

## Pwyllgor Gwasanaethau Democrataidd

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Man Cyfarfod  
**Ystafell Bwyllgor A - Neuadd y Sir,  
Llandrindod, Powys**

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Dyddiad y Cyfarfod  
**Dydd Llun, 16 Ebrill 2018**

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Neuadd Y Sir  
Llandrindod  
Powys  
LD1 5LG

Amser y Cyfarfod  
**10.00 am**

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I gael rhagor o wybodaeth cysylltwch â  
**Carol Johnson**  
01597 826206  
carol.johnson@powys.gov.uk

11/04/18

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Mae croeso i'r rhai sy'n cymryd rhan ddefnyddio'r Gymraeg. Os hoffech chi siarad Cymraeg yn y cyfarfod, gofynnwn i chi roi gwybod i ni erbyn hanner dydd ddau ddiwrnod cyn y cyfarfod

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### AGENDA

<b>1.</b>	<b>YMDDIHEURIADAU AM ABSENOLDEB</b>
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I dderbyn ymddiheuriadau am absenoldeb.

<b>2.</b>	<b>COFNODION Y CYFARFOD(YDD) BLAENOROL</b>
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I awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol y Pwyllgor fel cofnod cywir.

(Tudalennau 1 - 4)

<b>3.</b>	<b>DATGANIADAU O DDIDDORDEB</b>
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I dderbyn ac ystyried datganiadau o ddiddordeb gan Aelodau mewn perthynas ag eitemau i'w hystyried ar yr agenda.

<b>4.</b>	<b>ADOLYGU ROL CADEIRYDD Y CYNGOR A DYLETSWYDDAU DINESIG.</b>
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I ystyried casgliadau'r Gweithgor a gwneud argymhellion i'r Cyngor.

(Tudalennau 5 - 8)

<b>5.</b>	<b>CANLYNIADAU'R AROLWG AR GYFARFODYDD</b>
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I ystyried canlyniadau'r arolwg a chytuno ar argymhelliad i'r Cyngor.

(Tudalennau 9 - 26)

<b>6.</b>	<b>CANLLAWIAU I AELODAU AR GYFRYNGAU CYMDEITHASOL</b>
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I ystyried y canllawiau drafft i'w hargymell i'r Cyngor.

(Tudalennau 27 - 40)

<b>7.</b>	<b>ARGYMHELLION GAN Y CYD-GADEIRYDDION AR GRAFFU</b>
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I ystyried yr argymhellion gan y Cyd-gadeiryddion.

(To Follow)

<b>8.</b>	<b>CYNLLUN MENTORA RHWYDWAITH CYDRADDOLDEB I FENYWOD</b>
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I nodi bod y Cyngorwyr Beverley Baynham a Jackie Charlton wedi bod yn gysylltiedig.

(Tudalennau 41 - 42)

<b>9.</b>	<b>RHAGLEN WAITH</b>
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**9.1. RHAGLEN WAITH**

I nodi'r rhaglen waith ac ystyried unrhyw bynciau sydd i'w hychwanegu at y Rhaglen.

(Tudalennau 43 - 46)

**9.2. Datblygu'r gwaith o hyrwyddo cyswllt mewn bywyd cyhoeddus.**

I nodi cais gan y Cyngor ac i ystyried sefydlu Gweithgor i ddatblygu'r gwaith o hyrwyddo cyswllt mewn bywyd cyhoeddus.

(Tudalennau 47 - 50)

<b>10.</b>	<b>GWEITHGOR DATBLYGU AELODAU</b>
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I dderbyn nodiadau'r cyfarfod a gynhaliwyd ar 13 Tachwedd 2017.

(Tudalennau 51 - 54)

<b>Y Cyfansoddiad</b>
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<b>11.</b>	<b>ADOLYGU ADRAN 13 – CYFRIFOLDEB AM SWYDDOGAETHAU</b>
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I ystyried dirprwyo i'r Swyddog Monitro y gallu i newid manylion cyfrifoldebau'r Aelodau Portffolio, sydd yn y Cyfansoddiad, ar gytundeb yr Arweinydd.



Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON MONDAY, 15 JANUARY 2018**

**PRESENT**

County Councillor M J Dorrance (Chair)

County Councillors L V Corfield, G Breeze, J Charlton, D O Evans, A Jenner, E M Jones, J R Jones, D Jones-Poston, D R Price, GD Price, E Vaughan and R Williams

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
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There were no apologies for absence.

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING(S)</b>
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The Chair was authorised to sign the minutes of the meeting held on 27 November, 2017 as a correct record.

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
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There were no declarations of interest.

<b>4.</b>	<b>MATTERS RELATING TO DEMOCRATIC SERVICES ISSUES</b>
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The Committee considered the report from the Head of Democratic Services [copy filed with the signed minutes].

County Councillors D.O. Evans and R Williams arrived.

**1. Area Shire Committees**

The Head of Democratic advised that the costs detailed in the report were understated as they did not include the cost of preparing reports, agendas, minutes and follow up actions.

The Working Group discussed the issues as follows:

Removing the Shire Committees

- The Council needs to focus on the important and big issues such as Children's Services.
- Shires have no powers.
- The Shire Chairs roles can be incorporated into the Chair of Council's role.
- Local issues can be dealt with via the Local Environment Initiatives, Locality Forums, which need to be developed further.
- Appointments made to outside organisations can be made at Council's annual meeting.
- The current delegation of highways issues to Shires can be taken back by the Cabinet. Future issues would be delegated to the Portfolio Holder in consultation with the local member, which would ensure that local members still have a role, without the need for a Committee meeting.

- The Members Bulletin could be used to disseminate information to all Members, which would have previously been provided at Shire meetings.
- There is a lack of interest in Shires and they are just a talking shop. Attendance at Shire meetings does not count toward members' attendance levels of 60%.

#### Retaining the Shires

- As the Shires are valued by some members the option of having less meetings and holding them in County Hall after Council meetings or Member Development sessions was suggested. The Head of Democratic Services advised that holding Shire meetings after such sessions was not feasible due to the agendas and length of meetings.
- Shire Chairs can save the Council Chairs from having to travel across the County for functions and events.
- Shires can focus on local issues, which are important and therefore Shires should meet on a quarterly basis.
- Shires give members an opportunity to meet the Cabinet and ask questions and also receive presentations from other organisations.
- Members should make the Shires work.

It was moved and duly seconded to recommend to Council to abolish the Shire Committees and incorporate the Area (Shire) civic roles within the remit of the Chair, Vice-Chair and Assistant Vice-Chair of the Council. The motion was put to the vote and lost.

The Committee then considered how the Shires should function.

It was proposed and duly seconded to recommend to Council that Shire meetings should be held on a quarterly basis and the Shire Chair could call further meetings if urgent issues arose.

<b>RECOMMENDATION TO THE COUNCIL</b>	<b>Reason for recommendation</b>
<b>That Shire meetings should be held on a quarterly basis and the Shire Chair call further meetings if urgent issues arose.</b>	<b>To review the role of the Shire Committees.</b>

## 2. Timing of meetings

The Committee received the draft questionnaire seeking Members views on the timing of Committees and working group meetings. This information would help the Council produce the 2019 meetings diary.

Officers agreed to look at whether it was feasible to use an online survey system for circulation of the questionnaire.

<b>RESOLVED</b>	<b>Reason for decision</b>
<b>That the draft survey be circulated to Members.</b>	<b>To undertake the survey of Members as required by statutory guidance under the Local Government (Wales)</b>

<b>Measure 2011.</b>
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**3. Constitution**

The Committee considered the revisions to the Constitution:

- Section 3 Getting Information and Getting Involved  
Rule 3.9A and 3.9B – The Committee raised concerns about the process suggested and considered that local officers were better placed to respond to local issues rather than Heads of Service.

It was agreed that officers review the proposed rule in light of Members' comments.

- Section 4 Full Council  
Rule 4.6.6 was approved.
- Section 6 The Leader  
The Committee considered that a Leader must appoint a Deputy Leader. The Head of Democratic Services advised that this cannot be imposed on the Leader, however, the Committee considered that the appointment of a Deputy Leader be required within the Constitution.

It was agreed that officers should review the Constitution in light of views expressed by the Committee.

- Section 7 Scrutiny Committees  
Rule 7.14 was approved.
- Section 9 Regulatory Committees  
Rules 9.2.4, 9.2.8, 9.3.6 and 9.3.7 were approved.
- Section 18 Code of Conduct for Members  
Rules 18.4.8.1, 18.4.10.7 (5) were approved.
- Section 19 Planning Protocol  
Rule 19.4 and 19.5 were approved.

<b>RESOLVED</b>	<b>Reason for decision</b>
<b>That officers review Rules 3.9A and 3.9B and Section 6.</b>	<b>To consider the comments of the Committee.</b>

<b>RECOMMENDATION TO THE COUNCIL:</b>	<b>Reason for Recommendation:</b>
<b>That the revised sections of the Constitution be approved, subject to the additional amendments</b>	<b>To update the Constitution on a regular basis.</b>

#### 4. Request for Additional Council Meetings

The Committee debated the request that the number of Council meetings annually should be increased to 10 meetings. It was noted that several new members had asked for this. It was considered that if more meetings were held, agendas could be shorter and this would then give time for Member Development sessions to be held in the afternoons. Comments were made that meetings needed to be more focussed.

It was moved and duly seconded to recommend to Council that the number of Council meetings held each year is increased to 10. The motion was lost on a vote.

#### 5. Mandatory training

The Committee noted the Member Development programme for January – March 2018 relating to Leadership and Governance of the Council. The Committee noted that the sessions for all Members and those for scrutiny would be held on two dates to ensure that Members could attend one session.

<b>RECOMMENDATION TO COUNCIL</b>	<b>Reason for Recommendation:</b>
<b>That the Member Development programme for January – March 2018 relating to Leadership and Governance of the Council be mandatory.</b>	<b>To demonstrate that the Council is serious about improvement.</b>

**County Councillor M J Dorrance  
Chair**



**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE  
WORKING GROUP - CHAIR AND CIVIC ROLES HELD AT COMMITTEE ROOM B -  
COUNTY HALL, LLANDRINDOD WELLS, POWYS ON MONDAY, 19 FEBRUARY  
2018**

PRESENT: County Councillor M J Dorrance (Chair)  
County Councillors G Breeze, L V Corfield, E M Jones and R Williams

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
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Apologies for absence were received from County Councillors J. Charlton and A. Jenner.

<b>2.</b>	<b>REVIEW OF THE ROLE OF CHAIR OF COUNCIL AND CIVIC ROLES</b>
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**Documents Considered:**

- Role Description for Chair, Vice-Chair and Assistant Vice-Chair of Council.
- Role Description for Chair and Vice-Chair of Shire Committees.
- Types of Activities undertaken by the Chair of Council.
- Extract of the Local Government (Democracy) (Wales) Act 2013 regarding a Presiding Member.
- Extract of the Independent Remuneration Panel for Wales (IRPW) Report 2018-19 regarding the payment of Senior and Civic Salaries.
- Information from Previous / Current Chairs of Council:
  - County Councillor T.J. Van-Rees
  - County Councillor D. Price.
  - County Councillor D. Davies
- Information from other Councils in Wales:
  - Blaenau Gwent
  - Ceredigion
  - Flintshire
  - Pembrokeshire
  - IDeA – Local Leadership Academy – Joining the Chain Gang
  - WLGA – Welsh Local Leadership Academy – Chairing Skills (Councillor Workbook)

**Issues Discussed:**

- Difficult to move away from the current position of Chair – someone has to preside over a Council meeting.
- The Shire Chairs posts which are ending in May – these posts are civic roles bridging a link with the community. It was therefore important that the bridges with the community be retained.
- Role of a Presiding Member was described, but it was felt that there was no benefit in moving to such a post as the civic role would still need to be undertaken. Whilst the civic role could be undertaken by others, this being undertaken by a Chair was felt to be of greater benefit to the Council.
- There is an issue in relation to Senior Salaries. In the IRPW report whilst the payments to Chair and Vice-Chair of Council are defined as a Civic Salary, the Presiding Member salary has to be counted within the cap of 18 Senior salaries that the Council is allowed. Currently all 18 Senior Salaries are allocated by the Council and if a Presiding Member were to be appointed another current Senior Salary holder would have to lose their Senior Salary.

- Whilst the Presiding Member post is paid a senior salary, the post of Deputy Presiding Member does not attract a senior salary under the IRPW regulations. Currently the Chair and Vice-Chair of the Council are paid a Civic Salary. Changing from Chair and Vice-Chair to Presiding Member and Deputy is only an insignificant saving (i.e. £2700 per annum)
- As the posts of Shire Chairs are ending in May, the roles of the Chair, Vice-Chair and Assistant Vice-Chair of Council will become more important as they will absorb the Shire Chair post roles.
- The rotation of Chair of Council between the 3 areas was discussed and it was considered that as this provided representation across the whole of the county, and in order to take on the Shire Chair roles as indicated above, the rotation should be retained. This cycle also provided more Members with an opportunity to undertake a senior role within the Council and it was seen as a means of career development for Members.
- The Chair of Council had a budget allocated by the Council to spend at their discretion (currently £10,000 which had been reduced to this level by a previous budget reduction). This should be retained.
- In relation to civic salaries, there were 3 levels of payment allowed by the IRPW regulations. Currently the Council paid at the middle band (Level 2). There was a scope to reduce this to Level 3. However the saving would only be £4500 per annum.
- The role of Chair develops links between authorities. It was suggested that comparative information be requested from other authorities as to the budget allocated for their Chair of Council and what facilities and support were provided for their Chair.
- It was considered that these links with other authorities had assisted Powys in the past particularly in the provision of a “floor” when the budget settlement was being considered across Wales, which reduced the severity of budget reductions. This “floor” would not have been possible without the co-operation of other Councils in Wales.
- The group considered that its role was not to consider the Chair’s car but the civic roles. However it was considered that to undertake the role the Chair should be provided with the appropriate level of support and facilities which included such items as a vehicle.
- It was considered that the civic role of Chair and the activities undertaken were valued. The group also thanked the current and previous Chair for their feedback.

#### **Conclusions:**

- **The civic roles are valued and should be retained.**
- **The roles of Chair, Vice-Chair and Assistant Vice-Chair will be more important now as they absorb the Shire Chair roles as from May.**
- **The current rotation for Chair of Council between areas be retained.**
- **There is no benefit in moving to a Presiding Member in place of a Chair of Council.**
- **There is limited scope for reducing the level of civic salary paid but it does not provide significant savings.**
- **The current budget allocation for the Chair’s use should be retained but the level could be reviewed.**
- **The Chair’s role needs to be appropriately supported and resourced.**

**County Councillor M.J. Dorrance**

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

## CYNGOR SIR POWYS COUNTY COUNCIL.

Democratic Services Committee  
16<sup>th</sup> April, 2018**REPORT AUTHOR:** Head of Democratic Services**SUBJECT:** Council Meetings – Member Survey 2018**REPORT FOR:** Decision**1. Summary**

- 1.1 The report contains the results of the survey of Members regarding the timing of meetings and recommends that there should be no change to the timing of meetings for the current term of the Council.

**2. Background**

- 2.1 The Council, in accordance with Section 6 of the Local Government (Wales) Measure 2011 must review the timing of meetings at least once during a Council term. The Committee decided in January 2018 to undertake a survey and a copy of the results are attached as an Appendix.
- 2.2 The Council received 48 responses out of 73 which equates to a 66% return rate. Most of the Members who completed the survey online were content to complete future surveys online. The times expressed by Members generally mirror the current times of meetings with the majority selecting those times. A time slot of between 9.30 a.m. and 11 a.m. was the preference for meetings of Full Council. The majority of the Cabinet viewed the 10 a.m. start as most suitable.
- 2.3 There were some variations with other time slots also being selected but these variations were scattered across a number of time slots, with no definite indication of numbers of Members preferring e.g. afternoon meetings and any particular time of the afternoon. It may be worth considering for the next survey undertaken whether additional questions be asked with grouping of meetings such as Morning (9.30 a.m. to 12.00 p.m.), Afternoon (1.00 p.m. to 4.00 p.m.) and Evening (4.00 p.m. to 7.00 p.m.) and then provide the individual timeslots beneath those sub-categories. That may indicate a more definite grouping of Members who favour other blocks of meeting times.

**3. RECOMMENDATION.**

<b>Recommendation to the Democratic Services Committee</b>	<b>Reason for Recommendation:</b>
<b>That the general timing of meetings of the Council, Cabinet and Committees remain unchanged for the current term of the Council with the provision</b>	<b>To complete the Members' Survey as required under Section 6 of the Local Government (Wales) Measure 2011.</b>

<b>that Chairs of Committees can vary the times of meetings as needs dictate.</b>	
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<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y / N</b>

<b>Relevant Local Member(s):</b>	
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<b>Person(s) To Implement Decision:</b>	<b>Wyn Richards, Head of Democratic Services</b>
<b>Date By When Decision To Be Implemented:</b>	<b>May 2018.</b>

<b>Contact Officer:</b>	<b>Wyn Richards, Scrutiny Manager and Head of Democratic Services.</b>
<b>Tel:</b>	<b>01597-826375</b>
<b>Email:</b>	<b>wyn.richards@powys.gov.uk</b>

**Background Papers used to prepare Report:**

# Council Meetings Member Survey 2018

## Feedback Report for the Democratic Services Committee

### Background:

The Democratic Services Committee agreed on 15 January, 2018 to survey Members regarding the timings of meetings. Statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, states that councils are required to survey members in respect of the times meetings are held at least once a term.

Members were invited to complete an online survey to express their preference for the timings of meetings that they may need to attend during the coming term. The link to the online survey was emailed on 8 February, 2018 with a deadline of 2 March, 2018. A reminder was sent on 23 February and a further reminder, to those that had not responded, was sent on 5 March with a deadline of 8 March, 2018.

The results of the survey are set out in this report with the aim of a recommendation being made to Full Council, after which the Council's full calendar for 2019 will be produced.

### Response Rate

43 members completed the online survey in English. Three members completed the Welsh version and two members requested and completed a paper copy in English bringing the total response rate to 48 out of a possible 73 which equals 66%.

### Key Findings

- Overall all members who responded had given their views on the meetings they attended and had completed the survey without any major problems or concerns. Some had selected one timeslot for their preferred meeting whilst other members had selected more than one time that suited them.
- All who had completed the online survey except two members, were happy to complete the survey online again. All three members who responded to the online survey in Welsh were also happy to do so again online.
- In total four members who responded appeared to prefer the option of completing a paper survey rather than the online. (Two had requested a paper survey and a further two had actually completed the survey online but stated they'd prefer not to do so again).
- Reasons for non-completion of the survey are not clear without speaking to those members who failed to return the survey. The change of format, access to the internet to get to the survey and other time commitments could all be reasons why some members didn't complete the survey.
- Overall the times expressed by members who responded seem to mirror the current meetings times for the most part.
- In particular this applied for Full Council, Cabinet, Scrutiny Committees, Standards Committee, Audit Committee, Pensions and Investments Committee and the Democratic Services Committee.
- Full Council. All 48 members had given a view with regard to this meeting. A time slot of between 9.30am – 11am for Full Council was the preference of the majority of members with five choosing a 9.30am start, 24 members opting for a 10am start and 13 stating that 10.30am would be suitable for them. A further five had ticked the 11am start time. There thus appears to be a desire by the majority to bring forward the meeting by half an hour to a 10am start rather than the current 10:30am start.





Note: 48 members responded in total to the survey but they were not asked to specify one time slot for each meeting. On this basis it is worth noting that the numbers for each column add up to more than number of respondents as some members choose 2 or 3 times that would best suit them not just one.

Finally below are some of the comments given by members in response to Q4. In total 32 members commented. A full list is provided in Appendix A.

“Please use this space to give us any additional information about your own time preferences and reasons for them OR any factors that you feel need further consideration when scheduling meetings.”

*10am is ideal for me as I can take the kids to school and get to Llandod for 9.50am. Evenings are impossible for me.*

*With my full time work Mondays and Fridays are difficult for meetings and development.*

*Having PCC meetings in the evening would prove difficult because of the number of meeting in my community that I already attend*

*Travelling from Ystradgynlais area takes up to one and a half hours. I feel meetings need to be worthwhile to travel three hours out of a day for. Modern technology should assist members to attend meetings remotely, this would save travelling time and the public purse. Thank you.*

*In reality if we have short sessions it is easier for me to attend an afternoon meeting but I realise we need to start earlier to get through the business.*

*Please, if possible, can you consider that meetings do not clash with neither the Brecon Beacons National Park Authority or Mid & West Wales Fire Authority. Might PCC and these two External Bodies, be able to have their Calendars electronically linked. Thank you for your kind consideration.*

*I currently feel that Full Council can take too long as a whole day is set aside. I wonder if it started later whether the meeting could be carried out more productively and more succinctly. I do find it difficult to get to County Hall by 9.00am for group meeting with having children and the morning commitments.*

*I find it better to start early especially if there is a long agenda*

*Work commitments make daytime meetings hard. Evening meetings are better for working members and the public.*

Mae'r dudalen hon wedi'i gadael yn wag yn fwiadol

**Q4 Please use this space to give us any additional information about your own time preferences and reasons for them OR any factors that you feel need further consideration when scheduling meetings.**

Answered: 32 Skipped: 11

#	RESPONSES	DATE
1	Having PCC meetings in the evening would prove difficult because of the number of meeting in my community that I already attend.	3/5/2018 8:28 PM
2	With my full time work Mondays and Fridays are difficult for meetings and development	3/5/2018 8:22 PM
3	I am in the fortunate position of being able to attend meetings at any time day or night.	3/5/2018 3:36 PM
4	Please, if possible, can you consider that meetings do not clash with neither the Brecon Beacons National Park Authority or Mid & West Wales Fire Authority. Might PCC and these two External Bodies, be able to have their Calendars electronically linked. Thank you for your kind consideration.	3/5/2018 1:47 PM
5	I currently feel that Full Council can take too long as a whole day is set aside. I wonder if it started later whether the meeting could be carried out more productively and more succinctly. I do find it difficult to get to County Hall by 9.00am for group meeting with having children and the morning commitments.	2/28/2018 4:49 PM
6	Work commitments make daytime meetings hard. Evening meetings are better for working members and the public.	2/27/2018 4:09 PM
7	Travelling from Ystradgynlais area takes up to one and a half hours. I feel meetings need to be worthwhile to travel three hours out of a day for. Modern technology should assist members to attend meetings remotely, this would save travelling time and the public purse. Thank you.	2/27/2018 3:19 PM
8	In reality if we have short sessions it is easier for me to attend an afternoon meeting but I realise we need to start to get through the business	2/27/2018 2:36 PM
9	I find it better to start early especially if there is a long agenda	2/27/2018 10:52 AM
10	Full Council meetings need to start late enough for Group meetings beforehand	2/26/2018 9:31 PM
11	None	2/26/2018 12:57 PM
12	Sufficient notice Add to calendar automatically	2/26/2018 12:48 PM
13	If a short Agenda start 2pm	2/25/2018 11:36 PM
14	10am is ideal for me as I can take the kids to school and get to Llandod for 9.50am. Evenings are impossible for me.	2/25/2018 6:48 PM
15	10 am suits me ok	2/25/2018 11:38 AM
16	Need time ahead of meeting to prepare and taking travelling time into consideration.	2/23/2018 6:31 PM

## Council Meetings Member Survey 2018

17	There are other regular commitments which have not been listed but are a requirement and do make attendance at other committees difficult, for example Fostering Panel, almost exclusively on a Tuesday, and may be for most of the day. Membership on Boards and Exec Committees on behalf of the Council via the Shire Appointments eg Wyeseide Arts Centre, involves daytime committees and early evening Board Meetings.	2/20/2018 3:41 PM
18	I think with the travel we all do these are ok times , also if you have children in school you should be able to work around these times .	2/14/2018 3:00 PM
19	Every meeting in Llandrindod Wells takes me 1.5 hours travelling to get there and as long to return after a meeting. Just because I live a long way from County Hall I should not be subject to more harsh treatment than someone who can stroll in in 5 minutes.	2/14/2018 12:12 PM
20	Extra items on the agenda should mean an earlier start time. Several people leave at lunch time should we not register our attendance in the afternoon for all meetings if we only attend half a meeting we should only be credited with half an attendance. It is not right that agenda items later on in the day are not given the same consideration.	2/12/2018 10:31 AM
21	I believe that meeting should be held in the evenings as the current system bars potential council candidates who are in full time employment. We should make it as easy as possible for people to get involved in local politics and i strongly believe that if the timings were changed to evening meetings, more young people would stand for election. Attendance at meetings is low currently and that is because most members now work and getting the time off work can be difficult.	2/12/2018 10:22 AM
22	I am fortunate as I live very near but, am very aware that for some members they have quite a journey. My preference id for the morning as afternoons are sometimes difficult but, I am generally flexible if my diary allows.	2/11/2018 7:01 PM
23	I have to travel for an hour and 15 minutes to get to meetings, 2.5 hours need to be factored into timing. So prefer a start which takes that into consideration. Would be good to have a finish time too.	2/11/2018 6:32 PM
24	I am happy for any committee meeting that I am a member of to start as early as possible to get as much work done as possible. I am in work for 6am every morning of the week, so a 6am start would been fine with me. Half the day has gone a 10am, we should be providing as much value for money for the paying public as possible.	2/10/2018 6:36 PM
25	For me, a 9.30am start would give a good start to the day, leaving time for me to return to Machynlleth to carry out constituency business. However, I have no problem with day-time meetings, but would not want evening meetings: I have a 110-mile roundtrip to County Hall. Please let common sense prevail!	2/9/2018 4:51 PM
26	No meetings should be more than 4 hours. Members cannot be expected to concentrate IN DETAIL for longer. We do not expect other outside boards to do this, in fact we recommend less than 4 hours in most. Look at our recommendations for School Governor meetings for example. Remember, Quality of debate is far better than Quantity of debate.	2/9/2018 1:09 PM
27	any meeting time needs to bear in mind some councillors have jobs as well and if they are mid day they stop you working that day so would restrict in future people able to stand for election.	2/9/2018 12:00 PM
28	The distances for many Councillors in Powys are considerable and travelling home late at night alone especially over high ground in Winter which many of us do, could be dangerous.	2/9/2018 10:28 AM
29	The use of alternative methods for attending meeting like video conferencing from home etc.	2/8/2018 7:14 PM
30	The reason why I have put a later time for full council is to allow for group meeting discussion for a good hour in advance of that (taking into account long journey times for some).	2/8/2018 6:25 PM
31	If a meeting is likely to last no more than 3 hours. 1.30pm meetings OK. Although I can understand the desire for some evening meetings most other ward meetings are in the evening.	2/8/2018 5:45 PM

## Council Meetings Member Survey 2018

32

Have to allow for travel time from Ystradgynlais. Already have evening meetings in the form of 2 x Community Council, 2 x School Governors plus sub-committees. Also tend to fit a lot of Ward casework into evenings.

2/8/2018 5:45 PM

Tudalen 17

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

**Dear Councillor,**

**In accordance with the statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the council is required to survey members in respect of the times meetings are held at least once a term. This survey will help us to compile your preferences and the results will be reported to the Democratic Services Committee who will then make a recommendation to Council, after which the Council's full calendar for 2019 will be produced.**

\* 1. Please give your name?

2. Please consider each of the following six meetings and choose what times of day you would prefer the meeting to start? If you don't sit on a particular committee please tick the 'not applicable to me' box.

	Full Council	Cabinet	Planning, Tax Licensing and Rights of Way Committee	Employment and Appeals Committee	Standards Committee	Licensing Act Committee
Not applicable to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have no preference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3. Please consider each of the remaining six meetings and choose what times of day you would prefer the meeting to start? If you don't sit on a particular committee/panel or working group please tick the 'not applicable to me' box.

	Scrutiny Committee A	Scrutiny Committee B	Audit Committee	Pensions and Investments Committee	Democratic Services Committee	Employment Sub Committee/Scrutiny Working Grp/Finance Scrutiny Panel/Democratic Services Working Grp
Not applicable to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have no preference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please use this space to give us any additional information about your own time preferences and reasons for them OR any factors that you feel need further consideration when scheduling meetings.

5. Thank you for completing this survey. Are you happy completing future surveys online?

Yes

No

**Annwyl Gynghorydd,**

**Yn unol â'r cyfarwyddyd statudol a gyhoeddwyd gan Lywodraeth Cymru o dan Adran 6(1) Fesur Llywodraeth Leol (Cymru) 2011, mae gofyn i'r cyngor gynnal arolwg o leiaf unwaith y tymor o farn Aelodau ynglyn ag amseroedd y cyfarfodydd. Bydd yr arolwg hwn yn ein helpu ni i gofnodi'r hyn sydd orau gennych chi, a bydd y Pwyllgor Gwasanaethau Democrataidd yn derbyn canlyniadau'r arolwg ac ar ôl hynny bydd calendr lawn y Cyngor am 2021 yn cael ei gynhyrchu.**

\* 1. Teipiwch eich enw

2. Ystyriwch bob un o'r chwe chyfarfod canlynol a dewis ar ba adeg o'r dydd yr hoffech chi i'r cyfarfod ddechrau. Os nad ydych yn gwasanaethu ar unrhyw bwyllgor penodol, ticiwch y blwch 'heb fod yn berthnasol i mi'.

	Cyngor Llawn	Cabinet	Pwyllgor Cynllunio, Trwyddedu Tacsis a Hawliau Tramwy	Pwyllgor Cyflogaeth ac Apeliadau	Pwyllgor Safonau	Pwyllgor y Ddeddf Drwyddedu
Heb fod yn berthnasol i mi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 ganol dydd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does dim ots gen i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Ystyriwch bob un o'r chwe chyfarfod sydd ar ôl, a dewiswch pa adeg o'r dydd yr hoffech chi i'r cyfarfod gychwyn. Os nad ydych yn gwasanaethu ar unrhyw bwyllgor/panel neu weithgor penodol, ticiwch y blwch 'heb fod yn berthnasol i mi'.

	Pwyllgor Craffu A	Pwyllgor Craffu B	Pwyllgor Archwilio	Pwyllgor Pensiynau a Buddsoddiadau	Pwyllgor Gwasanaethau Democrataidd	Is-bwyllgor Cyflogaeth/Gweithgor Craffu/Panel Craffu Ariannol.Gweithgor Gwasanaethau Democrataidd
Heb fod yn berthnasol i mi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 ganol dydd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does dim ots gen i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Defnyddiwch y lle yma i roi unrhyw wybodaeth ychwanegol i ni am yr amserau fyddai orau gennych chi a'r rhesymau am hyn NEU unrhyw ffactorau y mae angen i ni roi rhagor o ystyriaeth iddynt wrth drefnu amser y cyfarfodydd.

5. Diolch am gwblhau'r arolwg yma. Ydych chi'n fodlon cwblhau arolygon eraill ar-lein yn y dyfodol?

- Ydw
- Nac ydw

# Social Media Guide for Members

Updated **add date agreed by Council**

## Contents:

1. Statement
2. What is Social Media?
3. How Can I use Social Media as a Councillor?
4. How Can I use Social Media in a personal capacity or as a member of a Political Party?
5. Handling Offensive comments
6. Related policies
7. Abuse of the Guidance
8. Further guidance
9. Helpful Links

Appendix A – How does the Members' Code of Conduct apply to using Social Media?

Appendix B – Examples of Cases



## 1. Statement

The new world of communication provides good ways of keeping in touch with constituents, colleagues, officers, employees and others. Powys County Council encourages the greater use of social media by Members.

This guide has been developed to support you and gives guidance on best practice when using social media. As with any form of communications there are drawbacks and so the guide also explains how to protect your and the Council's reputation, as well as protecting you from attack, abuse and inappropriate messaging.

## 2. What is social media?

It is an electronic means of communicating and keeping in touch with constituents, and others. It can include sharing information, pictures, videos, opinions, news and interests with others. Examples of social media sites include:

- Twitter
- Facebook
- Instagram
- Snapchat
- YouTube

This guide is not restricted to the above list and applies to any social media website or platform, and whatever equipment you use to access social media.

### What are the benefits of using social media?

Social media compliments traditional communication channels and opens up new ways to engage with the public etc. The benefits include:

- Engaging with more residents, service users, stakeholders and partner organisations quickly, providing 'real time' information
- Promoting your work and enhancing your reputation with citizens and communities
- Increasing the public's awareness of events/campaigns/services/news
- Ability to find out residents' views, perceptions and expectations and react quickly
- Ability to manage the public's perceptions and expectation regarding services
- Ability for the Members and the Council to be more open, transparent and accessible
- There is no cost for posting on social media – but remember getting it wrong is "costly"!
- Information can be circulated around the world within seconds
- Engages those who would not normally have access to local councillors and politics
- An efficient, cost-effective, quick and enjoyable way to get in touch with constituents and discuss important issues with the community you represent.

### What are the negative aspects of social media?

- Bad news can travel further and faster
- Reputations can be damaged if not used appropriately
- You cannot take back what you put in print in social media. Even if you delete what you have written, backups can exist and images of a comment you have made can be taken by others and then circulated.



### **3. How can I use social media as a Councillor?**

The public will think of you as a Councillor 24/7. However you do have a right to a private life. To support this distinction it is best practice to set up a separate social media account for use as a Councillor and keeping your personal and party political social media accounts separate. Always use the appropriate account depending on which role you are undertaking.

#### **Do:**

#### **System / Settings:**

- Set appropriate privacy settings for your blog or networking site so that you can decide who reads your posts – especially if you have a private, non-political blog
- Use strong passwords for your account which are regularly changed but do not use your Council email address and the same password as you use to login to your Council devices.

#### **Code of Conduct / Rules:**

- Always adhere to the rules set by the social media site.
- Ensure that you follow the Council's Internet Acceptable Use Policy – [add link](#) when using equipment provided to you by the Council for social media.
- Remember that the Code of Conduct applies where you are conducting the business of the Council or acting, claiming to act or giving the impression you are acting as a Councillor (See Appendix A for further guidance) For advice on the Code of Conduct please contact the Council's Monitoring Officer.
- Make sure that your use of social media does not interfere with the smooth operation of Council meetings.
- Remember that libel, defamation, copyright and data protection laws apply.
- Take account of Article 10 of the European Convention on Human Rights (the right to freedom of expression). You are less likely to breach the Code where you are making genuine political statements or if your comments are about another member's political position or are a genuine expression of political differences with someone. However, any political expression should avoid being just an expression of personal anger or abuse towards someone since insults and abuse do not normally qualify for the protection of Article 10.

#### **Use of Social Media:**

- Remember, what you say is permanent and findable
- Take account of the role you have as a Councillor e.g. Chair, Leader, Cabinet Portfolio Holder, as this will affect the way that the public view or react to your views on social media.

- Make political points, but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespectful
- Be professional and respectful in any communication.
- Respect the privacy, feelings, reputation, and position of others.
- Express an opinion or concern about the Council (even if its negative) as long as it is not abusive, or defamatory. Also make it clear that this is your personal opinion even if it differs from Council policy.
- Members are encouraged to use Welsh where possible, but an individual account is not required to post everything bilingually.
- Seek the advice of the Council's Communications Team where you are unsure about using social media.
- Make sure that what you say is either factual or make it clear that it is based on your opinion

### **Monitoring and responding to feedback**

Social media is about two-way communication. Whilst it can serve as a broadcast tool when needed, it is important to be open to conversations with followers.

- Monitor your social media accounts on a regular basis
- Ensure that the content of your social media account is relevant and up to date – review it regularly and check for feedback.
- Be open to conversation and be aware that people are entitled to their views and freedom of speech.
- Ensure that you are calm and courteous especially when responding to criticism online.
- Keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views. In addition it is best practice to include a disclaimer on your page. You should also take steps to discourage users from posting such comments in the future.
- Forward comments / questions to Members' Support for response as part of a Councillor's casework. **Wyn – ask Mbrs – should the individual's permission be sought?**

### **Don'ts:**

### **Code of Conduct / Rules:**

- Use council facilities for personal or political accounts

- Use inappropriately at meetings when confidential information is being discussed or where children or vulnerable adults are participating by way of a presentation.
- Use in a way which compromises any Council policies including policies on the use of mobile and other devices in certain locations and situations.
- Breach copyright on any files that you upload.
- Publish untrue statements about a person which is damaging to their reputation as they may take a libel action against you.
- Publish any statement which might suggest that you have already made up your mind about any matter in which you are a decision maker. By doing this you could disqualify yourself from taking part in the meeting, and the Council runs the risk of the decision being invalidated. For advice on Predetermination please contact the Council's Monitoring Officer.
- Use your personal or party political social media accounts to communicate as a councillor.
- Publish images of others without their written consent.
- Quote people unless they are aware or have given their consent, or they have already made such quote to the public.
- Name individuals or staff members on social media without their prior written consent.
- Use equipment provided to you by the Council for social media where you are a candidate for an election or any other public office position. For further advice please contact the Council's Monitoring Officer.
- Use the Council's logo or branding on any social media websites
- Discuss individual constituent issues or disclose any personal information relating to an individual using social media. Councillors should use face to face meetings or other secure methods to undertake such discussions.
- Disclose any information which would breach the Freedom of Information Act, Data Protection Act or the Environmental Information Regulations
- Publish anonymous or satirical information as this could be a breach of the Members' Code of Conduct.

#### **Use of Social Media:**

- Blog in haste
- Post comments that you would not be prepared to make in writing or face to face
- Use in a way that impacts or interferes with the time you have available to conduct your duties as a councillor.

- Rely only on social media as a means to communicate with the public, use traditional methods of communication as well.
- Use images to replace text as posters cannot be read by those using screen reading software.
- Make offensive comments and then claim to be doing so in a private capacity.
- Use social media to attack or abuse other members, customers/the public or suppliers (harassment and “cyber” bullying) will not be tolerated by the council
- Upload or tag others in posts which are defamatory, offensive or sensitive.
- Although the council acknowledges that councillors are also local residents, members must not make defamatory or abusive comments about the council as this can be damaging to the council’s reputation and to your reputation.
- Publish anything that might affect the political reputation of your political group as it may lead to sanctions against you by your group.

### **Monitoring and responding to feedback**

The nature of social media carries with it the inherent risk of negative feedback / criticism in the public arena

- Allow anyone else to publish something libellous on your website – if they do take prompt action to remove it. Also best practice is to add a disclaimer to your page. You should also take steps to discourage users from posting such comments in the future.
- Ignore a sincere question from a member of the public as this could damage your and the Council’s reputation
- Allow conversations to become unmanageable or vexatious. If this does happen please seek advice from the Council’s Communications Team.

### **4. How Can I use social media in a personal capacity or as a member of a Political Party?**

If you use social media in a personal capacity or as a member of a political party it is your responsibility to abide by the social media or political party’s rules. However remember that if you publish information that you would only have accessed as a councillor, you will be seen as you acting as a councillor. You should not discuss Council business or make comments about those linked to the Council and then claim you are acting in a personal capacity. The best practice is always to keep your different roles separate.

### **5. Handling offensive comments and Dealing with Online Harrassment**

It is your responsibility to manage your own social media accounts, and to monitor any offensive content also. However, if you feel you are being subjected to online discrimination, harassment, trolling or that libellous remarks have been made against you, you should speak to the Communications team or Monitoring Officer for advice and support.

If it becomes necessary to remove offensive, defamatory or libellous comments from other users please inform the Communications Team. Depending on the severity of the comment, you may be advised to remove the comment or to inform your followers via a statement such as: "This comment was removed because the content was offensive. I will respond to your comments but please refrain from using offensive language and respect the views of others." Be sure to handle these comments swiftly to stop the issue escalating further.

## **6. Related policies ?**

- TBC

## **7. Abuse of the guidance**

A breach of this guidance could lead to a complaint against a Councillor to the Public Services Ombudsman for a breach of the Members' Code of Conduct.

## **8. Further Guidance**

As part of the Member development programme you will receive development on how to use social media. Further advice and guidance can be gained from the Communications Team – [comms@powys.gov.uk](mailto:comms@powys.gov.uk) / x6847

## **9. Helpful links**

You can find further guidance and information on using social media as a member from the sources below:

- [www.civicsurf.org.uk](http://www.civicsurf.org.uk)
- [www.socialbysocial.com](http://www.socialbysocial.com) - a primer for harnessing social media for social good
- IDeA's Connected Members: A guide to using social media
- WLGA Social Media – A guide for Councillors

## How does the Members' Code of Conduct apply to using social media?

1. It is difficult to give definitive advice on the application of the Code as each social platform is different. Ethical use of online social media is not limited to what is covered in the Code. While your conduct may not be a direct breach of the Code it may still be viewed as less than exemplary and attract adverse publicity for your office and the council.
2. You should also consider other online activities where the Code may apply:
  - **Forum posts:** If you go on to a forum and identify yourself as a member then it is likely that the Code will apply when you post entries. If you put content on the site which you could only have obtained as a member it is possible to argue that you have given the impression that you were acting as a member even if you did not identify yourself as such when you made the posting.
  - **“Friends” on social networking sites:** You should be aware that anyone you include as a friend on social networking sites could be regarded as a “person with whom you have a close association” within the meaning of paragraph 10 of Part 3 – Interests of the 2016 code – personal interests. Simply including someone on a site as a friend does not establish a close association but it is one factor that would be taken into account in deciding whether such an association exists.
3. A councillor must always bear in mind the Code of Conduct when using social media sites (in any capacity). You should pay particular attention to Ten General Principles of Public Life as set out below in The Conduct of Members (Principles) (Wales) Order 2001.

### Conduct of Members (Principles)(Wales) Order 2001.

Selflessness	1. Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.
Honesty	2. Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.
Integrity and Propriety	3. Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.
Duty to Uphold the Law	4. Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.
Stewardship	5. In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.
Objectivity in Decision-making	6. In carrying out their responsibilities including making appointments, awarding contracts, or recommending

	individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.
Equality and Respect	7. Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability sexual orientation, age or religion, and show respect and consideration for others.
Openness	8. Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.
Accountability	9. Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.
Leadership	10. Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

- 4 In addition, when using social media you should bear in mind Part 2 – General Provisions of The Local Authorities (Model Code of Conduct) (Wales) Order 2016(set out below) which will apply to your online behaviour just as they would to any other form of communication

## **PART 2 GENERAL PROVISIONS**

2.—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

- (a) whenever you conduct the business, or are present at a meeting, of your authority;
- (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
- (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
- (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

- (a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

**4. You must —**

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

(e) undertake mandatory training as agreed by Full Council from time to time.

(f) in relation to Planning Matters, act in accordance with Rules 19.76 to 19.81 (Role of Decision Maker) and Rules 19.92 to 19.122 (Decision Making by the Planning Committee) of the Planning Protocol.

**5. You must not —**

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

**6.—(1) You must —**

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.



**7. You must not —**

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

(b) use, or authorise others to use, the resources of your authority —

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

**8. You must —**

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

**9. You must —**

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

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

### Examples of cases

Examples which illustrate how the First Tier Tribunal (1) and standards committees in England have viewed cases involving social networking are given below.

Councillor Mullaney APE 0400 and High Court judgment	Birmingham City Council
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In this decision factors relevant to the conclusion that conduct was within “official capacity” included the following

- The subject member trespassed onto an individual’s property and shot a video that he subsequently posted on You Tube. The aim of the video was to galvanise the planning department into taking action concerning the building.
- The YouTube video concerned identified the subject member at the outset.
- The subject member identified himself several times as a member.
- The video was subsequently published on the subject member’s website - the homepage of which identified him as a member.
- References were made in the video to the jurisdiction of the subject member’s council.
- The subject member failed to remove or edit the video when requested.
- The tribunal decision on breach was upheld by the High Court and the case was sent back to the Appeals Tribunal to consider if the sanction they applied was appropriate.
- The sanction applied was a one month suspension.

Councillor McTigue APE 0421	Middlesbrough Council
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The Appeals Tribunal accepted that

- Even if it became clear from the forum (an on-line forum hosted by the local newspaper) that an individual who was posting on the forum was a member, the Code would not automatically be engaged.
- The question was whether in the postings on the forum the member was deemed to be, or gave the impression that he or she was “acting in the role of member”.
- This was fact-sensitive and would very much depend on the content of the postings.
- The subject member had used a pseudonym and stated that she was on the forum as a resident who just happened to be a member. Taking the contents of the postings as a whole the member did give the impression that she was acting in the role of member and representing the council. In a series of posts the subject member discussed council business, outlined what had happened at council meetings and referred to herself as a councillor.
- Sanction applied was a two month suspension.

Mayor Johnson	Greater London Authority Standards Committee Decision
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- The Mayor of London linked in his tweet to the front page of the Sun, which on that day had announced its decision to endorse the Conservative party.
- The standards committee found that he had breached paragraph 6(b) (ii) of the authority’s Code because he tweeted using his mayoral twitter feed (thus using GLA resources) and was considered to be seeking to affect party political support.

- Sanction applied was for the Monitoring Officer to speak to the Mayor about his responsibilities under the code.

Councillor Sharratt APE 0458	South Ribble Borough Council
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- The member was a journalist who published a small journal.
- The member neither claimed nor gave the impression of acting as a representative of the council. The magazine was 'published for fun', and a member of the public would be in no doubt, the panel said, that the journal was not a matter that was the business of the council.
- The Standards Committee accepted the argument that Cllr Sharratt used the magazine to conduct public discourse on the council and party issues, and that his activities on the council, the magazine and the party were seamlessly connected. However, the First-tier Tribunal disagreed. It said the decision in Livingstone (Livingstone v APE (2006) EWHC 2533) referring to 'activities which are apparently within the performance of a member's functions' should be narrowly construed.
- The appeals tribunal rejected the finding of the standards committee and concluded there had been no breach of the Code.
- No breach.

Councillor Barnbrook APE 470/471	London Borough of Barking and Dagenham
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- The member appealed the decision of the standards committee of the London Borough of Barking and Dagenham.
- The member published a video on a website concerning statements about knife crime that were inaccurate.
- The key question considered by the tribunal was whether the member was acting in his official capacity when making the video.
- There was no evidence to support the position that the member was conducting the 'business of the Council' and the parties did not put forward any arguments to this effect
- The Tribunal was drawn to the conclusion that the making of the video was not proximate enough to the role of member so as to bring him into the ambit of acting in his capacity as a member. The Tribunal considered the following factors in reaching its conclusion:
- The member was making a video on behalf of the BNP with its primary purpose being party political;
- He was not identified as a member for the London Borough of Barking & Dagenham;
- He was not taking forward an issue relevant primarily to the London Borough of Barking & Dagenham;
- He was not taking forward an issue on behalf of an individual constituent; and,
- The video dealt with a range of issues and the Appellant did not concentrate upon issues within the London Borough of Barking & Dagenham.
- No breach.

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

**Women's Equality Network's (WEN) Mentoring Scheme – Councillors Beverly Baynham & Jackie Charlton**

The WLGA is supporting the Women's Equality Network's (WEN) mentoring scheme which aims to encourage women to become involved in public and political life. The scheme was launched on 6 February, 2018 to coincide with the Centenary of Votes for Women and sought to recruit 25 aspiring women as mentees. WEN also wanted to recruit women mentors to support the mentees and sought women MPs, AMs, senior councillors and other women in public life to come forward to volunteer.

Although the WEN Scheme was targeted at only 25 individuals, the WLGA anticipates that a wider, longer-term mentoring scheme will be a key part of any future Diversity in Democracy programme ahead of the 2022 local elections.

An email was sent to all female Councillors in the Authority on 16 February advising them of the WEN Mentoring Scheme and how to apply. County Councillors Beverly Baynham & Jackie Charlton have been accepted onto the Scheme.

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol

	A	B	C	D	E	F	G	H	I
1	Topic	Description	Lead	Initial DSC Date	Sub Committee	Sub Committee Date	Follow up DSC date	Further Consideration	Council Cabinet Date
2	Review how the Council engages with young people	Review of current engagement with young people and how this can be developed. Currently the Powys Youth Forum provides an annual Member Development session. Ideas which led to this topic - could school councils be invited to attend Shire meetings to engage with them. REVIEW after the White Paper [which may refer to Youth Councils] is published	Wyn Richards (CSP - Scrutiny Services)	09/07/18 10:00			03/07/17 00:00	N/A	
3	Annual Improvement Letter [AIL]	Officers to review and only issues relating to Members in the Letter will be brought to the Committee, if required. 09/02 Wyn emailed Rhian to check if re AIL received.	Wyn Richards (CSP - Scrutiny Services)	15/01/18 10:00				N/A	
4	Member Development Strategy	Review old Strategy and develop new Strategy for recommendation the Council. Considered by MDWH 12/03/2018 - comments to be incorporated for further review on 30/04/2018	Wyn Richards (CSP - Scrutiny Services)		Member development committee		12/03/18 00:00	N/A	
5	Constitution	Ongoing review by Constitution Working Group with recommendations to DSC and Council, as required.	Wyn Richards (CSP - Scrutiny Services)					N/A	
6	Member Development Programme	Development of 2018 programme by Member Development Working Group [MDWG]. 13/11/17 MDWG agreed priorities for officers to develop. Jan - March 2018 programme developed in response to Social Care issues. Programme for April 2018 onwards being developed.			Member development committee		13/11/17 00:00	N/A	
7	Member Support and Development Charter - Advanced Level	Develop an action plan to enable an application to be made for the Advanced Charter prior to 2022.	Carol Johnson (CSP - Board Business)		Member development committee			N/A	
8	Member development evaluation summaries	MDWG to receive evaluation summaries of development sessions - at each meeting.	Carol Johnson (CSP - Board Business)					N/A	
9	Pre and post elections support and development questionnaire	04/09/17 MDWG agreed questionnaire. 23/11/17 questionnaire sent to Members. Collate results for MDW 12/03/18. Considered by MDWG 12/03/2018 - responses to be taken into account when planning for the 2022 election [item added to Plan for 2020] and responses re on-going development added to Member Development Programme list.	Carol Johnson (CSP - Board Business)		Member development committee		12/03/18 00:00	N/A	
10	Member development questionnaires - review	Review the current version of the questionnaires. When updated/agreed upload to SurveyMonkey. 12/03/2018 MDWG agreed.	Carol Johnson (CSP - Board Business)		Member development committee		12/03/18 00:00	N/A	
11	Personal Development Reviews [PDRs] and Training Needs Analysis [TNA] review	Review process and paperwork for PDRs and TNAs. Collate good practice from other Councils. Review will support further implementation of PDRs and TNA and support the Council's wish to apply for the Advanced Charter.	Carol Johnson (CSP - Board Business)		Member development committee		11/06/18 00:00	N/A	

	A	B	C	D	E	F	G	H	I
12	Member Support and Development Charter	Renewal of Standard Level Charter or application for Advanced Level Charter. MDWG 13/11/17 & DSC 27/11/17 agreed to renewal of Standard Charter level. Application submitted 19/12/17. 22/02/2018 renewal of Standard Charter awarded.	Carol Johnson (CSP - Board Business)	03/07/17 00:00	Member development committee	04/09/17 00:00	27/11/17 00:00	N/A	
13	Timing of meetings - Members' survey	Spring 2018 to influence the 2019 diary which will be produced & approved by Council in the autumn of 2018 Agreed by DSC 15/01/18. Survey to Sue Ling to put onto SurveyMonkey. 05/02/18 survey to translation. Aim to email link to surveymonkey to members week commencing 12/02/18 with survey results being considered by DSC 16/04/18	Steve Boyd (CSP - Board Business)	15/01/18 00:00			16/04/18 00:00	N/A	
14	Role of Chair of Council, all civic roles and Chair's car	Resolution at Council 13 July 2017 "RESOLVED to refer the matter of the practice of purchasing or leasing a car for the use of the Chairman to Democratic Services and to review the future role of the chairman and all civic roles." Meeting arranged for 19/02/18	Wyn Richards (CSP - Scrutiny Services)	27/11/17 00:00		19/02/18 00:00	16/04/18 00:00	N/A	
15	Blogging & Social Networking Guidance	Review Guidance previously agreed by Council January 2013. The review will link with the current review of the guidance for staff. Views of members received on draft - WR redrafting based on these comments and then share with Comms Team. Planned for DSC 16/04/18 - then Council & development session.		27/11/17 00:00			16/04/18 00:00	N/A	
16	Opposition Day Debates on Council Agendas	Develop proposals using good practice from other Councils etc.	Wyn Richards (CSP - Scrutiny Services)	03/07/17 00:00			16/04/18 10:00	N/A	



	A	B	C	D	E	F	G	H	I
17	Case management [including keeping Members informed of issues raised by Town & Community Councils in thier areas	Provisionally book presentation to DSC on system and look at needs of members 9 July. 08/01/2018 Kelly Watts advised Council's Corporate Complaints process as agreed by Jeremy Patterson - due to go live at the end of January with the following phases bringing on board Social Care Complaints and Case Management. Further developments will need to be considered after this but no timescale available. Explore the need to ensure County Councillors were kept abreast of issues raised by Town and Community Councils and the responses from officers. REVIEW whether this process should be included in the current work on developing a case management system for Members.		03/07/17 12:00			09/07/18 00:00	N/A	
18	Public Participation at Council meetings	Public Participation at Council meetings pilot undertaken in January 2017. Reviewed by DSC and approved by Council July 2017. Agreed to operate for a year and then review and evaluate. Commenced Council meeting 19 October 2017. Bring Carol Johnson (CSP - Board draft review process to 09/07/2018 DSC Business)		03/07/17 00:00			09/07/18 00:00	N/A	13/07/17 00:00
19	Developing the Council to be representative of its electorate in 2022	Explore how the Council prior to 2022 election can develop and promote democracy via such work as a programme of Members visits to schools to promote democracy, how the Council engages with younger people, the role of political parties. Invite Bets Ingram, Equality Officer to DSC meetings when discuss.	Wyn Richards (CSP - Scrutiny Services)	03/07/17 00:00			07/01/19 00:00	N/A	
20	Planning for 2022 election	Links with "Developing the Council to be representative of its electorate in 2022". In addition - preparing services for new membership [IT, HR, Payroll, Democratic Services]; candidate information; member induction programme; member information.						N/A	

Mae'r dudalen hon wedi'i gadael yn wag yn fwiadol

# 9.2

## CYNGOR SIR POWYS COUNTY COUNCIL.

### Democratic Services Committee

16<sup>th</sup> April, 2018

**REPORT AUTHOR:** Chair of DSC

**SUBJECT:** Developing the promotion of involvement in public life

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**REPORT FOR:** Decision

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### 1. Background

The DSC's Work Programme includes the following areas of work:

- Review how the Council engages with young people and
- Developing the Council to be representative of its electorate in 2022

In addition, a motion was considered at the Council meeting on 8 March, 2018. The following is an extract from the draft minutes of this meeting.

#### **NOTICE OF MOTION - TO ENCOURAGE WOMEN TO RUN FOR ROLES IN POLITICS**

Council debated the following notice of motion proposed by County Councillor Liam Fitzpatrick and seconded by County Councillor Amanda Jenner:

“That in celebration of the centenary of women gaining the vote, this council recognises the incredible contribution women have made to politics in Powys, Wales and the United Kingdom since time immemorial.

This council will continue to actively encourage women to run for political roles in the future and will strive to assist them in any way it can.”

County Councillor Myfanwy Alexander moved an amendment seconded by County Councillor Rachel Powell to request that the Democratic Services committee examine ways in which women and other under-represented groups can be encouraged to participate in civic life in Powys.

The Chair of the Democratic Services Committee advised that he had already arranged a meeting with officers to look into this.

The amendment was put to the vote and by 32 votes to 0 it was

**RESOLVED** to request that the Democratic Services Committee examine ways in which women and other under-represented groups can be encouraged to participate in civic life in Powys.

## 2. Developing the promotion of involvement in public life

The Chair, with the Portfolio Holder for HR, ICT and Communications and Portfolio Holder for Finance attended an initial meeting with officers on 9 April, 2018 regarding how the Council can use the National Democracy Week 2 – 6 July, 2018 to start to develop the promotion of involvement in public life.

The attached details possible objectives and themes for each year leading to the elections in 2022.

This meeting proposed that a Working Group from the DSC be formed to develop and manage this programme and call in appropriate officers and link with other organisations, as required.

## 3. RECOMMENDATION

Recommendation	Reason for Recommendation:
<b>1. A DSC Working Group is established to plan and set the priorities</b> <b>2. A different focus for each year be developed to be promoted during National Democracy week.</b>	<b>To promote democratic engagement and participation regardless of background, gender, disability or race.</b>

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y / N

Relevant Local Member(s):	
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Person(s) To Implement Decision:	<b>Sandra Matthews, Principal Elections Officer</b>
Date By When Decision To Be Implemented:	<b>Ongoing</b>

Contact Officer:	Sandra Matthews, Principal Elections Officer
Tel:	01597-826747
Email:	sandra.matthews@powys.gov.uk

### Background Papers used

**Objectives:**

- **promoting democratic engagement and participation regardless of background, gender, disability or race;**
- **ensure that every member of society who is entitled to do so has an equal chance to participate in our democracy and to have their say;**
- **raise awareness, particularly among underrepresented groups.**

<b>2018</b>	<b>Suffragette Centenary – celebrating women in politics addressing and breaking down the barriers</b>
Interviews /video blogs with:	<p>Leader - Councillor Harris - 1 of 4 female leaders across Wales What is it like to lead the Council? How has being a councillor changed over the years?</p> <p>New members – maybe an example from each different role, portfolio holders/scrutiny members or one representative from each political group. Potential questions: has your experience as a County Councillor been what you expected, what have been challenges/ the rewards? How have you found juggling work, family life with being a councillor? How do balance the role representing your communities with the organisation making the difficult decisions/ what has been the biggest challenge?</p>
	Statistical information: female councillor numbers 1996 to present day Currently 23 out of 73, set a challenge to the women of Powys to increase this in 2022 or increase the numbers of women standing for election.
	In view of the centenary, it would be good to highlight any local suffragettes or influential women – any stories that we can highlight from history in the Powys area. Need a call out to Archives, local historians and the public in general – highlight how anyone can make a difference.
	Booklet or social media feed - #100 reasons to be a female politician – see what resources are already out there.
Potentially later in the year – Autumn Term onwards	Competition for local schools/colleges to produce artwork/ logo/ social media campaign to be used to promote elections in 2022 – maybe different themes each year/targeting different audiences: standing for election, voting at 16-17 – winners potentially first time voters in 2022 to be judged by the Democratic Services Committee in conjunction with Powys Youth Forum which can help promote the project Prize – suggestion of a visit to Houses of Parliament /Senedd etc

<b>2019</b>	<b>Extending the Franchise - Votes at 16-17</b> <b>Raising awareness and why your vote can make a difference – the impact of local government on your lives</b>
	Extending invite to political parties to careers fair?
	County Councillors visiting schools as part of the curriculum and raising awareness of what Powys County Council does and develop further links with Youth Forum. Need to also establish links with Education team
	Mock elections – investigate which schools might be interested in running mock polling day and setting up a polling station, explaining voting process etc. How they register to vote etc
	Schools/College competitions could be run each year (as above) depending on resource decision.
	Question time – hosting events between schools in the Chamber, County Hall – questions/issues pertinent to the school children
	Running a programme of school visits/ councillor shadowing where content of meetings allow, maybe holding mock council meetings

<b>2020</b>	<b>Breaking down the barriers – addressing the impact disabilities can have on standing for election and being a councillor</b>
	Targeting some of the barriers: previous Leader raised awareness of dyslexia, ? find out if anyone would be willing to take this up or maybe Barry Thomas would be prepared to be interviewed or give his views.
	Councillor Charlton has hearing impairment – what barriers did she find with standing for election, the campaign process and her experience since becoming a Councillor
	Candidate in Welshpool with disabilities: again could we ask him for his experience of standing for election, the campaign trail etc
	What other barriers do candidates face – again perhaps we could speak to new members (political and independent members) to find out the problems they faced.
	Schools/College competition to be run each year (as above)

<b>2021</b>	<b>Welsh Assembly elections</b>
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**MINUTES OF A MEETING OF THE MEMBER DEVELOPMENT WORKING GROUP  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON MONDAY, 13 NOVEMBER 2017**

**PRESENT**

County Councillor M J Dorrance (Chair)

County Councillors E M Jones, G Breeze, L V Corfield, D O Evans, D Jones-Poston, J Charlton and E Vaughan

<b>1. APOLOGIES</b>
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There were no apologies.

<b>2. NOTES OF PREVIOUS MEETINGS</b>
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The notes of the meeting held on 4 September, 2017 were agreed as a correct record.

<b>3. MEMBER DEVELOPMENT PROGRAMME</b>
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**3.1. Mandating Data Protection Act [DPA] & IT and Information Security training for Members**

Helen Dolman, Information Governance Manager attended the meeting to discuss Data Protection issues with the Working Group. As a result of an enforcement order made against Powys County Council by the Information Commissioner (ICO) following a number of serious breaches of the DPA, all Powys County Council staff, including agency and consultants, with access to personal data are required to undertake and pass training on the Data Protection Act 1998 and the Council's Information Security policies.

Currently, elected Members are mandated to only undertake DPA training in relation to their responsibilities as Data Controllers, including registration requirements etc. The Corporate Information Governance Group [CIGG] has considered this issue, in light of the new General Data Protection Regulations which come into force in May 2018. The CIGG considered a number of options to manage the risk to the Authority and also to individual Members in respect of potential information breaches.

<b>RESOLVED TO RECOMMEND TO DEMOCRATIC SERVICES COMMITTEE</b>	<b>REASON FOR RECOMMENDATION</b>
<p><b>1. That Data Protection Act [DPA] and IT &amp; Information Security training to be mandated for Members by Council and</b></p> <p><b>2. Members identified as requiring training and who have not undertaken and passed such training be included within the monthly</b></p>	<p><b>1. To enable Powys County Council to include such evidence of training within a response to the regulator should a breach occur involving an elected Member. Additionally should Members be required to notify the Information Commissioner of a breach of information for</b></p>

<p><b>compliance reports which are provided to the Monitoring Officer.</b></p> <p><b>3. Further formal escalation would follow the process agreed by Council on the 15th July 2015 within report CC68-2015 Member Development – Mandatory and Non Mandatory Development.</b></p>	<p><b>which they are the Data Controller they can utilise the same evidence.</b></p> <p><b>2. To ensure the Monitoring Officer is able to discuss with Member(s) the reason for training not being completed.</b></p>
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It was noted that the issue would be considered by the Democratic Services Committee on 27 November, 2017 and the Full Council on 29 January, 2018.

### 3.2. Welsh Local Government Association [WLGA] Regional Induction events

The Working Group noted the WLGA Regional Events held for new members. Positive feedback had been received from Members. However the following concerns were raised and would be forwarded to the WLGA:

- a Mid Wales venue should be used for such events
- the Conwy session was dominated by north wales issues and it was considered that the trainers should have adjusted their sessions to meet the needs of all the attendees.

### 3.3. Member Development Programme 2018

The Group noted the Programme dates and potential topics/issues for inclusion. In response to questions the Head of Democratic Services advised that the Management Team had prioritised the content of the initial programme, to ensure that important corporate issues were covered. He advised that development would be a mixture of “chalk and talk”, seminars and workshops. The Group was advised that attendance at development sessions were recorded on the Members’ individual pages on the Council website. The provision of development sessions at Shire meetings would be considered.

<b>RESOLVED</b>	<b>REASON FOR DECISION</b>
<p><b>The priorities for development sessions were agreed as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget and data issues</b></li> <li>• <b>Joint venture companies – but need to check if still relevant</b></li> <li>• <b>Community leadership and casework</b></li> <li>• <b>Wellbeing and Future Generations</b></li> <li>• <b>Social Services and Well Being [Wales] Act</b></li> <li>• <b>Social media</b></li> <li>• <b>Working digitally in the Council</b></li> </ul>	<p><b>To enable officers to organise development sessions.</b></p>



<ul style="list-style-type: none"> <li>• <b>Corporate health &amp; safety and personal health &amp; safety</b></li> <li>• <b>Directorships of companies</b></li> <li>• <b>Welsh Language standards</b></li> </ul>	
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#### **4. THE WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

##### 4.1. Advanced Charter

The Working Group considered the officers' review of the Council's position in respect of what Councils are expected to provide prior to making an application for the Advanced Level Charter.

It was noted that officers do not consider that the Council is currently at a stage to make a successful application for the Advanced Charter. The Working Group was advised that the Advanced Charter can be applied for at any time and applying for this level does not need to wait until the Standard Charter period expires.

<b>RESOLVED</b>	<b>REASON FOR DECISION</b>
<ol style="list-style-type: none"> <li>1. <b>To note the officers' assessment of the Council's current position in respect of the Advanced Charter and</b></li> <li>2. <b>To note that an action plan be developed to bring the Council to a position to successfully apply for the Advanced Charter.</b></li> </ol>	<p><b>To ensure that the Council develop Member support and development to enable it to make an application for the Member Support &amp; Development Charter at the Advanced Level.</b></p>

##### 4.2. Renewal application for Standard Charter

The Working Group noted the draft application for the renewal of the Standard Level Charter.

<b>RESOLVED</b>	<b>REASON FOR DECISION</b>
<p><b>The Working Group noted the draft application for renewing the Standard Level Charter and that the application be made before the end of 2017.</b></p>	<p><b>To renew the application for the Standard Level Charter for Member support and development.</b></p>

#### **5. MEMBER AND OFFICER SUPPORT NETWORK**

The Head of Democratic Services advised on the issues considered at the last Member and Officer Network meeting:

- Local Government Bill
- Issues of regionalisation and how to scrutinise and the power of "call-in"
- Electoral Reform which may introduce voting for 16 and 17 year olds

**County Councillor M J Dorrance**  
**Chair**  
**Tudalen 53**

Mae'r dudalen hon wedi'i gadael yn wag yn fwriadol