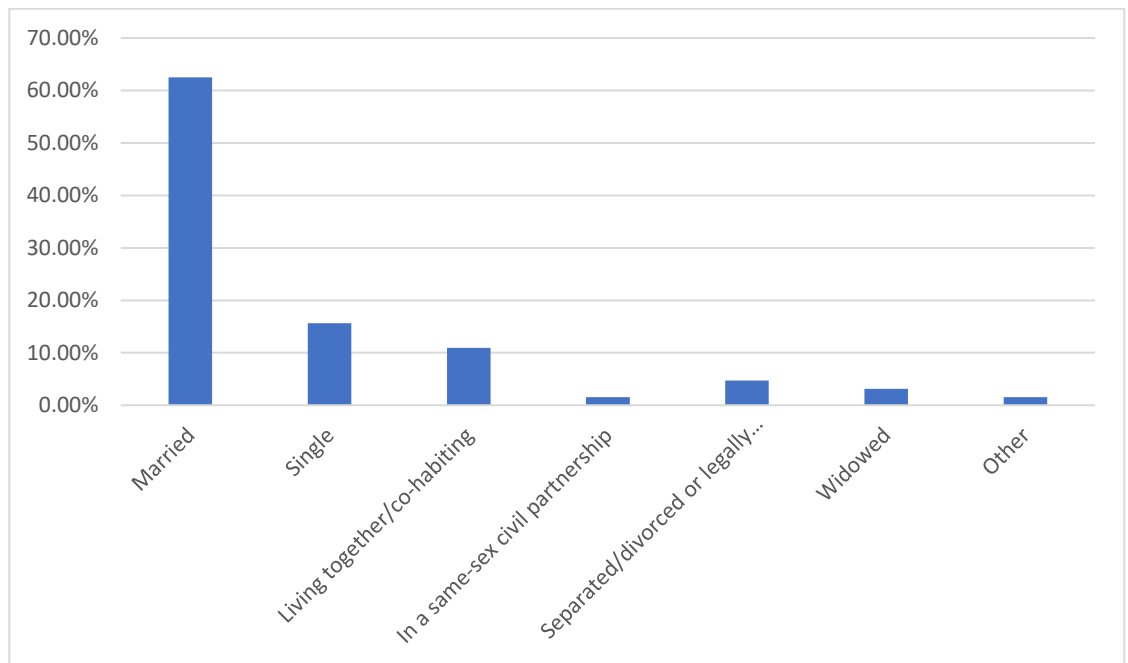
b. Male / Female



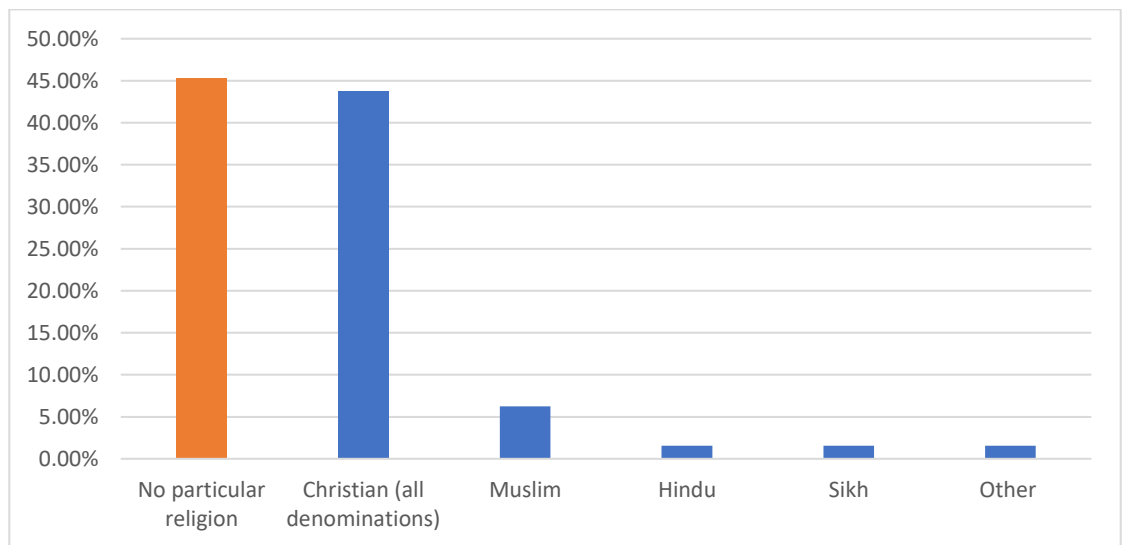
c. Ethnicity

Identified themselves as:	Percentage
White - British	78.13%
White - Irish	1.56%
White - Any other background	3.13%
Asian/Asian British - Pakistani	1.56%
Asian/Asian British - Bangladeshi	4.69%
Asian/Asian British - Chinese	1.56%
Asian/Asian British - Indian	3.13%
Black/African/Caribbean/Black British - African	1.56%
Mixed/multiple ethnic groups - White and black Caribbean	1.56%
Prefer not to say	3.13%

d. Personal Partnerships

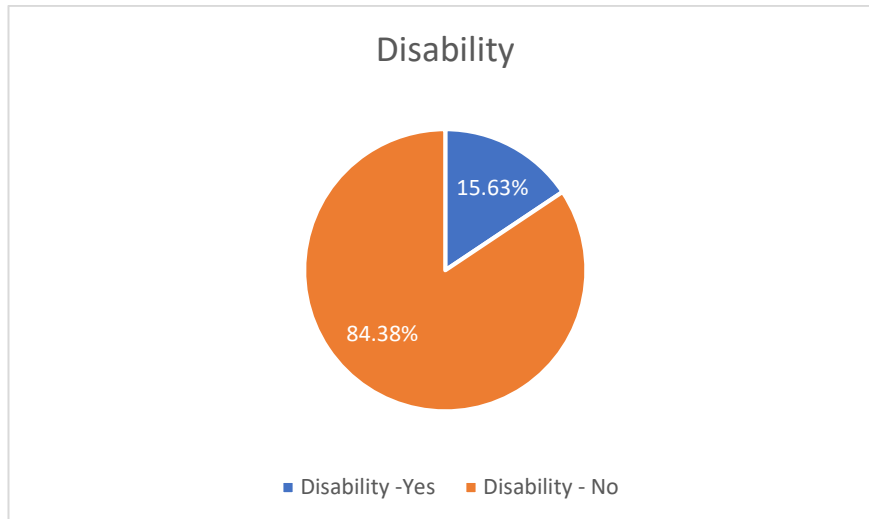


e. Religion

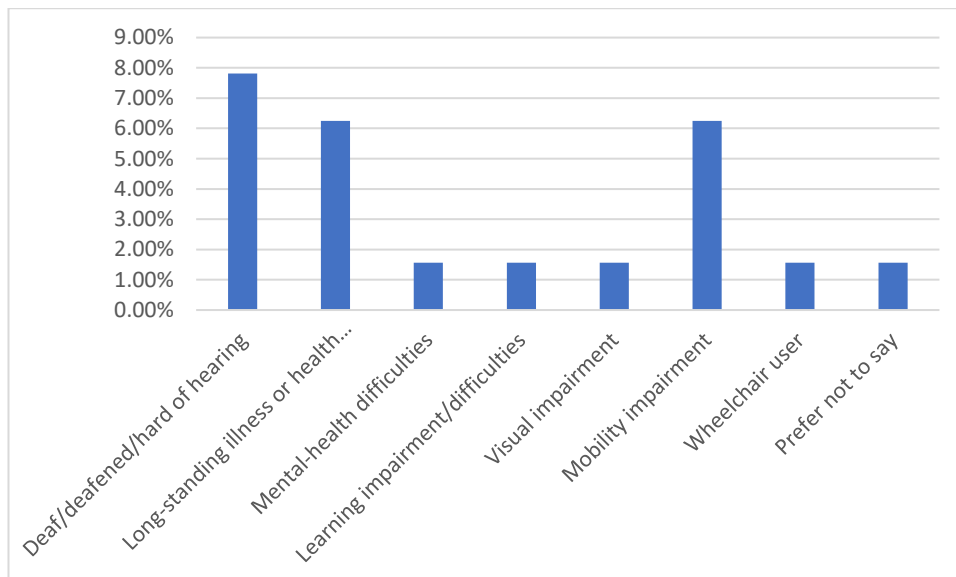




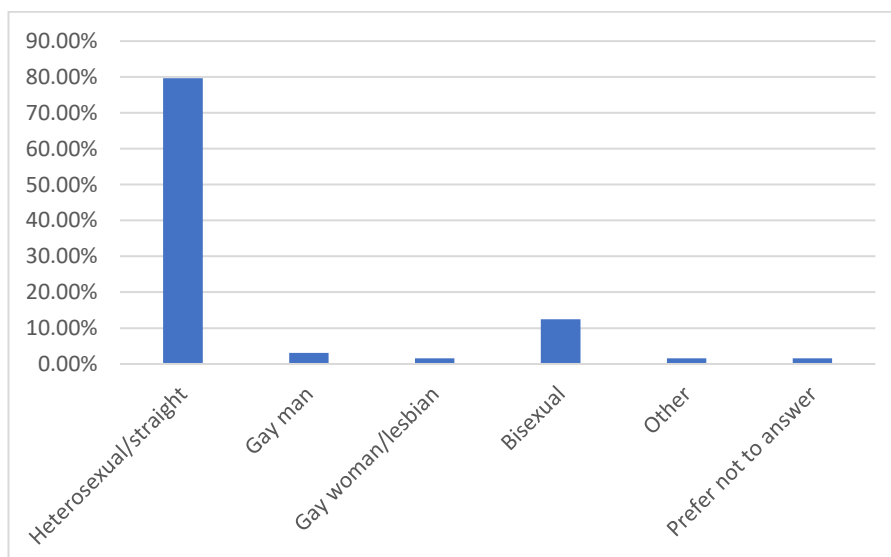
f. Disability



Types of disability



g. Sexual Orientation



Mae'r dudalen hon yn wag yn fwriadol

## **GUIDANCE FOR ELECTED MEMBER FAMILY AND SICKNESS ABSENCE SUBSTITUTION**

There are three occasions substitution arrangements can be put in place:

### a. Family Absence

The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013 and covers maternity, new-born, adoption and parental absences from official business for up to 26 weeks.

The Independent Remuneration Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

- An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
- When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.
- It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution.
- When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

### b. Sickness Absence

The IRPW's Framework provides specific arrangements for long term sickness as set out below:

- Long term sickness is defined as certified absences in excess of 4 weeks.
- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be

included).

- Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution.
- When an authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
- It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

c. Appointment Of Substitute Members Procedure Rules – Cardiff Council

The Cardiff Council Constitution allows for substitution of a committee member who is unable to attend a committee meeting provided that the substitute Member is from the same political group.

The substitute Member must be eligible for appointment to the committee under any other rules of the constitution or by law; and for a regulatory or quasi-judicial committee, have undertaken any current essential training in relevant procedures and the law, in line with the requirements of the committee's terms of reference

This type of substitution will only be appropriate when an appointed Member is unable to attend specified committee meetings over an extended period of time (a period covering more than one committee meeting) due to one (or more) of the following:

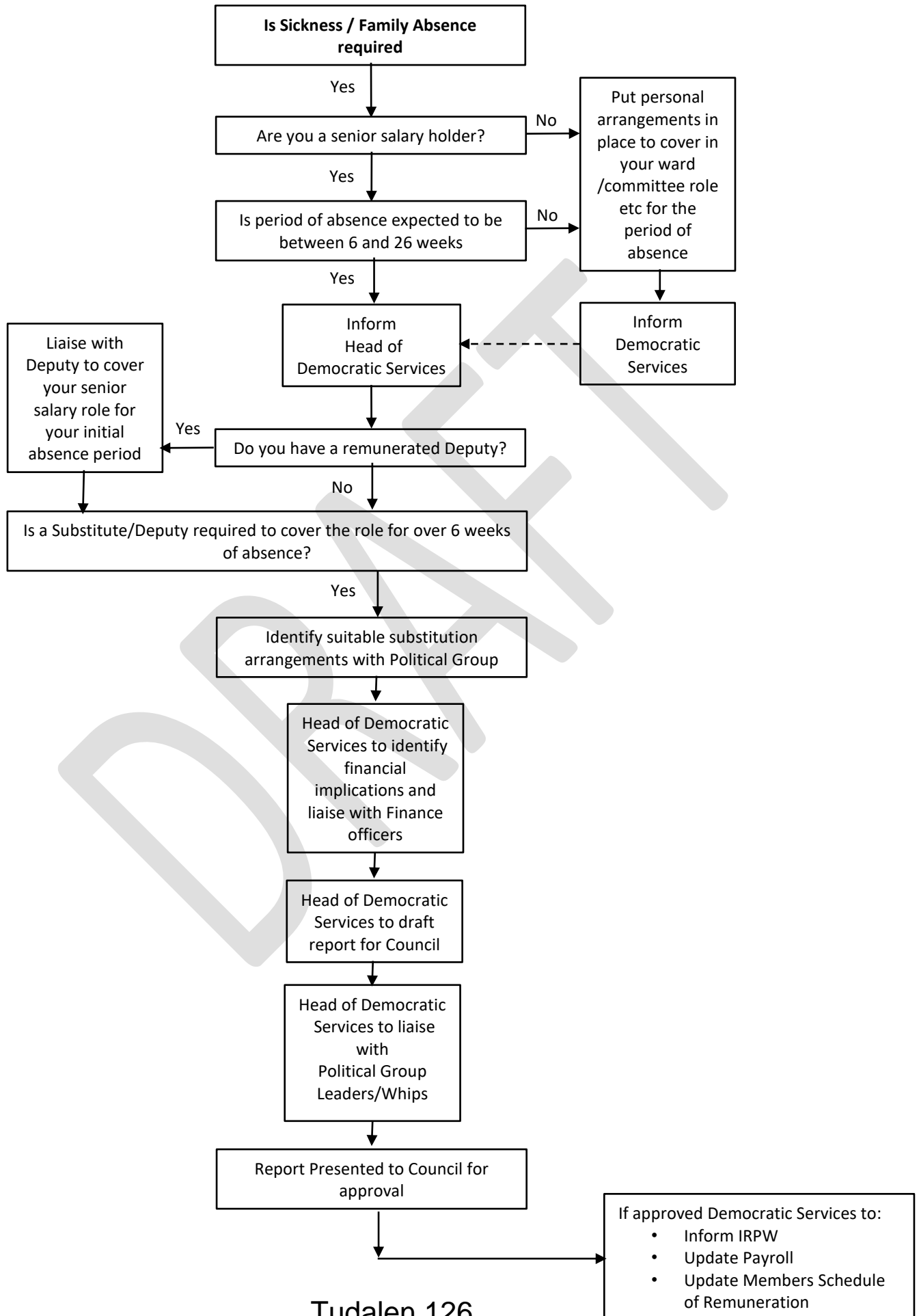
- Unavoidable family or work commitments;
- Serious illness;
- Maternity, paternity or adoption leave;
- Other Family Absence, approved under the Family Absence Procedure Rules;
- Caring responsibilities; or
- Some other good reason.

A substitute Member may not be appointed to the Cabinet or to the Planning Committee.

To support these arrangements the Democratic Services Committee was requested to review the council procedures for substitution for family absence or sickness.

1. Those Elected Members in receipt of a Basic Salary will be expected put personal arrangements in place to cover their ward /committee role etc for the period of absence. Democratic Services should also be informed of any period of absence and the arrangements that have been put in place for the absence.
2. The Head of Democratic Services should be informed of any absence that is likely to exceed 6 weeks.
3. It has been considered that Senior Salary substitution may be possible for an absence of more than 6 weeks. However, if there is:
  - a. a remunerated senior salary deputy, the deputy will be expected to cover the absence for the first 6 weeks without any additional remuneration. If the period of absence exceeds 6 weeks the deputy could become a remunerated substitute following the initial 6 week period.
  - b. no senior salary deputy, a possible substitute should be identified in liaison with the Group Leader and Whips. Remuneration will begin from the first day of absence.
4. The Head of Democratic Services will determine the financial impact of any possible substitutions. He will then liaise with the Finance department to ensure that sufficient funding is available prior to drafting a report to Council requesting that a substitution be put in place.
5. The Head of Democratic Services will liaise with the Group Leaders and Whips regarding the proposed substitution prior to the publication of the Council Report. The finalised Substitution report will be presented to Council for approval.
6. Following approval of the substitution the Democratic Services Team will
  - Inform IRPW of the arrangements
  - Update Payroll to ensure that the appropriate payments are made
  - Update Members Schedule of Remuneration on the Council's website.
7. If the Senior salary holder returns to their Senior Salary Duties earlier than planned the substitution and associated remuneration ends on the day of their return.
8. For absences subsequently identified to exceed 26 weeks the normal 6 month attendance regulations will come into force.

# SUBSTITUTION FLOW CHART



## Your experience as Councillor

1. How long have you served as a Councillor for Cardiff?

- 0 - 2 years
- 2 -5 years (1 term)
- 6 -7 years
- 8 - 10 years (2 terms)
- 10 years or more (3 terms or more)

2. What roles or positions have you held during your term in office? (Please tick all that apply)

- Leader
- Deputy Leader
- Leader of the Opposition
- Cabinet Member
- Committee Chair
- Scrutiny Committee Member
- Member of Other Council Committees
- Lord Mayor/Chair or Deputy Mayor/Deputy Chair of Council
- Other (please specify)

## Your experience as Councillor

3. Are you standing for re-election after your current term in office?

- Yes
- No
- Don't know or Unsure



## Reasons for standing down

4. If No, what are your reasons for standing down as an elected Member? (Please tick all that apply).

- Retirement
- Changes to employment
- Moving away
- Ill health
- Caring responsibilities
- Work-life balance/Time pressures
- Changing role of Councillors
- Inadequate remuneration
- Dissatisfaction with role as Councillor
- Other (please specify)

## Your experience as Councillor

5. What changes or improvements should be put in place to discourage elected Members from standing down?

6. What have you enjoyed most about being a Councillor for Cardiff?

7. What have you least enjoyed about being a Councillor?

## On the support you have recieved

8. What additional support or assistance would have been useful in helping you to fulfil the various roles that you have as an elected Member of the Council?

9. How useful was the induction and training provided to you as a Councillor?

Very Useful

Useful

Not Useful

Not Very Useful

Don't Know/Unsure

10. What other induction and/or training opportunities should have been made available during your term in office?

## Support from your Political Group

11. Which Group are you a member of?

- Conservatives
- Labour
- Liberal Democrats
- Plaid Cymru
- Independent/Other (in group)
- Independent/Other (no group)
- Other (please specify)

12. Do you feel that your Group had provided you with sufficient support to effectively fulfil your role as Councillor?

- Yes
- No
- Not Sure

**Additional support from Group**

13. What other types of additional support should your Group provide its members?

## Knowledge and/or experience of bullying

14. During your term in office, have you personally experienced any of the following unacceptable behaviours?

	Yes	No
Bullying	<input type="radio"/>	<input type="radio"/>
Discriminatory Behaviours	<input type="radio"/>	<input type="radio"/>

Other (please specify)

15. Have you witnessed any of the following unacceptable behaviours displayed to others?

	Between Councillors	Between Councillors and Officers	Did not witness this behaviour
Bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discriminatory Behaviours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

16. Did you report the incident at the time?

- Yes
- No

**Reason for not reporting incident**

17. If No, why did you not report the incident?

## Reporting the incident

18. Whom did you report the incident to?

Monitoring Officer

Group Leader

Group Whip

Other (please specify)

19. When you reported the incident, were you satisfied with how this was dealt with?

Yes

No



20. If No, please elaborate

21. What do you think should be done to stop or prevent bullying and discriminatory behaviours from happening in the future?

## Monitoring Information

22. Are you:

- Female
- Male
- Male - to - Female (M - t - F)
- Female - to - Male (F - t - M)
- Prefer not to say

23. How old are you?

- Under 24 years old
- 25 - 34 years old
- 35 - 44 years old
- 45 - 54 years old
- 55 - 64 years old
- 65+ years old
- Prefer not to say

24. Do you identify yourself as a disabled person?

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

- Yes
- No
- Prefer not to say

25. Are you:

- White
- Mixed/Multiple Ethnic Groups
- Asian/Asian British
- Black/African/Caribbean/Black British
- Prefer not to say
- Other ethnicity (please specify)

26. What is your religion?

- Christian (all denominations)
- Buddhist
- Hindu
- Sikh
- Muslim
- Jewish
- No religion
- Prefer not to say
- Other (please specify)

27. What is your sexual orientation?

- Heterosexual/straight
- Gay man
- Gay woman or lesbian
- Bisexual
- Prefer not to say
- Other (please specify)

28. Please state your name in the space provided below:

(We would like to assure you that your responses to the questions on this survey will be treated as confidential. The reporting of the findings from this survey will also be anonymised and will not identify you.)

Mae'r dudalen hon yn wag yn fwriadol