

Diversity in Democracy draft ACTION PLAN

APPENDIX 1

Commitment	Action	Timetable
Provide a clear public commitment to improving diversity	Endorse the Diverse Declaration commitment	Endorsed by Council on 13 th July 2021
<p>Demonstrate an open and welcoming culture to all</p> <p>Appoint Diversity Ambassadors for each political group on the Council to work with each other and local party associations to encourage recruitment of candidates from underrepresented groups.</p> <p>Encourage and enable people from underrepresented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing and official candidates</p>	<p>Council will endorse an induction timetable where members will be met by the Democratic Services Team and key officers from all Directorates. The induction programme will include a schedule of training opportunities to be held at different times through a mix of physical and remote meetings to encourage a diverse council.</p> <p>Diversity ambassadors will promote standards within their own groups as well group leaders adhering to the expected levels of behaviour as set out in the Local Government and Elections (Wales) Act 2021</p> <p>Group leaders will be approached to appoint Diversity Ambassadors</p> <p>or</p> <p>To recommend that each political party who sits on the Democratic Services Committee nominates a Diversity Ambassador to undertake the work within their group</p> <p>As part of the members questionnaire members are asked if they would be willing to act as mentors and shadowing facilitators and work with newly elected members and within political groups to highlight programmes information and events</p>	<p>March 2022 and post election in May 2022</p> <p>December 2021 and onwards continuing post election in May 2022</p> <p>December 2021/ January 2022 and continuing up to May 2022</p> <p>February 2022</p>

<p>Proactive engagement and involvement with local community groups and partner organisations supporting and representing underrepresented groups:</p> <p>Promote communication and raise awareness of the role of a councillor with local community groups and partner organisations supporting and representing underrepresented groups</p> <p>Ensure that all members and candidates complete the Welsh Government candidates' and councillors' survey distributed at election time.</p>	<p>Utilise the WLGA pre-candidate information highlighted on web via Election team and on specific election pages.</p> <p>Link to short film Liaise with underrepresented groups to promote this information directly</p> <p>Promote materials on the Council's website to include existing and updated publications from the WLGA, the Independent Remuneration Panel for Wales reports and locally developed materials and guides These will include</p> <ul style="list-style-type: none"> • Be a Councillor website https://www.beacouncillor.wales • WLGA online Councillors Guide • National Competency framework for elected members is now being developed prior to the 2022 • IRP Annual Report 2022/23 • The WLGA's online "Councillor Guide for the 2022 elections <p>Participate in co-ordinated activities between authorities including information and awareness campaigns and open days</p> <p>A copy of the survey will be given to all candidates who submit a nomination paper to stand for election and its completion will be encouraged by election/democratic services staff</p>	<p>December 2021/ January 2022</p> <p>January 2022 and ongoing</p> <p>Jan/Feb 2022 and continuing up until the elections</p> <p>As and when arranged</p> <p>May/June 2022</p>
<p>Set ambitious targets for candidates from under-represented groups at the 2022 local elections</p>	<p>Enhance web pages to home page to have maximum coverage – use social media platforms to promote the role of Councillor.</p> <p>Provide links to partner organisations to underrepresented groups and send questionnaires regarding take up – ask for contact addresses to follow up</p> <p>Undertake a survey post 2022 elections to review barriers experienced by members?</p>	<p>Jan/Feb 2022</p> <p>Jan/Feb 2023</p>
<p>Provide a comprehensive training</p>	<p>Continue to provide comprehensive member support and development as</p>	<p>Ongoing</p>

<p>and development programme to support members in their role using a variety of delivery methods.</p>	<p>set out in the WLG Charter</p> <p>Continue to work with the WLGA to review and promote current and future training platforms including online platforms</p> <p>Develop and adopt the members induction programme.</p> <p>Utilise the Members Competency Framework to inform members personal specifications and role descriptors so that members are aware of roles and responsibilities to enable them to carry out their duties as a councillor.</p> <p>Members to be continued to be offered annual support and development reviews to identify gaps in knowledge and skills and signpost to appropriate training opportunities</p> <p>Review the existing Personal Development Review (PDR) process for Senior Salary holders with a view to rolling out the option to all members</p>	<p>Ongoing</p> <p>Ongoing with a view to rolling out post May 2022</p> <p>Ongoing</p> <p>Ongoing</p> <p>Post May 2022</p>
<p>Support the health safety and wellbeing of members whenever they are performing their role as councillors and provide access to counselling services for all councillors and taking a zero tolerance approach to bullying and harassment by members including through social media</p>	<p>Continue to promote the ability of Councillors to access the Council's Care First services.</p> <p>Include training within the Members Induction Programme on lone working social media use and guides for handling intimidation</p> <p>Proactively publish materials on the Members Portal and remind members of the availability of the materials to support their health safety and well-being.</p> <p>Members provided with specific contact details i.e. Chief Executive, Head of Legal Services and Monitoring Officer, Head of Democratic Services and Democratic Services Officers if they require advice and assistance – Information will be included in the induction pack for members</p>	<p>Current and ongoing</p> <p>Post May 2022</p> <p>Ongoing and in line with the induction programme</p> <p>Ongoing with specific focus on the induction pack</p>

Provide flexibility in Council business by Regularly reviewing and staggering meeting times	Review the meeting times annually and survey members on their views	February 2022 and January/February 2023
Encouraging and supporting remote attendance at meetings	Continue with remote attendance and develop the ability to hold hybrid meetings which will promote and support both physical and remote attendance by all participants	Ongoing/May 2022
Agree recess periods to support councillors with caring or work commitments	Seek agreement at the Annual Meeting following the elections to have a recess in August and at Christmas. Seek agreement to continue with the arrangements that Education Scrutiny is not held within half term breaks. Consideration will be given to the timings of Cabinet and other Council meetings.	May 2022
Support members to take up 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 to open the opportunities to become a member to a wider cross section of the community	Promote the allowances and salaries available to members on the Council's Website, within Election packs and the Induction materials and awareness raising events. Promote the family absence provisions available to members Encourage members to claim for allowances and expenses specifically the ability to claim for a contribution towards the cost of care and personal assistance Support the formal position of the WLGA which calls for the introduction of resettlement grants for senior salary holders for Members who lose their seats at election.	Ongoing with particular emphasis pre-election and post-election during induction period
Ensure that Councillors from underrepresented groups are represented whenever possible in high profile, high influence roles	This would be a role for political groups supported by the Diversity Ambassador to encourage appointments to different roles.	