

To: Members of the Democratic
Services Committee

Date: 24 January 2022

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Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 28 JANUARY 2022** via **VIDEO CONFERENCE**.

Yours sincerely

G Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST (Pages 3 - 4)

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

3 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

4 MINUTES (Pages 5 - 12)

To receive the minutes of the Democratic Services Committee meeting held on the 5 November 2021 (copy attached).

5 DIVERSITY IN DEMOCRACY - ACTION PLAN (Pages 13 - 22)

To receive a report by the Head of Legal, HR and Democratic Services regarding the draft action plan to support the Diverse Council Declaration made by the County Council on 7th September 2021 (copy enclosed)

6 ROLE OF DIVERSITY CHAMPION (Pages 23 - 26)

To receive a report by the Head of Legal, HR and Democratic Services on the proposals to create the role of Diversity Champion (copy attached).

7 FORWARD WORK PROGRAMME (Pages 27 - 30)

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

MEMBERSHIP

Councillors

Joan Butterfield
Rachel Flynn
Hugh Irving
Gwyneth Kensler
Christine Marston

Bob Murray
Andrew Thomas
Rhys Thomas
Graham Timms
Joe Welch

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, *(name)*

a *member/co-opted member of

*(*please delete as appropriate)*

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:-

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)**

Signed

Date

*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'.

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DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held via VIDEO CONFERENCE on Friday, 5 November 2021 at 10.00 am.

PRESENT

Councillors Joan Butterfield, Rachel Flynn, Gwyneth Kensler, Christine Marston, Bob Murray (Chair), Rhys Thomas and Graham Timms

Observer: Councillors Meirick Lloyd Davies

Lead Member for Finance, Performance and Strategic Assets: Councillor Julian Thompson-Hill

ALSO PRESENT

Head of Legal, HR & Democratic Services (GW), The Democratic Services Manager (SP), Head of Business, Improvement and Modernisation (AS) and Committee Administrators (SJ and RTJ)

POINT OF NOTICE

Due to the current restrictions on travel and requirement for social distancing as a result of the coronavirus pandemic the meeting was held remotely by video conference and was not open to the general public. All members had been given the opportunity to attend as observers and the Local Democracy Reporter had also been invited to observe.

1 APOLOGIES

There were no apologies received.

2 DECLARATIONS OF INTEREST

The Head of Legal, HR and Democratic Services confirmed that all members present would have a personal interest in agenda item 8 – Independent Remuneration Panel for Wales Annual Report 2022 / 2023, as it determined Councillor salaries. This was not regarded as being a prejudicial interest under the Code of Conduct.

All Councillors present declared a personal interest in the Independent Remuneration Panel for Wales' Annual Report 2022/23.

3 URGENT ITEMS

There were no urgent matters raised.

4 MINUTES

The minutes of the Democratic Service Committee meeting held on 12 March 2021 were submitted.

Page 8 – Agenda Item 7 - Draft Revised Guidance on the Code of Conduct – Members felt the term ‘Thicker skinned’ was inappropriate. The Head of Legal, HR & Democratic Services, stressed the phrase had been used in the guidance notes from the Ombudsman and in a High Court Judgement on the Code of Conduct.

Resolved: - that the minutes of the Democratic Services Committee meeting held on 12 March 2021 be received and approved as a true and correct record.

5 PROPOSALS FOR MEMBERS TO ADOPT NEW WAYS OF WORKING

The Head of HR, Legal and Democratic Services (HHRLDS) introduced the report (previously circulated). He offered his apologies for the confusion with the appendices related to the agenda item.

The Lead Member for Finance, Performance and Strategic Assets was in attendance for the item. He confirmed that a working group had been established to review and discuss new ways of working. It was confirmed that the working group had met on the 19th October 2021 and had agreed the recommendations put to members in the report.

It was stressed the proposals set by the working group had been put forward to assist the hybrid meeting set up and enable members to access meetings remotely if they wished to do so. The proposal had been to provide every member with two pieces of technology, a laptop and a large screened mobile phone. The working group had decided not to issue members with an iPad.

The Lead Member stressed the changes to technology used would be following the next elections and ICT training would be provided to all members.

The HHRLDS confirmed to members that current law enforced local authorities to have provision for members to attend meetings remotely. The majority of public meetings were now being held remotely with the meeting being live streamed via the council webcast. This allowed the public and press to observe the meeting. Members were reminded the standard meeting structure would still apply, with members still required to state any declarations and part 2 documents remaining confidential. Members were guided through the general principles and protocols proposed.

The Head of Business, Improvement and Modernisation (HBIM), confirmed training to members would be provided on the new technology. He stressed the importance of having technology equipped to allow members more access and ease when attending meetings virtually. ICT staff would be available to offer support and guidance to members. He congratulated members on the quick learning they had completed during the pandemic to allow for meetings to continue.

The Chair thanked the officers for the support he had received, setting up his devices to enable him to work from home.

Members thanked the Lead Member and officers for the information provided, during the discussion the following points were raised:

- The Independent Remuneration Panel (IRP) encouraged members to use the provision for claiming expenses including the facility of childcare. If members had receipts for expenses, then claims could be made to support members to attend meetings.
- Officers and the working group would look at options for members on an individual basis and aid the set up for members with the technology they required to access meetings from remote locations.
- Remote meetings still required a level of formality and decorum. The facility of blurred backgrounds could be adopted by members to add privacy. It was confirmed space would be made available in council buildings for members to use to attend meetings. Currently it was only the Council Chamber in County Hall, Ruthin that was technically set up to support hybrid meetings.
- The use of hybrid/ remote meetings may not be suitable for all meetings. For some meetings not administrated by Democratic Services such as adoption panel it may not be feasible to hold a remote meeting.
- Members understood the need to record meetings, it was requested that members be made aware when meetings where to be recorded.
- The new mobile device could be used as a Wi-Fi hotspot if needed.
- The poll function on Zoom was available to use if required. It was note that the function had been used a number of times to hold decision making votes. Voting by roll call can be time consuming but it made clear how members wished to cast votes.
- Health and Safety of members and officers was a concern. Members and officers had been encouraged to discuss any concerns with others. Support and guidance would be provided for all if any issues arose. The choice to work remotely was hoped to provide more flexibility for members to choose where they attend meetings from.
- The HBIM confirmed he would look into the licencing rights of PDF to allow members to add notes to documents on devices.
- Members could add 'Councillor' or 'Cllr' to name on Zoom to clearly show any public viewers who they are.
- Members suggested the wording in the Hybrid Protocol section 3.6 (appendix2) be amended from 'ensure' to read 'best endeavours'.
- All council building including libraries would be reviewed to see if they could be offered as a place to connect to a meeting.

The Chair thanked the Lead Member and Officers for the detailed response to members questions and concerns and wanted to thank the ICT team for the support and guidance it had provided to all members during the changes resulting from the changes to remote working. Members wanted to praise the work from the working group.

Members,

RESOLVED that:

- *Members note the contents of the report and attached appendices;*

- *Members agree to the recommendations included in the report with the amendment to the hybrid protocol (3.6) reading 'best endeavours' and*
- *A section be included to ensure members are aware of meetings that are recorded.*

6 DIVERSITY IN DEMOCRACY

Members were guided through the report (previously circulated) by the Head of HR, Legal and Democratic Services (HHRLDS). Members were reminded that a report had been presented to County Council on 7th September 2021 on 'Diversity in Democracy'. At that meeting members approved the declaration set out in Appendix 3 to the report and delegated the preparation of an action plan to support the declaration to the Democratic Services Committee.

The report covered the work of the Welsh Local Government Association (WLGA) as part of its Diversity and Democracy Programme. Included in the work of the WLGA was an ambitious Diversity and Democracy Programme to try and ensure that council chambers were more representative of the communities that they each served. Highlighted in the report were a number of barriers that had been previously noted including;

- 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 HHRLDS stressed with the new ways of working and the hybrid system of meetings it was hoped the time commitment and traveling to meetings barrier would be eased for potential candidates. It was also confirmed following every election a specific report was presented to County Council to discuss meeting times and any specific requirements.

The HHRLDS highlighted that included within the action plan were steps to improve the ways in which meetings were conducted to ensure people who may be in full time employment, running their own business, or have a disability or caring responsibilities can participate in local democracy. It was stressed an important role of an elected Councillor was to support the commitment of becoming a diverse council. Increasing engagement with the public and to raise awareness of the role of a councillor and the positive contribution that councillors make to local authorities was vital. Members heard that the WLGA had launched a 'Be a Councillor' website which contained information about the role of a councillor and offered support and development opportunities. It was confirmed that training guidance for the new council would be provided by WLGA.

The HHRLDS confirmed the description provided within the report had been provided by the WLGA including the wording used for the criteria for potential candidates.

Members were informed that a national agenda had begun to address concerns and issues relating to the use of social media. It was stressed by members the

abuse and harassment received over social media had been appalling. The HHRLDS stressed the importance to support and aid these agendas.

It was confirmed to members it had been a legal requirement to include contact details for Councillors, but the law was soon due to be changed. Members were also reminded of the protocol currently in place if they had any concerns or wanted to raise any issues. He took on board any concerns or comments regarding training and would happily receive members' feedback on training that is provided.

The HHRLDS suggested to members that the action plan be presented to members for comments. Members requested that a meeting be set up to receive the action plan to have an engaging discussion on the proposal. Members were all in agreement.

It was,

RESOLVED that members note the report and a further detailed report on the action plan be presented to committee.

At this juncture of the meeting, a number of members had to leave. The attendance of the meeting fell below the requirement for quorum requirements. It was decided to continue with the business of the meeting.

7 ROLE OF YOUNG PERSONS' CHAMPION

The Head of Legal, HR and Democratic Services(HLHRDS) stressed the importance of the proposed new Young Persons' Champion role. Members were guided through the report (previously circulated) and provided with background information regarding the role.

Members were reminded that following a notice of motion presented to County Council in September 2021, and it was resolved that a report on the role of a Young Persons Champion be presented to Democratic Services Committee to define the role and a further report to be presented to Full Council.

Members were informed the Lead Member agreed the role could be offered to any member wishing to take on the position. The HLHRDS confirmed the draft role description had been created in line with the current Champion roles held within the authority.

Following the discussion members discussed the following in more detail:

- The Young Persons Champion covers all ages up to 25 not 18 as stipulated in the draft report.
- Engagement with young people and schools was vital for the selected Champion.
- Members agreed the position was needed and would provide a positive link for young people and the authority.
- Members stressed the importance of receiving feedback from the Champion Roles in the authority to learn and develop understanding.

- The HLHRDS confirmed the role would include a specific list of qualities for the applicant to fulfil for the role. The individual selected would have close working with the Lead Member and advocate young people on behalf of the council.

The HLHRDS informed members as the committee was no longer quorate they could not formally rectify the recommendation but could support the description of the role.

It was therefore,

NOTED, that members were broadly supportive of the Young Persons Champion description and broadly supportive of the role for an appointed individual or Councillor.

8 DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2022-2023

The Head of Legal, HR and Democratic Services (HLHRDS) introduced a report (previously circulated) in respect of the Independent Remuneration Panel for Wales' (IRPW) annual report for the civic year 2022/2023.

Members were reminded that IRPW was established in 2008. The Panel's remit and functions were extended in the Local Government (Wales) Measure 2011. The Panel's remit included councillors, other members of national park authorities, Welsh fire and rescue authorities and community and town councils in addition to county and county borough councils. The Panel was able to stipulate the actual amount of payment an authority may make to a member and the duties and responsibilities which may qualify councillors to receive payments.

The HLHRDS stressed the authority had to comply with the recommendations and must pay the basic salary. All members had been encouraged to receive their entitled salary. It was confirmed that the basic salary was proposed to increase to £16800 from £14368, an increase of 17%.

Members were guided through the report that illustrated the different salaries paid for the senior positions.

Members were informed the salary paid to the Chair of a committee was provided to the Chair only, if for any reason the Vice-Chair took the Chair position on a long-term basis a section of the draft report provided arrangements for the authority to follow.

It was stressed to members the final reports recommendations would be binding and all local authorities would have to adhere to the report.

It was therefore,

NOTED, by the committee the determinations of the Independent Remuneration Panel for Wales for 2022 – 2023 in respect of the payment salaries and payments to co-opted members.

9 FORWARD WORK PROGRAMME

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

The Chair confirmed the next meeting scheduled was 25 March 2022. Members agreed that if possible that a separate meeting be arranged before the March meeting to discuss the Diverse Council Action Plan once a detailed draft was constructed.

Members agreed to include an agenda item at the next meeting on WLGA – Induction Process.

*Members **NOTED** the verbal update.*

The meeting concluded at 13.00 p.m.

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Report to	Democratic Services Committee
Date of meeting	28 th January 2022
Lead Member / Officer	Councillor Hugh Evans, Leader of the Council
Report author	Gary Williams, Head of Legal, HR and Democratic Services
Title	Diversity in Democracy – Action Plan

1. What is the report about?

1.1. The report is about a draft action plan to support the Diverse Council Declaration made by the County Council on 7th September 2021.

2. What is the reason for making this report?

2.1. On 7th September 2021, Council approved the declaration set out in Appendix 1 to this report and delegated the preparation of an action plan to support the declaration to the Committee. The purpose of the report is to seek the Committee's views on the draft action plan attached as Appendix 2 to this report.

3. What are the Recommendations?

3.1 That the Committee considers the draft action plan contained in Appendix 2 and approves it subject to any amendments considered necessary by the Committee.

4. Report details

4.1. 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.

4.2. 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

4.3. The WLGA Council agreed unanimously that a concerted and collective effort was required across the local government family and political parties.

4.4. On 7th September 2021 Denbighshire County Council resolved to commit to being a Diverse Council and approved the declaration set out in Appendix 1 to this report. Council delegated the task of preparing an action plan to support this commitment to the Democratic Committee.

4.5. A number of councils have already adopted action plans to support their commitment to becoming diverse councils. Common features of these plans are steps to increase engagement with the public and raise awareness of the role of a councillor and the positive contribution that councillors make. The WLGA has launched a 'Be a Councillor' website containing information about the role of a councillor and the support and development opportunities that can be made available. This can be found at <https://www.beacouncillor.wales/>. This can be promoted to ensure that potential candidates are fully informed about the role.

4.6. Other common features of these action plans is a recognition of the importance of the health and safety of councillors and steps to ensure members receive the appropriate training and awareness to assist them with their wellbeing, making clear that the council will not tolerate the bullying and intimidation of councillors, including on social media.

4.7. The action plans also contain steps to improve the ways in which meetings are conducted to ensure that people who may be in full time employment, running their own business, or have a disability or caring responsibilities can participate in local

democracy. The Council approved proposals for New Ways of Working at its meeting on 7th December which will assist to overcome some barriers to participation relating to the timing and conduct of meetings.

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

5.1. The Council's Corporate Plan contains a commitment to engage challenge and where possible remove barriers to opportunities for those with protected characteristics.

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

6.1. There are unlikely to be direct costs arising out of the activities set out in the draft plan. The majority of the resource required will be in officer time. Where there are costs they will be met from within existing resources.

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

7.1. There is no requirement for a well-being impact assessment for this report.

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

8.1. This report has not been considered by Scrutiny

9. Chief Finance Officer Statement

9.1. The service have confirmed that there are unlikely to any additional costs and if there are they will be low and can be kept within existing budgets.

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

10.1. There is a risk that failing to tackle some of the issues that provide barriers to some groups within society from participating in the democratic process will dissuade some members of the public from standing for election thereby restricting the diversity of representation.

11. Power to make the decision

11.1.s111 Local Government Act 1972

In September 2021 Council supported the principles set out in the declaration below.

Diverse Council Declaration

This Council commits to being a Diverse Council.

We agree to:

- Provide a clear public commitment to improving diversity in democracy
- Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct
- Set out a local Diverse Council Action Plan ahead of the 2022 local elections
- Demonstrate a commitment to a duty of care for Councillors
- Provide flexibility in council business by reviewing our practical arrangements for the holding of meetings
- Ensure that all members are aware of the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.

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DENBIGHSHIRE COUNTY COUNCIL

DIVERSITY IN DEMOCRACY ACTION PLAN

OBJECTIVE	POTENTIAL ACTIONS / PROPOSED WAY FORWARD	TIMESCALES
<p>Increase understanding of different tiers of government in Wales, the role each plays in society and how they operate.</p>	<p>Dissemination of Welsh Government educational resources to accompany the extension of the franchise to 16 and 17 year olds in Wales</p> <p>Promote Welsh Government's Guidance / materials for 16 and 17 year olds regarding Democracy in Wales. Explore Web-based platforms.</p> <p>Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.</p> <p>Consultation Engagement and Equalities Team to explore other potential avenues through school forums / youth councils / career fairs. Continue to engage with schools (subject to pandemic), including links with school councils and youth councils</p>	<p>Resources have been developed by WG and have been disseminated to YEPs / schools.</p> <p>March/April 2022</p> <p>January/February 2022</p>
<p>Increase engagement with the public to raise awareness of the role and activities of the Council and Councillors. Provide clarity about how the public can better inform local decision making.</p>	<p>Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.</p> <p>Work with Town and Community Council's to ensure links with 'Becoming a Councillor page' are promoted.</p> <p>Promote the role of Councillor by holding 'Becoming a Councillor Roadshows prior to 2022 elections.</p> <p>Publication of Council's Constitution. Constitution guide now a requirement under the Local Government and Elections (Wales) Act 2021.</p> <p>Develop Public Participation Strategy Scheme for compliance with duty under the 2021 Act. Encouraging people to participate in decision making and promoting awareness of how to become a</p>	<p>January/February 2022</p> <p>January/February 2022</p> <p>February 2022</p> <p>Constitution currently on the website. Guide to be in place by May 2022.</p> <p>Provision in force May 2022.</p>

	<p>Member, what membership entails, promoting / facilitating processes</p> <p>To continue the webcasting of meetings as specified under the 2021 Act.</p> <p>Ask each political group to nominate Diversity Leads for each political group.</p>	<p>All meetings are currently being webcast.</p> <p>February/March 2022</p>
<p>Comprehensive training and awareness programme available through a variety of routes available for members to support them in their role.</p>	<p>Members Induction Programme - work with the WLGA and share good practices with other councils to ensure a comprehensive induction programme for newly elected members.</p> <p>Review areas of training and development which can be made available online, core set of training materials which can be used for all Members.</p> <p>Ask political groups to provide the opportunity for mentoring /shadowing for newly Elected Members.</p> <p>Provide opportunities for all members to be able to undertake Personal Development Reviews.</p> <p>Promoting the WLGA's online "Councillor Guide" for the 2022 elections and the suite of National e-learning modules specifically developed for Members and freely available via the NHS learning@wales website.</p>	<p>May 2022</p> <p>May 2022</p> <p>May 2022</p> <p>October 2022</p> <p>Both prior to and after May 2022</p>
<p>Improve the safety of councillors and their families when undertaking their council duties</p>	<p>Ensure that members undertake health and safety training to include lone working training to ensure their safety.</p> <p>Publish official addresses on council website rather than personal addresses for Members (where requested).</p>	<p>July 2022</p> <p>May 2022</p>
<p>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.</p>	<p>Council has endorsed the New Ways of Working for member meetings to enable fully hybrid meetings which facilitate attendance from an alternative location.</p> <p>Promote the remunerations that are available to Members on the Council</p>	<p>May 2022</p> <p>Both prior to and after May 2022</p>

	<p>website and to potential candidates for election during roadshows, and to all newly elected members</p> <p>Promote family absence provisions to potential candidates for election during roadshows and to all newly elected members.</p> <p>Promote the allowance available to members for the costs of care and personal assistance to potential candidates during roadshows and to all newly elected members</p> <p>Encourage all Members to claim any necessary allowances or expenses incurred.</p> <p>Reviewing meeting times to have more flexibility to suit Members.</p>	<p>Both prior to and after May 2022</p> <p>Both prior to and after May 2022</p> <p>Both prior to and after May 2022</p> <p>This is required by law to be done at least once per Council term. This will be conducted after the May 2022 election.</p>
Assess the effectiveness of the provisions in 2011 Measure in relation to data collection, and in relation to other candidate data that could be collected in order for political parties to support diverse candidates at elections	<p>Undertake a diversity and inclusion survey with Members which will provide a benchmark for future elections and allow the feedback to be reviewed to support / barriers that may have been experienced by a Member during their term of office. The survey feedback will help to deliver a positive and diverse environment for future Members to undertake their roles.</p> <p>Share survey feedback with Members.</p>	<p>May 2022</p>
Greater respect and support for those standing for and securing elected office.	<p>Promote duty on political group leaders to promote high standards of conduct.</p> <p>Standards Committee to monitor group leaders' compliance in relation to the duty and provide training.</p> <p>Mandatory Code of Conduct training for all members following the elections</p>	<p>Duty comes into effect May 2022</p> <p>Duty comes into effect May 2022</p> <p>May 2022</p>

	<p>Promotion of a Denbighshire culture of mutual respect among members and between members and officers.</p> <p>Review and development of informal procedures for dealing with complaints by members and officers of behaviour which breaches the culture of mutual respect</p>	<p>May 2022</p> <p>May 2022</p>
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Report to	Democratic Services Committee
Date of meeting	28 th January 2022
Lead Member / Officer	Gary Williams, Head of Legal, HR and Democratic Services
Report author	Gary Williams, Head of Legal, HR and Democratic Services
Title	Role of Diversity Champion

1. What is the report about?

1.1. The report is about the proposal to create the role of Diversity Champion.

2. What is the reason for making this report?

2.1. To seek the Committee's views and recommendation regarding the creation of the role of Diversity Champion.

3. What are the Recommendations?

3.1. That the Committee considers the definition of the role of Diversity Champion in accordance with the resolution of Council on 7th December 2021.

4. Report details

4.1. In November 2012 Council determined that there should be four member champions. These were:

- Older People's Champion
- Homelessness Champion
- Carers' Champion
- Learning Disabilities Champion

4.2. In April 2013 Council received the recommendation of the Governance and Audit Committee, (then known as the Corporate Governance Committee) that

there should be no additional stand-alone member champions and that any further 'champion' roles recommended either nationally or locally should be carried out by the relevant Lead Member.

- 4.3. On 7th December 2021 Council agreed that the role of Young Persons' Champion be created and that this role could be occupied by any member of the Council.
- 4.4. On the 7th December 2021 Council also considered a motion calling for the creation of a Diversity Champion. Council resolved that a report on the role of a Diversity Champion be presented to Democratic Services Committee to define the role and a further report to be presented to Full Council.
- 4.5. A role description has been drafted and is attached as Appendix 1 to this report. The role description is drafted to follow the same form as the role descriptions adopted for the current champions.
- 4.6. The Committee is asked to consider the content of this draft role description, whether the role should be carried out by the relevant Lead Member or a non-Cabinet member, and to recommend to Council whether to adopt the role description as drafted or as amended by the Committee.

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

- 5.1. The Council's Corporate Plan contains a commitment to engage, challenge and where possible remove barriers to opportunities for those with protected characteristics

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

- 6.1 There may be occasional travelling costs incurred if a member champion attends meetings or events related to their champion role. These will be contained within the existing budgets allocated for member travel.

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. There has been no consultation with Scrutiny. The matter has been referred to the Committee directly by Council.

9. Chief Finance Officer Statement

9.1. The report confirms that any modest additional costs will be contained within existing budgets allocated for member travel. There does not appear to be any wider financial considerations.

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

10.1. There is a risk that there is confusion or duplication arising out of the role of member champion and the role of the relevant Lead Member if the champion is not also the Lead Member. This can be mitigated by having a clear role description and a good working relationship between the Lead Member and the Champion.

11. Power to make the decision

11.1 s111 Local Government Act 1972

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Democratic Services Committee Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Author	Date Entered
25 Mar 2022	1	Democratic Services FWP	To consider the Committee's forward work plan	Democratic Services	Standing item
30 Sept 2022	1	Democratic Services FWP	To consider the Committee's forward work plan	Democratic Services	Standing item

Democratic Services Committee Forward Work Plan

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Nature for Health Pilot Project	To examine the pilot project and consider whether a similar project should become part of the Corporate Priority Programme of projects	An assessments of the benefits of the pilot project and any measurable achievements received through Services working in partnership and within existing budgets to determine whether a similar project should be rolled-out across the county and included in the Corporate Priority programme of projects to deliver the Corporate Plan	Howard Sutcliffe	BY SCVCG July 2019 (deferred with the Chair's permission October 2019, subject to further work being carried out on the proposal)
Update following conclusion of inquiry undertaken by the National Crime Agency in to historic abuse in North Wales Children's' Care Homes <i>(potentially Spring 2021?)</i>	To update the Committee of the outcome of the National Crime Agency (NCA) investigation in to the abuse of children in the care of the former Clwyd County Council, and to determine whether any procedures require revision.	Determination of whether any of the Council's safeguarding policies and procedures need to be revised in light of the NCA's findings	Nicola Stubbins	November 2021

For future years

<i>Mental Capacity (Amendment) Act 2019 Note: information on the Act is still awaited (further delayed due to COVID – 19 and WG decision in relation to Liberty Protection Safeguards (LPS))</i>	<i>To review the content of the Act and associated statutory regulations and code of practice (expected to be published in April 2020).</i>	<i>To review the implications for the Council and residents.</i>	<i>Phil Gilroy/David Soley</i>	<i>December 2019 (rescheduled April 2020 due to COVID-19) – check with lead officer in the autumn of 2021 whether available</i>

Democratic Services Committee Forward Work Plan

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Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Information Report (for circulation July 2021)	Quarterly Monitoring of External Care Providers	To provide details of the regular monitoring of external care service providers commissioned by the council for social care services, identifying any escalating concerns or other areas of concern	Katie Newe/Ben Chandler	By SCVCG 2018
INFORMATION REPORT (June 2021)	Collaborative Procurement Service's Annual Report	To receive information on the collaborative Service's activity and performance against targets set out in the Procurement Strategy 2019/20	Gary Williams/Sue Rees	By SCVCG March 2020
INFORMATION REPORT (for circulation in Sept (Q1) & February (Q3) each year) Sept 2021 & Feb 2022	North Wales Economic Ambition Board	To provide information on the Board's performance and progress in delivering its priorities and projects in line with the stipulations and conditions laid out between the Board and the UK & Welsh Governments	NWEAB	By SCVCG March 2021

Partnerships Scrutiny Work Programme. doc
 Updated 17/9/2021 – KEJ

Democratic Services Committee Forward Work Plan

Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
20 May	6 May	8 July	24 June	16 September	2 September

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