

To: Members of the Democratic
Services Committee

Date: 26 September 2022

Direct Dial: 01824 712589

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 30 SEPTEMBER 2022 BY VIDEO CONFERENCE**.

Yours sincerely

G Williams
Monitoring Officer

AGENDA

1 APOLOGIES

2 APPOINTMENT OF A CHAIR FOR THE MEETING

To appoint a Chair from a non-executive group (non-Cabinet group) for today's meeting of the Democratic Services Committee.

3 APPOINTMENT OF VICE CHAIR

To appoint a vice chair of the Democratic Services Committee for the 2022 – 2023 municipal year.

4 DECLARATIONS OF INTEREST (Pages 3 - 4)

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

5 URGENT ITEMS

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972

6 MINUTES (Pages 5- 8)

To receive the minutes of the Democratic Services Committee meeting held on the 28 January 2022 (copy attached).

7 TIMING OF MEETINGS SURVEY 2022 (Pages 9 - 14)

To consider a report that outlines the statutory requirements under the Local Government (Wales) Measure 2011 (the 'Measure') in respect of surveying elected members on the timing and location of Council meetings (copy attached).

8 MEMBER TRAINING (Pages 15 - 18)

To consider a report providing updates and information on the post-election induction and training; and on member training and development (copy attached).

9 ROLE OF DEMOCRATIC SERVICES COMMITTEE (Pages 19 - 24)

To consider a report that outlines the statutory duties and powers of the Democratic Services Committee (copy attached).

10 PERSONAL CARE AND SAFETY FOR MEMBERS (Pages 25 - 28)

To consider a report on information about personal care and safety for local elected members (copy attached).

11 FORWARD WORK PROGRAMME (Pages 29 - 30)

To consider the Committee's Forward Work Programme (copy attached).

MEMBERSHIP

Councillors

Ellie Chard
Karen Edwards
Chris Evans
Hugh Evans
Justine Evans

Martyn Hogg
Delyth Jones
Diane King
Cheryl Williams
Elfed Williams

COPIES TO:

All Councillors for information
Press and Libraries
Town and Community Councils

LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, (<i>name</i>)	<input type="text"/>
a *member/co-opted member of <i>(*please delete as appropriate)</i>	Denbighshire County Council
CONFIRM that I have declared a *personal / personal and prejudicial interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:- <i>(*please delete as appropriate)</i>	
Date of Disclosure:	<input type="text"/>
Committee (<i>please specify</i>):	<input type="text"/>
Agenda Item No.	<input type="text"/>
Subject Matter:	<input type="text"/>
Nature of Interest: <i>(See the note below)*</i>	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

This page is intentionally left blank

DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held via VIDEO CONFERENCE on Friday, 28 January 2022 at 10.00 am.

PRESENT

Councillors Joan Butterfield, Rachel Flynn, Hugh Irving, Gwyneth Kensler, Andrew Thomas, Rhys Thomas, Graham Timms and Joe Welch

ALSO PRESENT

The Head of Legal, HR and Democratic Services (GW), Democratic Services Manager (SP), Committee administrators (SJ (Host) RTJ)

1 APOLOGIES

The Democratic Services Manager (DSM) informed the committee that the Chair had sent his apologies for the meeting, there was not an appointed vice chair for the Democratic Services Committee. Hence the DSM required the committee to appoint a chair for the duration of the meeting.

Councillor Gwyneth Kensler proposed Councillor Rhys Thomas, seconded by Councillor Hugh Irving.

There were no other nominations, therefore Councillor Rhys Thomas was appointed as the chair for the duration of the meeting.

Apologies were received from Councillors Bob Murray and Christine Marston.

2 DECLARATIONS OF INTEREST

None.

3 URGENT ITEMS

There were no urgent matters raised.

4 MINUTES

The minutes of the Democratic Service Committee meeting held on 5 November 2021 were submitted.

RESOLVED: - *that the minutes of the Democratic Services Committee meeting held on 5 November 2021 be received and approved as a true and correct record.*

5 DIVERSITY IN DEMOCRACY - ACTION PLAN

The Head of Legal, HR and Democratic Services (HLHDS) presented the Diversity in Democracy – Action Plan (previously circulated) the HLHDS reminded members that on 7th September 2021, Council approved the Diverse Council Declaration.

The WLGA has an ambitious Diversity and Democracy Programme to try and ensure that council chambers are more representative of the communities that they serve. They have been considering ways in which greater diversity can be achieved following the local government elections in May 2022.

A WLGA cross party working group was set up to explore broader underrepresentation in democracy. It produced a report that identifies barriers to participation which could broadly be summarised as:

- Time-commitment and meeting times;
- Political and organisational culture;
- Childcare and other caring responsibilities;
- Public criticism and online abuse;
- Remuneration and impact on employment; and
- Lack of diverse role models and incumbency.

The HLHDS guided the committee through the Action Plan which was shown as Appendix 2.

- Dissemination of Welsh Government educational resources to accompany the extension of the franchise to 16 and 17 year olds in Wales, education were engaged with the matter to ensure that children were aware of the role of Councillors, throughout their education.
- The WLGA had a website for being a councillor and highlighted the importance of being a County Councillor; each authority in Wales would have its version. Denbighshire County Council would soon release their own updated version since the last election.
- Another element was to increase engagement with the public to raise awareness of the role and activities of the Council and Councillors.
- Roadshows were being organised to ensure that people interested in being Councillors were aware of the work that would be involved in the role.
- Publication of the Council's Constitution. The Constitution guide was a requirement under the Local Government and Elections (Wales) Act 2021, this was being developed, alongside a plain language guide.
- Meetings would continue to be webcast, which was a good method to engage with the community.
- The WLGA indicated that each political group could nominate Diversity Leads.
- Another element was the comprehensive training and awareness programme available through a variety of routes available for members to support them in their role.
- Political Groups would be asked to provide the opportunity for mentoring /shadowing for newly Elected Members.
- Members were provided with opportunities to undertake Personal Development Reviews. However, this was not mandatory.

- Home addresses would no longer require to be published, however an official address would be required.
- Maximise opportunities for individuals to work in ways that enable them to achieve a work / life balance which protects their welfare and wellbeing and allows them to manage any caring / dependency relationships. This was deemed as a large challenge, however, Council has endorsed the New Ways of Working for member meetings to enable fully hybrid meetings which facilitate attendance from an alternative location..
- The Reviewing meeting times to have more flexibility to suit members, the review was challenging. The situation would need to be discussed at a future meeting.
- Greater respect and support for those standing for and securing elected office; there were two elements to this: Promote duty on political group leaders to promote high standards of conduct.
- Standards Committee to monitor group leaders' compliance in relation to the duty and provide training.

RESOLVED that the Democratic Services Committee notes and endorses/considers the draft action plan contained in Appendix 2.

6 ROLE OF DIVERSITY CHAMPION

The Head of Legal, HR and Democratic Services (HLHDS) presented the report on the Role of Diversity Champion (previously circulated) which was around the proposal to create the role of Diversity Champion.

The role, purpose and activities for the diversity champion were as followed –

1. To act as a strong strategic leader on raising and promoting diversity issues
2. To argue, support and defend the concerns, issues and needs of people with protected characteristics in the Councils' area.
3. To establish good working relationships with officers and others driving forward strategies, policies and plans.
4. To gain an understanding of diversity and equality issues and the Council's statutory obligations, and where required to explain those duties.
5. To commit to attending nationally facilitated events (such as provided by the WLGA) and to consider making your own regional, cross border and national links as are necessary.
6. To ensure that diversity and equality remain a priority in the Councils' work. As a spokesperson to keep issues at the forefront of debate; raising awareness amongst fellow elected members on issues relating to diversity and equality and the implications of these for the Council.
7. To promote the involvement, participation and engagement of people from diverse backgrounds in the planning and reviewing of all aspects of a local authority's work, including service delivery and policy development.
8. To consider and highlight the role of public, private and third sectors in bringing forward solutions.
9. To attend training and regular briefings.
10. To keep abreast of the evolving impact of national and legislative changes.

11. Where required, in conjunction with the relevant Lead Member (where appropriate) and the Councils' Communications team, to engage with the media.
12. To consider the role of other Champions and their impact on this role and whether to work together where appropriate.

Following the introduction by the HLHDS members discussed the following –

- The committee agreed on the position of a diversity champion; it was felt that the matter would benefit from being presented to the current Council and that the champion should be selected following the local elections in May.
- The HLHDS confirmed that the champion would be elected during the next Council, and they would be appointed for the duration of the Council term.
- Members raised concern with reporting back from champions, and whether anything could be done to have information from the champions throughout their term as champion.

RESOLVED that the Committee endorses the definition in the appendix to the report of the role of Diversity Champion.

7 FORWARD WORK PROGRAMME

The Democratic Service Committee Forward Work Programme was presented for consideration.

The next meeting was within the pre-election period there was a recommendation that due to today's meeting having been held that the meeting on the 25th March be cancelled. All present members agreed for the meeting to be cancelled.

RESOLVED that Members ***NOTED*** the verbal update.

The meeting concluded at 11.50 am.

Report to	Democratic Services Committee
Date of meeting	30 September 2022
Lead Member / Officer	Councillor Julie Matthews / Steve Price
Report author	Democratic Services Manager
Title	Timing of Meetings Survey 2022

1. What is the report about?

1.1. The report outlines statutory requirements under the Local Government (Wales) Measure 2011 (the 'Measure') in respect of surveying elected members on the timing and location of Council meetings.

2. What is the reason for making this report?

2.1. An aim of the Measure is to promote and support membership of local authorities. The times at which meetings take place can be a significant factor in enabling current members to attend meetings and could also affect whether potential candidates stand for election. Under the Measure local authorities should survey their members on their preferred times and locations for meetings at least once a term.

3. What are the Recommendations?

3.1. That the Democratic Services Committee considers and comments on the arrangements for a survey of members on the timing and location of meetings.

4. Report details

Background to the Timing of Meetings

4.1 Statutory guidance to the Measure indicates that a local authority's meetings should be held at times, intervals and locations which are convenient to its

members and as far as is practicable have regard to equality and diversity issues.

4.2 At present, the Council and principal committee meetings start in the morning. A number of internal member-level meetings start in the afternoon, and one internal forum (the Prestatyn and Meliden Member Area Group) starts its meetings in the evening. The current pattern was arrived at following surveys with members in 2013 and 2018 and from the recommendations of a member-level task and finish group in 2016.

Location of Meetings

4.3 In respect of venues the previous surveys confirmed County Hall, Ruthin as the preferred venue for most members with many citing its central location within the county as an advantage. County Hall's meeting facilities were also suitable and accessible for meetings open to the public. Some use was also made of the meeting rooms at the Council's offices at Russell House, Rhyl and Caledfryn, Denbigh.

4.4 The Covid-19 pandemic ushered in new ways of working, including a move to virtual meetings. Holding virtual council and committee meetings initially required emergency legislation which was subsequently made permanent under the Local Government and Elections (Wales) Act 2021. This required local authorities to have arrangements that enables members who are not in the same place to attend those meetings.

4.5 Last year, a member 'New Ways of Working Group' considered how members should conduct future meetings and what ICT equipment they needed to do so. The working group's proposals were endorsed by the Democratic Services Committee in November 2021 and adopted by full Council in December 2021. In considering whether the formal, public meetings should be entirely virtual or hybrid, Council chose them to be hybrid meetings (allowing members to choose to attend in person or remotely). For efficiency (the saving of travel time for example) and environmental reasons Council decided that internal meetings such as the Member Area Group meetings should generally be held as virtual meetings.

The Survey

4.6 The survey attached as appendix 1 is in draft form and may be amended following the Committee's comments and recommendations. The final version of the survey will be online and circulated to all elected and co-opted members of the Council's principal committees with the collated results and comments reported to full Council for a decision on the arrangements for future meetings.

5. How does the decision contribute to the Corporate Priorities?

5.1. There is no direct contribution to the corporate priorities.

6. What will it cost and how will it affect other services?

6.1. The Council utilises existing room based, virtual and hybrid resources to conduct its meetings and these are flexible enough to accommodate changes to the meeting arrangements. Options relating to when and where meetings are held could have cost or staff time implications depending on the scale and nature of the options.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An impact assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. This is a consultative report for the Democratic Services Committee. All members will be invited to complete a survey on the timing and location of meetings.

9. Chief Finance Officer Statement

9.1. Not required for this report to the Democratic Services Committee.

10. What risks are there and is there anything we can do to reduce them?

10.1 The arrangements for meetings can be a significant factor in enabling current members to attend meetings and could also affect whether potential candidates stand for election.

11. Power to make the decision

11.1 Section 6 of the Local Government (Wales) Measure 2011.

Draft Timing of Council Meetings Survey

An aim of the Local Government (Wales) Measure 2011 is to promote and support membership of local authorities. The times at which meetings take place is seen to be of considerable significance as it can affect the extent to which individuals may contemplate standing for election. Under the Measure local authorities should survey their members on their preferred times and locations for meetings and it would be appreciated if councillors could complete this survey by [DATE]

*Name:

**(Please note that responses to the questions and comments will be anonymised).*

Question 1:

Would you prefer (a) morning, (b) afternoon (starting between 2pm and 4pm) or (c) evening meetings (starting after 5pm)? Please give any reasons for your preferred times (for example family, work, social commitments).

Question 2:

Would you apply your timing preference to (a) all committees (b) only committees you are a member of or (c) only certain committees? If you have answered 'c' please state which committees and why.

Question 3:

Would you prefer to see the timing of meetings rotate? If yes, would you like the timings to rotate for (a) all committees or (b) for some committees only? If you have answered 'b' please list which committee(s) and why you would want this.

Question 4:

Are there any meeting times that you would find particularly difficult? If yes, please state which times would be difficult for you and the reasons for the difficulties (for example family, work, social commitments).

Question 5:

Do you have a preferred location(s) for in-person meeting venues? If yes, please state your preferred location(s).

Question 6:

Do you prefer meetings you attend to be (a) hybrid (b) in person or (c) fully remote? Please state your reasons.

Question 7:

Do you experience difficulties attending meetings remotely? If yes, please explain what these difficulties are and what support you think might help you?

Question 8:

Do you experience difficulties attending meetings that are in person only? If yes, please explain what these difficulties are and what support you think would help you?

Report to	Democratic Services Committee
Date of meeting	30 September 2022
Lead Member / Officer	Councillor Julie Matthews / Steve Price
Report author	Democratic Services Manager
Title	Member Training and Development

1. What is the report about?

1.1. This report provides updates and information on the post-election induction and training; and on member training and development generally.

2. What is the reason for making this report?

2.1 To inform the Committee and seek the Committee's views on the contents and direction of the training and development programme. The Committee's views and recommendations will be reported to full Council in order for Council to determine the future arrangements for member training and development.

3. What are the Recommendations?

3.1. That the Committee considers and recommendations to Council on the member training and development programme.

4. Report details

Post-Election Induction

4.1. A programme of member inductions, training and development commenced immediately after the Council elections in May. The sessions delivered to date have included the induction of new and returning members by covering members' ICT provision, familiarisation with services and to undertake certain

roles as members (for example training on the Code of Conduct, to sit on the Planning Committee or acting as a 'corporate parent').

E-Learning

4.2 The development of a e-learning resources for members has been coordinated nationally by a Member Support Officer Network in conjunction with the Welsh Local Government Association. A national e-learning platform has been developed for local authority use.

4.3 E-learning has not previously been available to members because of a number of problems relating to the suitability of the e-learning platform, the availability of updated modules and compatibility with the mobile devices used during the last Council. The e-learning modules now available are:

1. Chair Meetings Effectively
2. Community Leadership and Casework
3. Corporate Governance
4. Corporate Parenting
5. Effective Scrutiny
6. Equality & Diversity
7. Ethics & Standards
8. Governance, audit and Risk Management
9. Introduction to Licensing
10. Introduction to Planning
11. Local Government Finance
12. Planning for Planning Committee Members
13. Public Speaking and Working with the Media
14. Social Media Awareness
15. Social Services and Well-being (Wales) Act 2014
16. Well-being of Future Generations (Wales) Act 2015
17. Welsh Language Standards

Mandatory Training

4.4 In 2018 Council decided that the following would be mandatory training courses:

- Code of Conduct - once a term
- Planning – two training events each year (for Planning Committee Members)
- Licensing - two training events each year (for Licensing Committee Members)
- Data Protection and GDPR – annual training amended to once a term
- Local Government Finance - once a term
- Safeguarding - once a term.
- Corporate Parenting – once a term

Personal Development Reviews

4.5 The Local Government (Wales) Measure 2011 requires that a Personal Development Review (PDR) be made available to each councillor. A PDR is a way for a member and the Council to mutually assess a member's personal development needs. The review would be set within the context of the role of the member, their aspirations for what they hope to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and development received by the member over the previous year.

4.6 A PDR is not a Performance Appraisal but intended to be a means of supporting and developing members. Members are not obliged to undertake a PDR.

5. How does the decision contribute to the Corporate Priorities?

5.1 This report does not directly contribute to the Corporate Priorities though appropriately trained and supported elected members will contribute to the

Council's performance at strategic, policy development and decision-taking levels.

6. What will it cost and how will it affect other services?

6.1 The majority of the training plan is provided by the Council's officers. This does not require extra funding but does require officer time and that will be a factor in the size and complexity of the training programme that can be delivered. For some training areas external facilitation is required which would need to be contained within the member training budget.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1 Member training and development issues are reported to the Democratic Services Committee and full Council.

9. Chief Finance Officer Statement

9.1 A Statement is not required for this report.

10. What risks are there and is there anything we can do to reduce them?

10.1 Training and development is intended to equip members and co-opted members with the skills and knowledge required for the different roles of the modern councillor and lay member. Without appropriate training and development there is also a greater risk of successful challenges to decisions and of complaints.

11. Power to make the decision

11.1 Local Government (Wales) Measure 2011

Report to	Democratic Services Committee
Date of meeting	30 September 2022
Lead Officer	Steve Price
Report author	Democratic Services Manager
Title	Role of the Democratic Services Committee

1. What is the report about?

1.1. This report outlines the statutory duties and powers of the Democratic Services Committee.

2. What is the reason for making this report?

2.1. Local authorities are required to have a Democratic Services Committee to oversee the democratic services of the Council. Today's meeting is the committee's first meeting since the Council elections in May and it is therefore appropriate to consider the committee's role and responsibilities.

3. What are the Recommendations?

3.1. That the Committee notes the statutory duties and powers of the Democratic Services Committee.

4. Report details

4.1. A local authority must appoint a democratic services committee to:

(a) designate a statutory head of democratic services. The Head of Democratic Services is the Democratic Services Manager Steve Price, and a summary of the functions of the statutory role is shown in appendix 1;

(b) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and

(c) make reports and recommendations to the authority in relation to such provision.

- 4.2. It is for the Democratic Services Committee to determine how to exercise those functions.
- 4.3. The chair and membership of the committee are appointed by full Council and can consist of no more than 1 member of Cabinet. Council previously decided that the committee membership would not include members of the Cabinet. The chair of the committee cannot be a member of an executive (Cabinet) group which in Denbighshire means the chair cannot be from the Labour or Plaid Cymru groups.
- 4.4. Similar to the powers of a Scrutiny committee the Democratic Services Committee may require members and officers of the authority to attend before it to answer questions. If a member or officer is required to attend they must answer any questions unless the question is one which they would be entitled to refuse in a court. The committee may invite other persons, bodies or organisations to attend meetings of the committee. The committee must meet at least once in every calendar year.
- 4.5. The committee's business and forward work programme is likely to feature the following topics (this list is not exhaustive):

- Member training and development
- Support arrangements for members to fulfil their roles
- Support for the Scrutiny function of the Council
- Reviewing resources available to members (for example accommodation and technology)
- Welsh Government initiatives, legislation and consultations on local democracy issues including diversity, equality and participation
- Members' Remuneration

5. How does the decision contribute to the Corporate Priorities?

- 5.1. The committee undertakes statutory duties that are aimed at strengthening local democracy.

6. What will it cost and how will it affect other services?

6.1. This report is for information only and does not have any cost implications.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. A Well-being Impact Assessment is not required for this information report.

8. What consultations have been carried out with Scrutiny and others?

8.1. None.

9. Chief Finance Officer Statement

9.1. A Statement is not required for this information report.

10. What risks are there and is there anything we can do to reduce them?

10.1. No risks have been identified from this report.

11. Power to make the decision

11.1. The Local Government (Wales) Measure 2011

This page is intentionally left blank

The functions of the Head of Democratic Services (under the Local Government (Wales) Measure 2011) are -

(a) - to provide support and advice (but see note 1 below)

- to the authority in relation to its meetings;
- to committees of the authority and the members of those committees;
- to any joint committee which a local authority is responsible for organising and the members of that committee;
- in relation to the functions of the authority's overview and scrutiny committee(s), to members of the authority, members of the executive and officers;
- to each member of the authority in carrying out the role of member of the authority (but see note 2 below);

(b) to promote the role of the authority's overview and scrutiny committee(s);

(c) to make reports and recommendations in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff;

(d) any other functions prescribed by the Welsh Ministers.

[Notes

1. the function of providing advice about whether or how the authority's functions should be, or should have been, exercised, only applies to advice concerning the functions of the overview and scrutiny and democratic services committees;

2. in this case, advice to a member does not include advice in connection with their role as an executive member, and does not include advice about a matter being or to be considered at a meeting (other than a meeting of an overview and scrutiny or democratic services committee).]

This page is intentionally left blank

Report to	Democratic Services Committee
Date of meeting	30 September 2022
Lead Member / Officer	Councillor Julie Matthews / Steve Price
Report author	Democratic Services Manager
Title	Personal Care and Safety for Members

1. What is the report about?

1.1. This report contains information about personal care and safety for local elected members.

2. What is the reason for making this report?

2.1 The Committee is an appropriate forum to discuss current concerns relating to intimidatory and toxic behaviours affecting local democracy and to highlight the availability of advice and support.

3. What are the Recommendations?

3.1. That the Democratic Services Committee comments on the issues raised and offers guidance on the focus for a future member-training session on personal care and safety.

4. Report details

Personal Safety

4.1. An Electoral Commission report on the May 2022 local government elections in Wales stated that:

'A notable proportion of candidates responding to our survey said that they experienced some form of abuse or intimidation. In most cases this involved verbal or online abuse, and the majority of instances came from members of the

public. We also received reports of poor candidate behaviour from the police. We will work with Welsh Government and the wider electoral community to make sure we understand what is driving candidate abuse and intimidation, and to ensure this issue is addressed as a matter of urgency.'

4.2 The Welsh Local Government Association (WLGA) recommends that members are mindful of the risks when for example:

- Visiting people in their homes
- Receiving callers to the councillor's home
- Holding surgeries
- Travelling, whether on public or private transport and when alone
- Communicating online

4.3 The WLGA signposts the following personal safety resources for members. The full website addresses are shown in the footnote below.

[Personal Safety guidance for Councillors \(Local Government Information Unit](#)

[Personal Safety Advice \(Susie Lamplugh Trust\)](#)

[Online Abuse Guidance for Councillors \(WLGA\)](#)

[Get Safe Online Guidance \(UK Government\)](#)

[Recognising the Terrorist Threat Guidance \(National Counter Terrorism Security Office\)](#)

4.4 Denbighshire's members can raise safety concerns with the Council's corporate health and safety and democratic services' teams or the Monitoring Officer. Local policing teams are contactable using the appropriate emergency (999) or non-emergency (101) numbers or via their online reporting portal in respect of concerns or reports of a crime relating to intimidation, abuse or harassment of councillors.

<https://lgiu.org/publication/personal-safety-for-councillors-2/>

<https://www.suzylamplugh.org/Pages/Category/personal-safety-advice>

<https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=1504>

<https://www.getsafeonline.org/>

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

Civility in Public Life

4.5 The Local Government Association and the WLGA are part of a multi-organisational programme of work entitled 'Civility in Public Life' aimed at promoting good standards for anyone engaging in public and political discourse. Civility in Public Life also seeks to understand the scale and impact of intimidation and abusive behaviour and to offer support to elected members.

Members' Code of Conduct

4.6 Serving councillors are bound by the statutory Code of Conduct, which sets out high standards of conduct including treating others with respect and consideration and prohibiting bullying behaviour or harassment. The Public Services Ombudsman for Wales has legal powers to investigate complaints that councillors have breached their Code of Conduct and may refer cases to the Council's Standards Committee to be heard. The Council also has a Members' Self-Regulatory Protocol to sit alongside the Code of Conduct and resolve problems that may not reach the threshold to be dealt with as a breach of the Code.

Personal Care and Safety Training

4.7 The Committee's views on the contents and arrangements for a member training session are sought.

5. How does the decision contribute to the Corporate Priorities?

5.1 There is no direct contribution to the Corporate Priorities.

6. What will it cost and how will it affect other services?

6.1. The costs of the member training session will be accommodated from within existing budgets.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. An impact assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. None.

9. Chief Finance Officer Statement

9.1. A Statement is not required for this report.

10. What risks are there and is there anything we can do to reduce them?

10.1. Incidents of violence towards elected members or candidates for elected office are rare but members can become the victims of written or verbal abuse owing to their public profiles and roles. The availability of information and support and the promotion of civility in public life are measures towards reducing the risks.

11. Power to make the decision

11.1. No decision is required.

Democratic Services Committee Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Author	Date Entered
24 March 2023	1	Democratic Services FWP	To consider the Committee's forward work plan	Democratic Services	Standing item
29 Sept 2023	1	Democratic Services FWP	To consider the Committee's forward work plan	Democratic Services	Standing item

Democratic Services fwp.doc
 Updated SJ 22/09/22

This page is intentionally left blank