

	Requirement(s)	WG Guidance Issued	Actions Completed	Actions Outstanding
<u>Part 1 – Strengthening Local Democracy</u> <u>Chapter 1 -Promoting and Supporting Membership of LAs</u>	<p>1. Duty to Conduct Survey of Elected / Unsuccessful Candidates.</p> <p>2. Provision of Information to WG.</p> <p>3. Publication of Information (WG must, LA may).</p>	Yes	Local Government Data Unit (LGDU) commissioned to undertake survey.	Completed. Report submitted to Democratic Services Committee on 9 th October 2013.
Remote Attendance	Remote Attendance at Meetings.	No		<p>Draft guidance issued to Members on 14th June 2013. Limited number of comments received. Also included on agenda for Democratic Services Committee on 24th July 2013. Funding from Welsh Government offered to all Welsh Local Authorities to progress webcasting, remote attendance and Town and Community Council websites. The Council accepted the funding.</p> <p>23 Town and Community Councils had formally accepted the offer of funding.</p>

				The Head of Democratic Services was recently asked by Welsh Government to provide details of progress. Of the 26 Town and Community Councils in the vale, 21 have websites and 4 have indicated work is ongoing. 1 Council without a website has been reminded of the legislative requirements to do so, due to take effect in 2015.
Annual Reports	Arrangements for Members' Annual Reports.	Yes (Oct. 2012)	Template to be agreed by Democratic Services Committee.	<p>Template / advice issued to all Members.</p> <p>At the time of writing, 19 Members had produced / submitted Annual Reports. All reports produced will be published on the Council's website.</p>
Timings	Survey Members re Timing of Meetings.	Yes		Current arrangements reflect Members' wishes.
Member Development	Provision for Reasonable Training and Development of Members (including annual review and Personal Development Interview.	Yes	Comprehensive Candidates' Pack issued to all standing in May 2012 election. The Pack included "pointers" to development sessions for members.	

			Comprehensive Member Induction Programme commenced in May 2012.	Facilitation of Personal Development Interviews for Members (this would inform future Training Needs Analysis for all Members). The Training Needs Analysis, which would arise from the interviews is fundamental to the delivery of an appropriate Member Development Programme. The Head of Democratic Services to undertake / facilitate.
<u>Chapter 2 – LA Democratic Services</u> Head of Democratic Services	1. Designation of Head of Democratic Services (HDS) and provision of resources to such (N.B. politically restricted post). 2. Adoption of Standing Orders re management of HDS' staff.	Yes	1. HDS designated at first meeting of Democratic Services Committee on 24/07/12.	Report submitted to Council on 25 th June 2014 regarding the incorporation in Standing Orders of new legislative provision regarding the post of Head of Democratic Services.
Democratic Services Committee	1. Appointment of Democratic Services Committee (DSC), which must meet at least once a year. 2. Establish arrangements	Yes	1. DSC appointed at Annual Meeting on 23/05/12. First meeting held on 24/07/12, at which HDS was designated. DSC at first meeting	Terms of Reference of the Committee expanded to include responsibility for Member Development.

	re reports of HDS and DSC		agreed future meetings be held quarterly	
<u>Part 2 – Family Absence</u>	Arrangements for members re Maternity / Newborn / Adopter's / New Adoption / Parental Absence.	No		Council on 5 th March 2014 agreed the insertion of relevant provisions in the Council's Constitution.
<u>Part 3 – Available Governance Arrangements</u>	Relates to Mayor and Council Manger Executive arrangements and to situation when LA wishes to replace alternative arrangements with executive arrangements.		N/A	N/A
<u>Part 4 – Changes to Executive Arrangements</u> <u>Chapter 1 – Adopting a Different Form of Executive</u>	Relates to procedures to be followed by LA in adopting different form of executive arrangements (includes submission of proposals to WG, possible referendum and publicity).		N/A	N/A

<u>Chapter 2 – Other Variations of Existing Executive Arrangements</u>	Relates to procedures to be followed if varying existing form of executive.		N/A	N/A
<u>Chapter 3 - Supplementary</u>	N/A		N/A	N/A
<u>Part 5 – Local Authority Functions : Discharge by Committees and Councillors</u>	1. Amends existing legislation re Area Committees. 2. Introduces ability for Leader to delegate functions to non-executive Members within their electoral division or their official membership of a body other than the local authority.	N/A Yes	N/A N/A	Only relevant if / when Area Committees are introduced. Only relevant if leader wished to introduce such delegations.
<u>Part 6 – Overview and Scrutiny</u> Chapter 1 – Overview and Scrutiny Committees	1. Relates to provisions for joint scrutiny committees between two, or more, LAs.	Yes (Oct. 2012)	If establishing a joint scrutiny committee, must have regard to any guidance issued.	Democratic Services staff will remain involved in progressing discussions with other constituent Authorities regarding scrutiny arrangements in respect of the Regulatory Services Collaboration project.

“Designated Persons”	2. Provisions re scrutiny of “Designated Persons”.	Yes		Report included on agenda for Democratic Services Committee on 9 th October 2013. Views of Committee submitted to the Welsh Government.
Taking Into Account the Views of the Public	3. LAs must introduce arrangements to allow those living, or working, in the area to bring to the relevant committee’s attention their views on any matter before the committee and for the committee to take account.	Yes		Draw up procedures for consideration, incorporation in Constitution and relevant Scrutiny documentation and publication / publicising such. To be looked at by Constitution Working Party.
Members’ Rights re agenda items	4. Amends existing legislation re Members’ rights re requesting consideration of matters by Scrutiny Committees.	Yes		Draw up procedures for consideration and incorporation in Constitution, Scrutiny Handbook, Guides other any other relevant Scrutiny documentation. To be looked at by Constitution Working Party.
Scrutiny Committee Chairmen	4. Procedure, including incorporation in Standing Orders, for appointment of Scrutiny Committee Chairmen (which must meet requirements of Measure in terms of political groups’ entitlements).	Yes	Procedure followed when allocating appointing Scrutiny Committee Chairmen at the Annual Meeting on 23/05/12. Procedure incorporated in Constitution.	Incorporate in next revision of Scrutiny Handbook and any other relevant documentation.

Co-option	5. Co-option.	Yes	Council has to have regard to Guidance in terms of any co-option.	
Forward Plans	6. Forward Plans and other information.	No	Measure simply provides for the Minister making Regulations re publication of information re. Scrutiny Committees.	
Whipping	7. Prohibition of whipped votes and party whipping.			Amend Constitution to reflect.
Committee Structure	8. Overview and Scrutiny Committee structure		Measure simply provides for the Minister issuing guidance / directions.	
Chapter 2 – Audit Committees				
	<p>1. Requirement to appoint an Audit Committee.</p> <p>2. Requirements re. membership, including appointment of at least one Lay Member.</p> <p>3. Must meet at least once a year.</p>	Yes	<p>Appointed at Annual Meeting on 23/05/12.</p> <p>Incorporated when appointed. Lay Member interviews held and appointment made.</p> <p>First meeting held on 17th September 2012. Appointed at first meeting.</p>	<p>Training for Committee members provided prior to first meeting.</p> <p>Existing Lay Member initial appointment expired in September 2013. Interviews for Lay Member held on 1st October 2013 and previous member appointed for a further term, the appointment to last until the Council elections in 2017.</p>

	4. Chairman to be appointed by the committee. Cannot be a member of any Group represented on the Executive.			
<u>Part 7 – Communities and Community Councils</u>				
Chapter 1 – Community Meetings and Community Polls	This section amends the Local Government Act 1972 in relation to community meetings and polls.	No	N/A	Welsh Government draft guidance issued and included on agenda for Democratic Services Committee on 24 th June 2013.
Chapter 2 – Organisation of Communities and Their Councils	This section amends the Local Government Act 1972 in relation to the establishment / dissolution / combining of Community Councils.	No	N/A	
Chapter 3 – Co-option	Relates to the filling of vacancies by co-option.	No	N/A	
Chapter 4 – Community Youth Representatives	Relates to the ability of Community Councils to be able to appoint up to two Community Youth Representatives.	No	N/A	

Chapter 5 – Reviews of Community Areas and Electoral Arrangements	Relates to duty on LA to keep community areas under review and to role of Boundary Commission.	No	N/A	Welsh Government draft guidance issued and included on agenda for Democratic Services Committee on 24 th June 2013.
Chapter 6 – Community Councils’ Power to Promote Well-being	Covers Ministerial power to pay grants.	No	N/A	
Chapter 7 – Grants to Community Councils	Grants Ministerial power to make Order covering such.	No	Council already has a Charter in place.	
Chapter 8 – Model Charter Agreements Between LAS and Community Councils				
Chapter 9 – Quality Accreditation schemes in Community Government				

<u>Part 8 - Members : Payments and Pensions</u>	1. Relates to role / responsibilities of Independent Remuneration Panel for Wales (IRPW).	No	1. Council's scheme of Members' Allowances reflects Annual Reports of IRPW.	1. Council will be consulted on future IRPW Annual Reports. There is a requirement on the Council to publish specified information. Report to Cabinet / Council if / as appropriate.
<u>Part 9 - Collaboration and Amalgamation</u>	Relates to Ministerial powers, together with related procedures, in respect of amalgamating two, or three, local government areas.	No	N/A	N/A
<u>Part 10 - General</u>				