

Objective	Action Plan	Timetable
<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>Resources have been developed by WG and have been disseminated to schools.</p>
	<p>Utilising the opportunities for engagement and awareness raising and the educating of a 'role of a Councillor' through Key Stage 3, the welsh bacculaureate and citizenship lessons within schools and linking in with any new curriculum provided.</p>	<p>Winter 2021/2022</p>
	<p>Ongoing review of the effectiveness of the voting awareness raising campaigns elections and to build upon these campaigns ahead of the Local Government Elections 2022, ensuring wider partnerships arrangements are taken forward to allow engagement with wider audiences.</p>	<p>Ongoing</p>
	<p>Promote Welsh Government's Guidance / materials for 16 and 17 year olds regarding Democracy in Wales. Explore Web-based platforms.</p>	<p>Autumn 2021</p>
	<p>Establishment of a Council website page 'Becoming a Councillor' to inform prospective Councillors on information that might assist in determining whether</p>	<p>Autumn/Winter 2021</p>

	to stand.	
	Elections and Education Directorate 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.	Autumn/Winter 2021
Increase engagement with the public to raise awareness of the role and activities of the Council provide clarity about how the public can better inform local decision making;	Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.	Autumn/Winter 2021
	Work with Town and Community Council's to ensure links with 'Becoming a Councillor page' are promoted.	Autumn/Winter 2021
	Liaise with local community groups, school governors and other such organisations to ensure links with 'Becoming a Councillor page' are promoted.	Autumn/Winter 2021
	Publication of Council's Constitution.	Constitution currently

	Constitution guide now a requirement under the Local Government and Elections (Wales) Act 2021.	on the website. Guide to be in place by May 2022.
	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 Member, what membership entails, promoting / facilitating processes	Provision in force May 2022 however public speaking at council meetings and e-petition schemes to be placed before Council in Autumn 2021
	To continue the webcasting of meetings as specified under the 2021 Act and develop a hybrid meeting policy and ensure availability of translation facilities for Full Council meetings to be conducted bilingually and any other meetings required in legislation.	Autumn/Winter 2021
	Liaise with Group Leaders to suggest they appoint Diversity Champions for each political group.	Autumn 2021
Comprehensive training and awareness programme available through a variety of routes available for members to support them in their role.	Review and implementation of an Elected Member Learning and Development Strategy identifying areas and development available for Members.	Spring 2022
	Survey of members to be undertaken in May 2022 to identify any reasonable adjustments that maybe necessary to	May 2022

	assist them in fulfilling their requirements as an elected member	
	Review areas of training and development which can be made available online, core set of training materials which can be used for all Members.	Spring 2022
	Members Induction Programme - work with the WLGA and share good practices with other councils.	Spring 2022
	Ensuring training opportunities are available bilingually whenever possible.	Ongoing
	Provide the opportunity for mentoring / shadowing for newly Elected Members and undertaking Personal Development Reviews.	To be in place prior to Local Government Elections in 2022
	Ensure members receive training in equalities as part of member induction programme in May 2022.	May 2022
	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 or any replacement website	To be in place by May 2022
Improve the safety of councillors and their families when undertaking their council duties	Ensure that members undertake health and safety training, cyber/social media security and lone working training to	Completed. To be promoted in May 2022

	ensure their safety during elections and when they are elected.	
	Regularly review health and safety training, lone working training	Ongoing
	Publish official addresses on council website rather than personal addresses for Members (where requested).	Offer to be made to members in Autumn 2021
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 their own health and any caring / dependency relationships.	Newly Elected Members to have identity cards to allow secure access to council buildings.	May 2022
	To continue the streaming of Council meetings as specified under the 2021 Act and development of hybrid meeting policies	Ongoing and Autumn/Winter 2021 for any new policy.
	Social media safety training to be delivered to members through the Member Induction Programme and built upon during their term of office.	May 2022
	Promote the WLGA's advice and support service to newly elected Members who receive online abuse.	May 2022
	Arrangements in place for remote attendance in meetings in light of the experience of virtual meetings during the COVID-19 pandemic. Development policy for hybrid meetings.	Ongoing and Autumn/Winter 2021 for any new policy.
	Promote job-sharing by executive leaders and other office holders and how it can	May 2022

	apply in any circumstance	
	Promote the remunerations that are available to Members on the Council website and to candidates standing for Election	Completed, to be included on any website prepared and promoted again to members in May 2022
	Promote family absence provisions	Completed and promoted again May 2022
	Promote the IRPW Contribution Towards Costs of Care and Personal Assistance Encourage all Members to claim any necessary allowances or expenses incurred.	Completed and promoted again May 2022
	Support the Welsh Government's and IRPW's commitment to explore Resettlement grants or 'parachute payments' payments for Members who lose their seats at election.	Ongoing
	Reviewing meeting times to have more flexibility to suit the committee Members.	Completed. In accordance with the 2011 Measure this must be undertaken at least once per term. Members of individual committees are provided flexibility to change meeting times in accordance with rules approved by Full Council
	Ensure Members are advised of the support available to them through the	Ongoing

	Head of Democratic Services – providing contact details at the earliest opportunity during the Member Induction. Ensuring Members are aware of the ‘Open Door’ policy of the Head of Democratic Services.	
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	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.	Autumn/Winter 2021
	Share survey feedback with Members.	Autumn/Winter 2021
Greater respect and support for those standing for and securing elected office.	Promote duty on political group leaders to promote high standards of conduct.	May 2022
	Standards Committee to monitor compliance in relation to standards of conduct and provide training.	Ongoing. All Members required to have Code of Conduct Training. Refresher training took place April 2021, training to be arranged for newly elected members.
	Ensure any proposals for hybrid meetings and venues for such meetings are appropriate in line with Equality Act 2010	Ongoing

	requirements	
	Supporting the Welsh Government's plans to introduce an Access to Elected Office fund to assist disabled people to stand for elected office at the 2022 Local Elections	Ongoing
Increase awareness of the role of members, the contribution they make to society and how to become an Elected Member.	Overview of the Council website page 'Becoming a Councillor' to be reviewed and promoted.	Autumn/Winter 2021
	Produce a series of short explainer videos and sessions for the public highlighting the role of the member including: the benefits from both a member and community perspective, type of work undertaken, the remuneration received, training provided to undertake the role	Autumn/Winter 2021
	Promote the WLGA website 'Becoming a Councillor'	Autumn/Winter 2021
	Seek the participation of Group Leaders to champion the diversity expectations within the selection processes of their political parties and to encourage Group Leaders to promote the advice available to future candidates or individuals considering standing for office at the earliest opportunity.	Autumn/Winter
	Encourage Members to utilise own media platforms to promote the role of a Councillor through Member blogs / 'day in the life of'.	Autumn/Winter 2021

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