

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 12 July 2021
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Annual Report of Head of Democratic Services
Purpose of Report:	To outline for Members the resources available to support the Democratic Services function (as provided for under the Local Government (Wales) Measure 2011) , the work of the Committee and activities undertaken within the section throughout the year.
Report Owner:	Head of Democratic Services
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	No consultation has been necessary
Policy Framework:	The terms of reference of the Democratic Services Committee include "to have regard to Welsh Ministerial guidance when exercising its functions"
Executive Summary:	<p>The purpose of this report is to provide the Committee with an outline of the staff resources existing within Democratic Services, a summary of the wide range of duties undertaken within the service area throughout the year, ongoing developments and plans for the future.</p>

Recommendation

1. That the report be noted.

Reason for Recommendation

1. To keep Members informed.

1. Background

- 1.1 Members will be aware of the requirement under the Local Government (Wales) Measure 2011 ("the Measure") for the Council to appoint a Democratic Services Committee. The Measure also requires the Council to designate one of its officers to the statutory post of "Head of Democratic Services" and provide that officer with sufficient resources to discharge these statutory functions.

2. Key Issues for Consideration

- 2.1 The Democratic Services division as a whole comprises three distinct sections:
 - Scrutiny and Committee Services;
 - Freedom of Information / Records Management / Land Charges;
 - Registration Service.
- 2.2 This report, by its very nature and its linkage with the requirements of the Measure, covers the work undertaken by the Scrutiny and Committee Services section.
- 2.3 The functions of the Head of Democratic Services are set out in the Measure and relate particularly (but not exclusively) to the provision of advice and support to non-executive Members. The Committee, at its first meeting in July 2012, agreed that the Operational Manager for Democratic Services be designated as the Council's Statutory Head of Democratic Services. The Welsh Government Guidance associated with the Measure specifically provides for the Head of Democratic Services to perform other roles apart from the statutory functions. This recognises the fact that the creation of the position would have been an unacceptable burden on the budget of most, if not all, Councils at a time of economic pressures.
- 2.4 I therefore set out below my report on the various elements within the service area, within the remit of the Committee and activities undertaken for Committee's information.

Staff Structure

- 2.5 For the reasons set out below and taking into account the extremely difficult (and ongoing) economic pressures facing the Council generally and the need for the Division to continue to identify / deliver / contribute to further savings, the

staffing structure of the Scrutiny and Committee Services team is considered to be sufficient for current service demands.

- 2.6** In addition to myself, as Head of Democratic Services, the section comprises a Principal Democratic and Scrutiny Services Officer, three Democratic and Scrutiny Services Officers, Cabinet and Committee Services Officer, one Assistant Democratic Services Officer, one Members' and Committee Services Assistant and two WP / Administrative Support officers and two Administrative Assistants.
- 2.7** During the pandemic 8 out of the 10 staff member team have worked from home with two members of the team staff being present in the office. Relevant Members of staff depending on the needs of the service, i.e. agenda despatch days etc. have and continue to attend the office as necessary, having regard to social distancing measures. Having regard to other Council services' needs during the pandemic, two team members have also been repurposed on a temporary basis, for a number of days, within the Legal Services and ICT departments.
- 2.8** The Democratic and Scrutiny Services team deal with a wide range of activities, which include, but are not limited to: Maintaining and developing the Council's decision-making processes to include the preparation of agendas, reports and minutes, facilitating accountability and transparency; Managing and providing Scrutiny and Committee Services support to the Council and its various Committees; a range of support to Elected Members, including advice on the Council's Constitution and Members' Code of Conduct, Member Development and Members' Services, Maintaining the Register of Members' Interests; Overseeing appeals relating to school admissions and school permanent exclusions; Developing and updating the content of MemberNet; Managing the Council's committee room bookings; Corporate responsibility for all Council inbound and outward bound mail, the provision of administrative support for processing activities relating to TransAct, Council Tax, Housing Benefits and C1V.
- 2.9** The following is a summary of work undertaken in the last twelve months and ongoing work / initiatives in which the section is actively engaged. The Democratic Services Committee will continue to be kept fully informed on progress of these, and other initiatives.

Wales Audit Office Review: "Overview and Scrutiny - Fit For the Future"

- 2.10** As reported in my last Annual Report, the WAO had undertaken a review designed to explore with Councils how 'fit for the future' their scrutiny functions are across Wales. This included considering how Councils were responding to current challenges, including the Well-being of Future Generations Act (WFG Act), in relation to their scrutiny activity, as well as how Councils are beginning to undertake scrutiny of Public Service Boards. The review examined how well-placed Councils were to respond to future challenges, including continued pressure on public finances and the possible move towards more regional working between Local Authorities. Progress on the Action Plan has been subject of reports the Corporate Performance and Resources Scrutiny Committee and

the Scrutiny Committee Chairmen and Vice-Chairmen Group (SCCVCG). A detailed report was presented to Corporate Performance and Resources Scrutiny Committee in April 2021 and to Cabinet in May 2021 on the progress and initiatives identified within the action plan. Relevant documents have been revised, reported to Cabinet and, where appropriate, to be reported to the July Council meeting for approval.

2.11 The following provides an overview of key areas of note that have been developed and or completed as follows:

- Draft Candidate and Elected Member Handbook Contents List - The SCCVCG agreed that the draft table of contents relevant to the Vale of Glamorgan Council Member Handbook be shared with all Elected Members for their input. The Democratic Services Team have developed the draft Handbook which is also to be considered by the Democratic Services Committee at its July meeting.
- Member Development Programme - A draft programme, to include an induction schedule for newly elected Members following the 2022 elections, is also to be considered by the Democratic Services Committee at its July meeting.
- Scrutiny Member Questionnaire – An analysis of the April 2021 edition of the questionnaire responses will be undertaken and reported as appropriate. Following limited response to date the SCCVCG at its meeting on 23rd June, 2021 agreed that the timetable for completion be extended to July 2021.
- Scrutiny Public Engagement Ideas Paper - The SCCVCG agreed that all suggested ideas be progressed and monitored through a Sub-Action Plan.
- Public Engagement Action Plan This was produced and actions allocated amongst Democratic Officers. Progress was delayed due to the national pandemic and some actions designed around face-to-face activity had been postponed or altered to virtual methods in response to the ongoing Covid-19 climate. However, work has resumed as follows:
 - Refresh of Scrutiny related webpages on the public website and is nearing completion
 - Scrutiny Social Media Plan – working with the Communications Team to raise awareness and promote the role of Scrutiny;
 - Online Scrutiny Comment/Question/Request Form; nearing completion
 - Scrutiny E-Petition facility; draft petition scheme currently receiving internal consultation
 - Database of Stakeholders, Witnesses and Public Consultees for Scrutiny Committees; completed
 - Scrutiny Blog Webpage.
- Scrutiny and Cabinet Roles & Responsibilities Protocol - revised version reported to and agreed by Cabinet May 2021.

- Scrutiny Committees' Annual Report Template: SCCVCG – A revised template for the Annual Report has been completed and approved by the Group. The Scrutiny Committees' Annual Report will be forwarded to Members of the Scrutiny Committees for comment via email prior to being presented to Full Council later in the year
 - Quarterly Newsletter – The establishment of a six monthly Scrutiny Newsletter template and the building of a recipient list with internal as well as external contacts to better promote the Council's scrutiny function as a whole and increase public engagement with the function. The Newsletter has been produced using Microsoft SWAY and will be published prior to the recess.
 - Draft Report Recommendation Guide – The Guide has been developed and approved for internal purposes.
 - A revised Public Participation Guide at Scrutiny Committee meetings will be considered by Full Council in July 2021, which has taken into account current changes in Legislation and feedback received following public participation at Scrutiny meetings.
 - Revised Task and Finish Scoping Documents have been developed for use.
 - A Scrutiny Site Visit Record.
 - Central Member Training Record.
 - Minimised Minute Style.
 - The development of and training for the use of Virtual meeting software platforms.
 - Preparation and approval of procedures for Virtual Council meetings including ensuring the availability for public engagement.
 - Training opportunities for Members - use of the IDEV facility and Virtual Training for Chairs of Committees.
- 2.12** Notwithstanding the above, the ongoing activities identified via the action plan will now be addressed as business as usual within the Scrutiny function and service area.

Council Constitution

- 2.13** The Council Constitution remains under review and reports to Council are submitted when changes are deemed necessary, with the Constitution being updated as and when required. The Local Government and Elections (Wales) Act 2021 places a further duty on Local Authorities to also publish a Constitution guide by May 2022.
- 2.14** Having regard to the provisions of the LG&E the all Wales Monitoring Officers Group is currently engaging in a tendering exercise for a consultant to undertake a review with the view to develop a revised model constitution that can be further developed by individual Local Authorities to meet their specific needs.

Local Government and Elections (Wales) Act 21 (LG&E)

2.15 The LG&E (Wales) Act received Royal Assent on 20th January, 2021. The Act is substantial and covers a range of topics from electoral reform, public participation, governance and performance through to regional working. An Action Plan was prepared with regard to the provisions and was reported to the Corporate Performance and Resources Scrutiny Committee and Cabinet. The document was also reported to the Community Liaison Committee in view of the implications for Town and Community Councils (TCCs), and shared and discussed with TCC Clerks at a meeting with the Monitoring Officer in May 2021. An officer working group has been established to progress the actions within the action plan with update reports to be presented to Committees as appropriate.

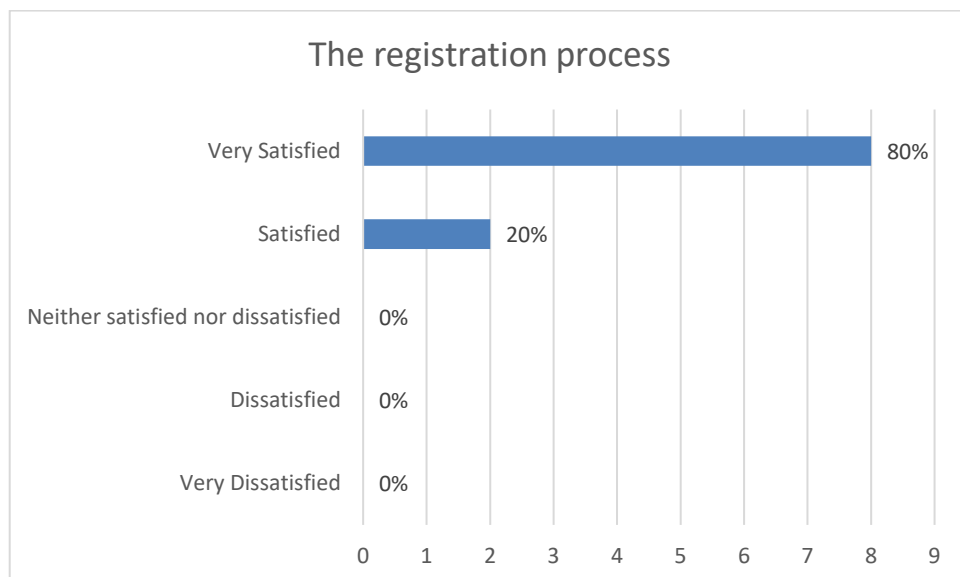
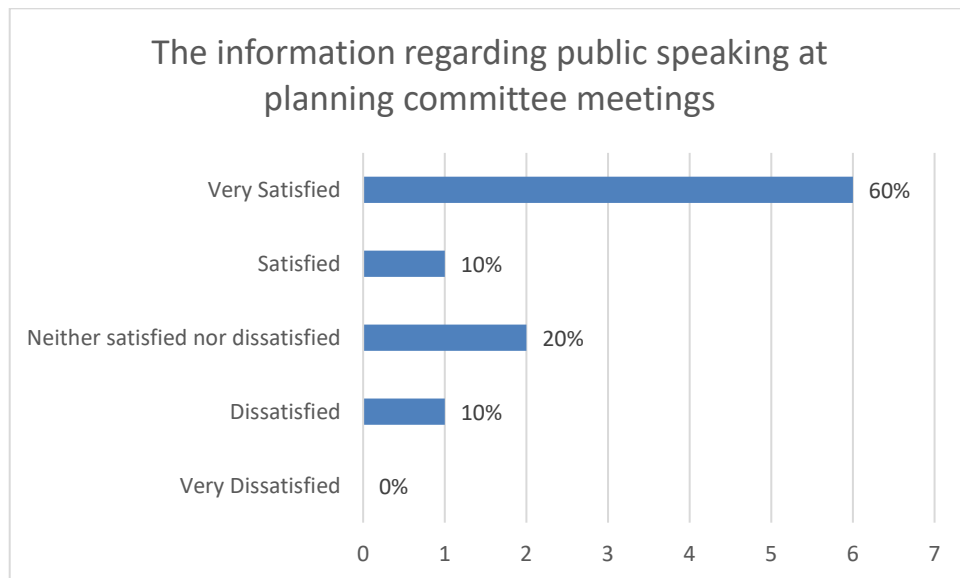
Council Meetings and Live Streaming

- 2.16** From March 2020 to June 2020 Council committee meetings were suspended as a result of the pandemic with Council decisions being undertaken by an agreed Managing Director's use of Emergency Powers COVID 19 procedure. Some Council meetings however, did take place in July 2020 i.e. Cabinet, Planning, Licensing Sub-Committee and a Corporate Performance and Resources Scrutiny Committee meeting. However the Full Calendar of Council meetings was reinstated in September 2020, to be undertaken on a virtual basis and the Council's use of Emergency Powers procedure as detailed in the Council's Constitution was also reinstated.
- 2.17** Prior to 1st May, 2021 Council virtual meetings, were recorded and uploaded to the Council's website for the public to view following the meeting. Since 1st May, 2021 it has been agreed that all Council meetings will continue to be undertaken on a virtual basis, with meetings being live streamed (i.e. meetings are able to be viewed on the website as they take place) and recorded for archive purposes on the Council's website, until a decision to return to physical meetings is made, having regard to continued WG restrictions. The Council has also published the arrangements it has in place for hybrid meetings as and when they may take place having regard to Welsh Government (WG) COVID 19 restrictions.
- 2.18** It is important however, to note that following the introduction of virtual meetings, members of the public have and continue to be able to speak at and receive a link to attend Council meetings, where public participation is in place, following the completion of the on line registration process.
- 2.19** The Local Government and Elections Act 21 also provides that from 1st May, 2022 that a Principal Council must make and publish arrangements for the broadcasting of meetings so that members of the public not in attendance can see and hear the proceedings. WG Regulations have not yet been received on this provision, however as mentioned at paragraph 2.17 of this report, the Council from 1st May, 2021 has currently agreed to livestream all Council meetings during the current restrictions with the exception of those that mainly consider confidential items e.g. Early Retirement and Redundancy Committee.

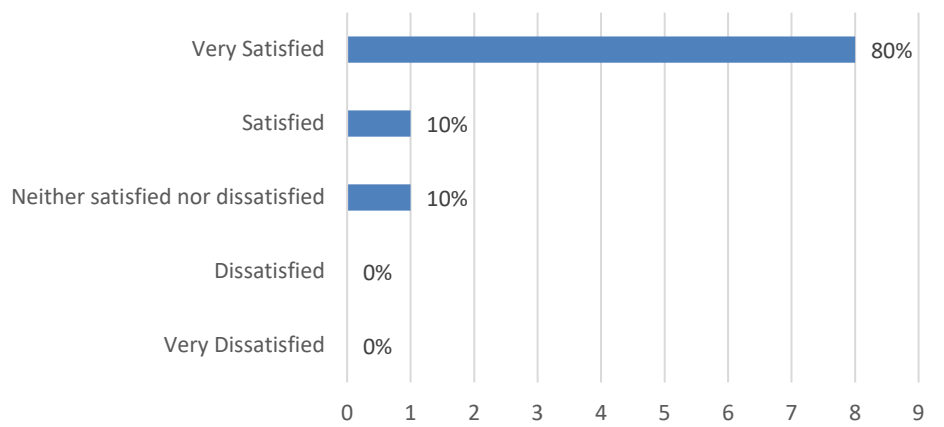
2.20 Details of the unique views of virtual Council meetings since livestreaming from 1st May, 2021 to June 2021 and details of the views of the recordings of meetings held between July 2020 to April 2021 can be found at Appendix 1 to this report. This information, although features details outside of the calendar year April 2020 to March 2021, is included for Members’ information in relation to the Council’s decision to undertake meetings on a virtual basis and having regard to the requirements of the LG&E Act 2021.

Public Speaking at Planning Committee and Scrutiny Committee

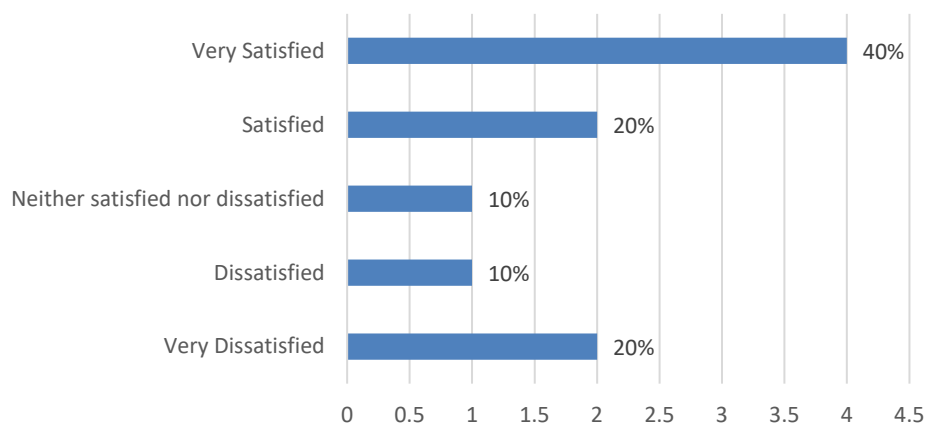
2.21 The arrangements for public speaking at meetings of the Council's Planning Committee have been in place since February 2015, with public involvement at the majority of meetings. The process provides an opportunity for increased public engagement in the planning application process. During the period July 2020 to March 2021 when meetings were held on a virtual basis, 32 people registered to speak at Planning Committee meetings with 10 respondents completing the questionnaire and below are the analytics relating to 10 satisfaction responses received.



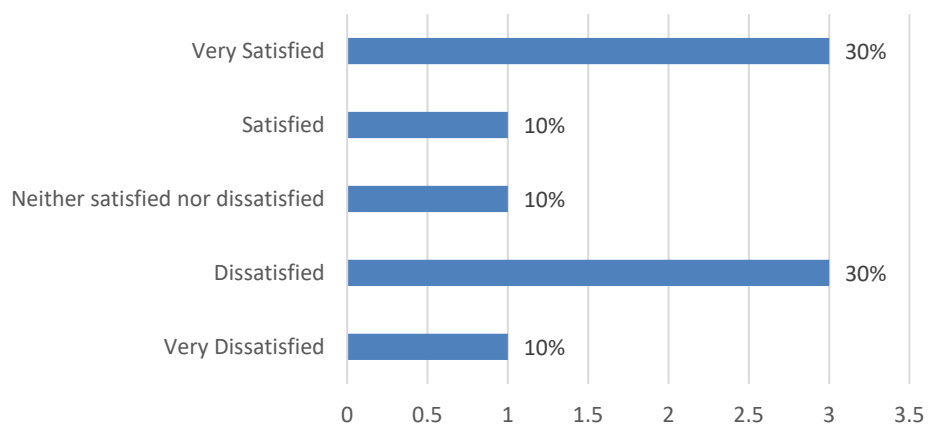
The support provided by staff on the day of the meeting

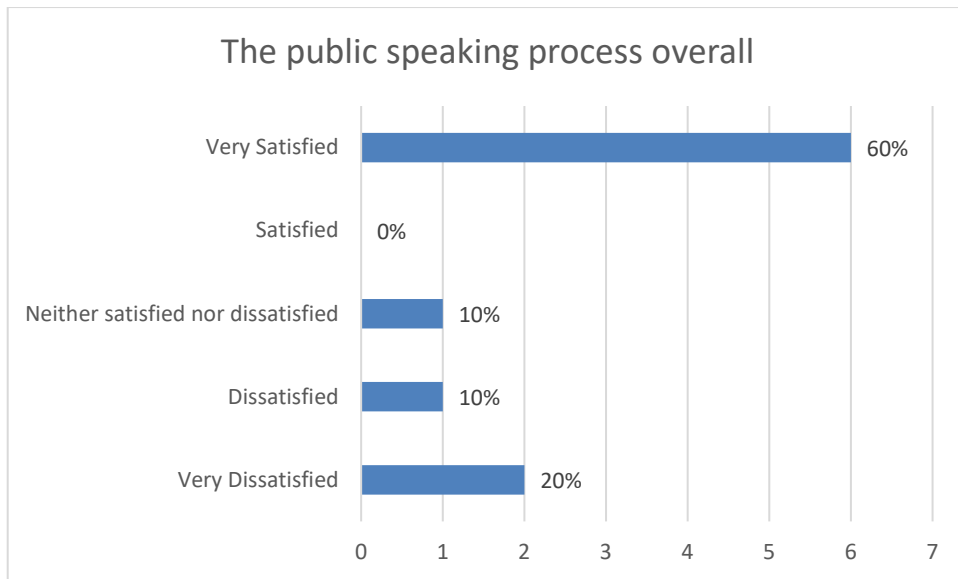


The time you were allowed to speak at the meeting

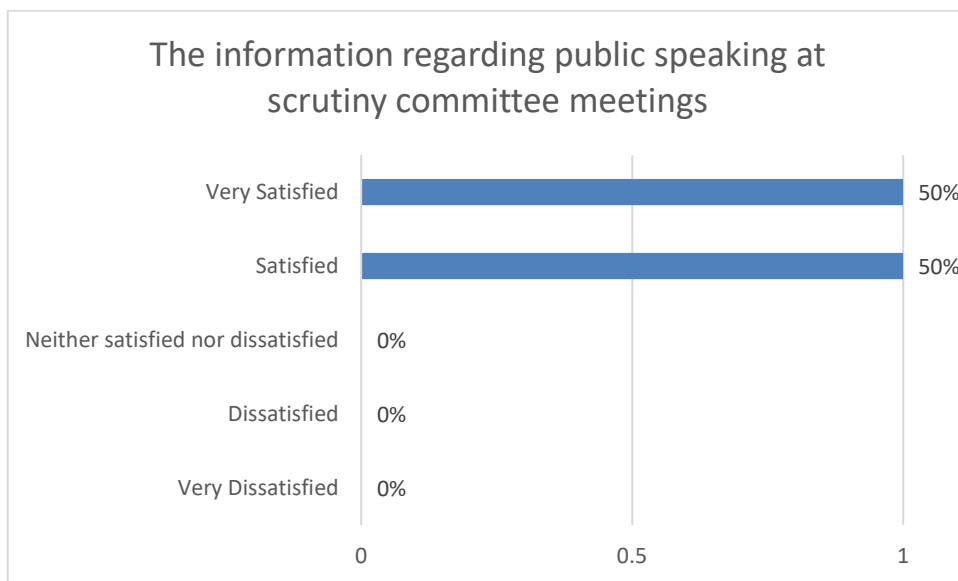


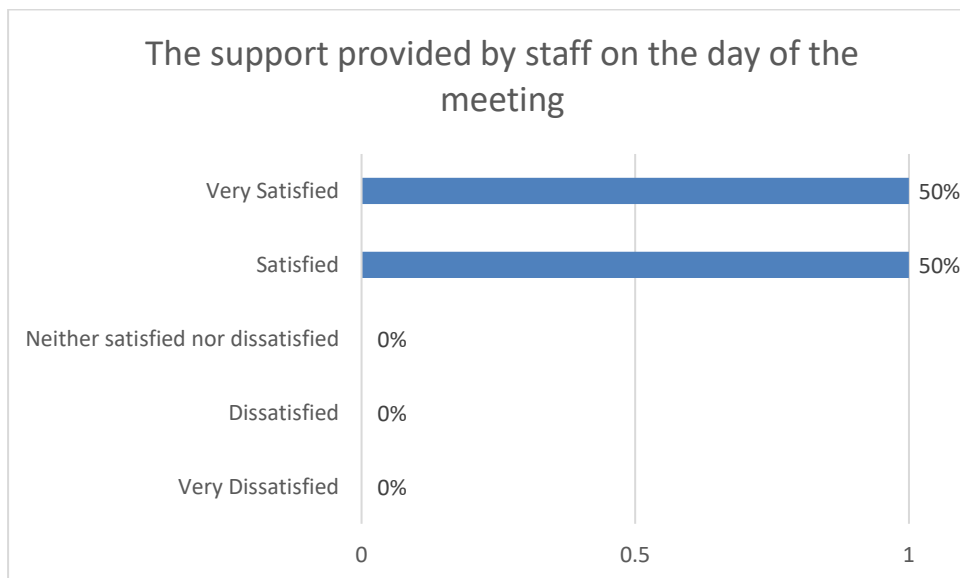
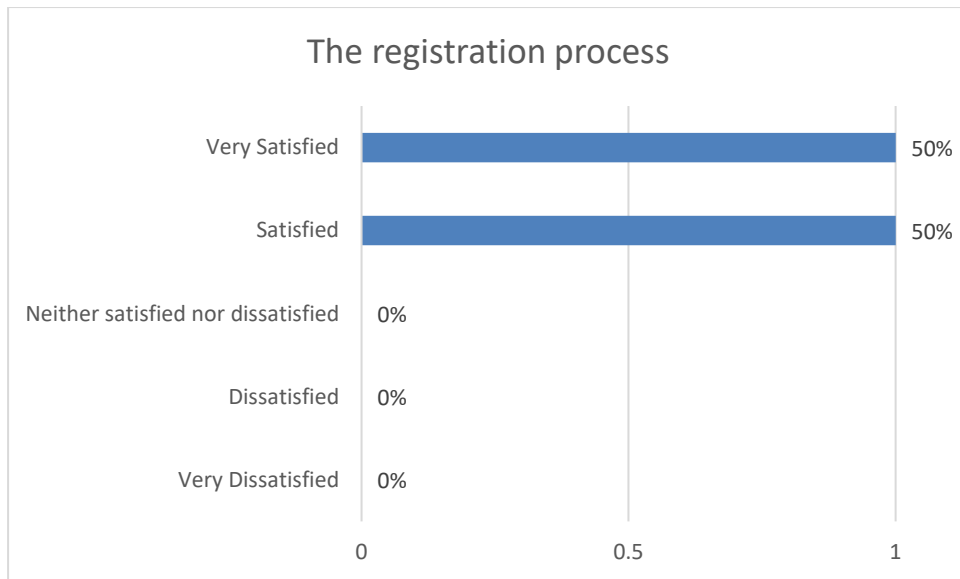
How well the committee listened to your comments

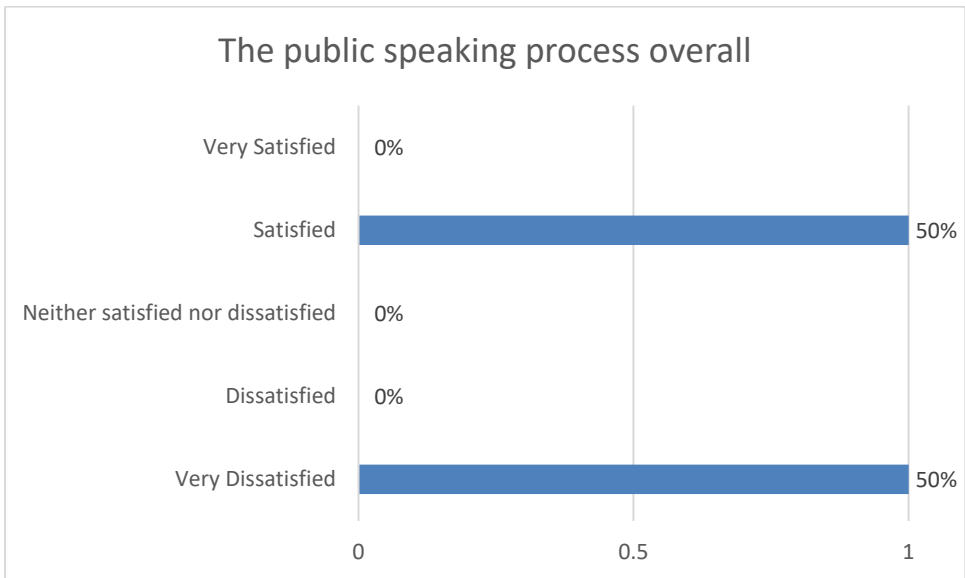
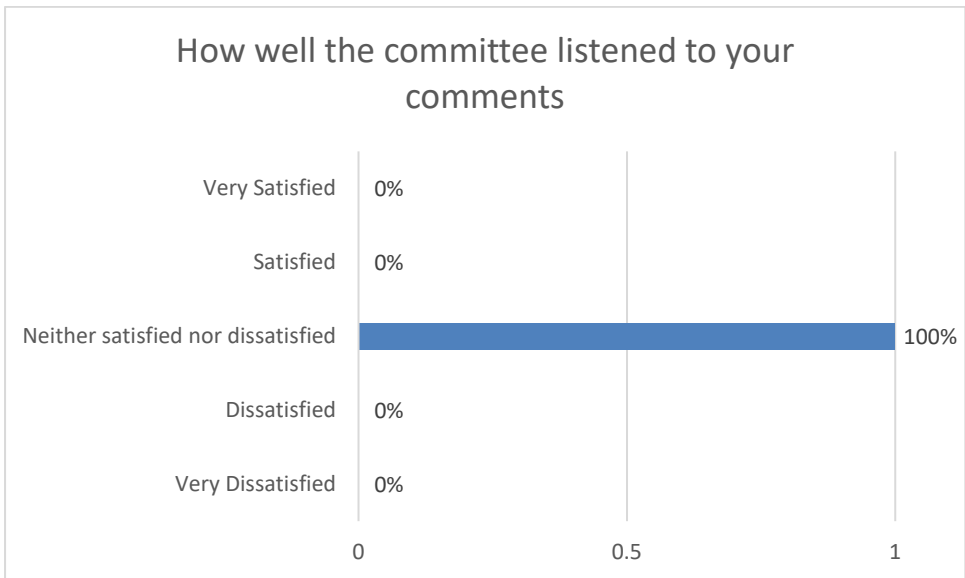
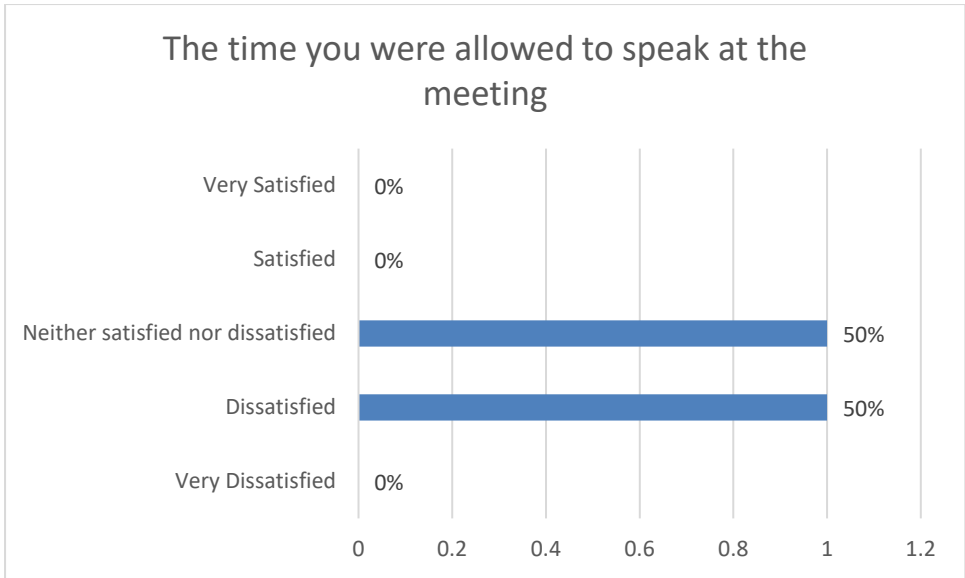




2.22 As far as Scrutiny Committees are concerned, the arrangements for public speaking were introduced in 2016. During the period July 2020 to March 2021 7 people registered to speak at Scrutiny Committee meetings, with 2 responses to the satisfaction questionnaire being received. Below are the analytics relating to satisfaction responses:







Member Development

- 2.23** As mentioned earlier in this report at the start of the Pandemic the Council's calendar of meetings was put on hold with some meetings commencing in July 2020 and the reinstatement of the Full Council calendar of meetings from September 2021. As a result of all of the meetings being agreed to be undertaken on a virtual basis, the Scrutiny and Committee Services Team supported and assisted Members in the use of the virtual platform software and bespoke external training for Chairs and Vice-Chairs of Committees was also purchased and was well attended and well received.
- 2.24** The PDR process was undertaken for Senior Salary holders for 2019/20. However, the process of completing these took longer than originally anticipated and delayed implementing the training needs analysis, which rollout was then further delayed by the pandemic, lockdown and subsequent restrictions and the suspension of formal meetings. Taking account of the above unusual challenges it was in my view unrealistic to expect the relevant Members to be asked to participate in PDRs for 2020/21. This also reflects the stance taken regarding suspending similar arrangements for the officer corps due to Covid.
- 2.25** It is right to commend all Members during the period including the Democratic Team who have been required to bring together governance and meeting protocols to allow virtual meetings to be implemented.
- 2.26** This has had significant resourcing challenges for Democratic Services and ICT Services teams and I would wish to place on record my personal thanks to colleagues in both teams who have, in my view, gone above and beyond what can be reasonably expected to ask officers to get the necessary and various facets of virtual meetings established.

Member Training

- 2.27** Members have been provided with access passwords for IDEV training and are reminded that much of the development sessions already provided to date can still be accessed as an ongoing "refresher" learning resource via MemberNet.
- 2.28** For information specific training undertaken during 20/21 provided to and for Members is as follows:
- Chairs and Vice-Chairs virtual training – 30th November 2020
 - Treasury Management – 1st March 2021
 - Planning – Decisions and Appeals – 28th April, 2021 (outside of the calendar year but presented for information)
 - Equality and Diversity – e-learning module on iDev
 - Equality Matters – e-learning module on iDev
 - What is Discrimination? – e-learning module on iDev
 - Trans Awareness – e-learning module on iDev.

- 2.29** Individual training, support and guidance has also been provided by the Democratic and Scrutiny Services Team following requests as well as the provision of “How to guides” and advice notes to assist Members and in particular Chairs of Committees when conducting meetings.

Scrutiny Activities During The Year

- 2.30** The Council’s five Scrutiny Committees develop their own forward work programmes for the Municipal year having regard to the Cabinet’s Forward Work Programme. A number of items are monitored on a quarterly basis e.g. performance, financial management, Committee recommendations together with consideration of any call in requests and requests for consideration of a matter either put forward by Members of the Council or Members of the public. Ad hoc reports are also requested, as appropriate as well as the consideration of referrals from Cabinet and / or any other Committees. The link to the work programmes of the Scrutiny Committees can be found at https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

Key Issues of Interest During the Year for Each Scrutiny Committee

- 2.31** Scrutiny Committees must also submit an annual report of their work to Full Council and it is intended that this will be submitted to the Council meeting in September 2021 covering a two year period as a result of the COVID 19 pandemic. However, for the Committee’s information the below sets out some examples of the key interests for each Committee during the current year together with details of some public engagement that took place at various meetings.
- 2.32** The **Environment and Regeneration Scrutiny Committee** welcomed four public speakers during the year:
- One speaker for the WelTAG transport study for a Gateway Train station at Junction 34 M4, spoke against proposals and cited the increase in traffic which it was feared would lead to a call for a new road (this was subject to a separate WelTAG study). As a local representative, hearing the concerns of local residents led to the Committee agreeing a recommendation calling on Cabinet to disregard any proposal for a new road between the M4 and Cardiff Airport however, Cabinet disagreed with the Committee’s recommendation.
- At its meeting in February, the Scrutiny Committee heard the views of three public speakers regarding a report on the Flooding Event that took place the previous December. The speakers were able to relay to the Committee the direct impact that the flooding had on residents in Dinas Powys and Sully. This directly led to discussions around the Council’s drain cleaning regime and the Committee’s recommendation for more frequent drain cleaning in affected areas. Cabinet agreed to looking at the frequency.
- 2.33** The **Homes and Safe Communities Scrutiny Committee (HSC)** considered:

A report referred by Cabinet (via endorsement by the Lead Committee, Corporate Performance and Resources) the need and ongoing importance of the Domestic Abuse Assessment and Referral Community Safety Services, when looking at cost pressures and the revenue budget. This has been considered by Cabinet and is to be incorporated into a further report around the Council Budget to be further considered by Cabinet and Full Council.

The HSC also established a Task and Finish Group around Housing and Homelessness Provision within the Vale of Glamorgan. The review will look to cover the key areas of current, and in the near future, housing and homelessness provision and policies – allocation priorities, emerging legislative and funding challenges or developments – and to offer recommendations on how to approach, implement or to improve on these in order to ensure that temporary and permanent accommodation can continue to be offered to the homeless once Welsh Government emergency legislation ends in September 2021.

Committee also received speakers from key partners e.g. Pobl, who updated the Committee and provided details around the 'One Stop Shop' set up in Barry.

2.34 Learning and Culture Scrutiny Committee

At its October meeting, the Committee considered a report regarding a proposal to increase the number of Primary school places in Cowbridge, having initially considered the matter in 2019. Following significant public engagement at that time, with 11 members of the public having addressed Committee on the matter, the revised proposal had been substantially changed on the basis of the feedback received and this was recognised within the report. Committee heard from three more speakers at the October meeting, further involving the public in the Scrutiny process.

The work of the Cost of Schooling Task and Finish Group recommenced following a break caused by COVID-19. The scope of the Review being broadened slightly to encompass any effects that the pandemic may have had on the affordability of education for families in the Vale of Glamorgan. At a most recent meeting the group received updates regarding the Council's efforts to tackle digital exclusion and period poverty during national lockdown and school closures. Having previously attended Pencoedre High School and met with pupils there, at their next meeting the group will be hearing directly from Vale of Glamorgan parents about their experiences of the costs of schooling, with a view to forming recommendations to present to Committee in the near future.

2.35 Healthy Living and Social Care Scrutiny Committee

The Committee continued to monitor the Council's vital Social Care and Leisure Services that have a direct impact on the lives of all Vale of Glamorgan residents and have been significantly affected by the Covid-19 National pandemic. Through detailed Officer reports, the Committee has witnessed the critical way in which Council Staff have responded to challenges as a result of the national pandemic by evolving and adapting services in a rapidly changing and uncertain

landscape and communicating effectively with partners, communities and service users. The Committee has scrutinised how services have been delivered to meet statutory roles and functions and how resources have been directed to the front line where they are most needed.

2.36 Corporate Performance and Resources Scrutiny Committee

Notwithstanding the fact that the Committee is the lead Committee for dealing with the Scrutiny of the Council's budget, the Committee also undertook oversight of the Council's response to the Covid19 pandemic and the Council's response re its road to recovery. The Committee through the work of the SCCVCG have also considered and agreed the responses to the Wales Audit proposals for improvement and the action plan devised to address the provisions of the Local Government and Elections (Wales) Act 21 (LG&E). Progress of the work of the LG&E working group will continue to be monitored by the Committee and as regulations are received.

Furthermore, the Committee fully engaged in the Council's Draft Climate Change Plan proposals and with the work in partnership being undertaken with other agencies including the Public Services Board with regard to the Climate Agenda.

Regular scrutiny sickness monitoring is also a major item on the Committee's work programme.

Collaborative Working and Networks

- 2.37** Officer and Member Network (MSO) - The network is facilitated by the Welsh Local Government Association (WLGA) with the intention to improve the services and Member development opportunities provided to Councillors. The meetings are also attended by Heads of Democratic Services and or a Democratic and Scrutiny Services Officer.
- 2.38** South East Wales Scrutiny Officer Network - The network provides opportunities for Local Authorities to share information, develop good practices, raise and discuss issues of mutual concern and make suggestions for improvements.
- 2.39** Head of Democratic Services Network supported by the WLGA - This network also provides opportunities for Local Authorities to share information, develop good practices, raise and discuss matters of mutual concern and make suggestions for improvements. At a recent meeting opportunity was afforded for officers to discuss matters directly with WG representatives having regard to the provisions of the LG&E Act and related consultations regarding guidance being developed in respect of various provisions of the Act e.g. CJs.
- 2.40** Attendances at the above Networks offers opportunities for the Team Members in Democratic Services to also facilitate the effective provision of support to Elected Members.

Independent Bodies -

2.41 Independent Remuneration Panel for Wales (IRPW) – The Independent Remuneration Panel for Wales is responsible for determining the level of payments to elected Members of Councils, National Park Authorities and Fire and Rescue Authorities in Wales. The Panel’s Draft Annual Report considered by this Committee in November 2020 following consultation, came into effect on 1st April, 2021. The report references the IRPW’s consistently expressed view that maintaining the democratic values of local government could not be cost free. Payments to Members and Co-opted Members were made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles. The Democratic Services Committee in November 2020 also considered a report regarding the Reimbursement of Costs of Care and the promotion of awareness raising of the scheme so that Members with caring responsibilities for other dependents such as the elderly are encouraged to claim.

2.42 Public Services Ombudsman for Wales (PSOW) – The PSOW has legal powers to look into complaints about public services and independent care providers in Wales. The Ombudsman also investigates complaints that members of local government bodies have breached their Authority’s code of conduct. Following a request from the PSOW, the Council has also introduced a Local Dispute Resolution Procedure to deal with low level allegations by a Member against a fellow Member. The current PSOW Code of Conduct guidance for Members of Local Authorities has been forwarded to all Members for their information. The Monitoring Officer and officers within the Democratic and Scrutiny section also continue to provide guidance to elected Members in this regard. The guidance can be found at <https://www.ombudsman.wales/wp-content/uploads/2021/05/Code-of-Conduct-Guidance-CC-CBC-NPA-PCP.pdf>

2.43 A similar guide was also issued by the PSOW for Town and Community Councils.

The Year Ahead

2.44 The Democratic and Scrutiny Services Team have regard to a number of activities that will need to be undertaken in 2021 as follows:

(1) Local Government and Elections (Wales) Act - Some aspects of this Act have already been implemented which have had a direct impact on the Team that have been highlighted earlier in this report.

However, other aspects have yet to be implemented, for example -

- develop initiatives to enhance the engagement and participation of the public in scrutiny activities as referred to within the Audit Wales Action Plan;
- Support the establishment of a Public Participation Strategy;
- Implement the Hybrid meeting solution when required;
- Procure and implement a dual language remote facility;

- Undertake broadcasting of meetings as required under the Act by 1st May, 2022;
- Develop and implement a petition scheme;
- Review and amend the Council's Constitution and develop a Constitution Guide (as required under LG&E Act) following the receipt of the Monitoring Officer's working group consultants' report (scheduled to be received October / November 2021);
- Undertake recruitment for lay members of the Governance and Audit Committee.

(2) Preparations for and Implementation of the Induction Programme for Elected Members 2022.

(3) Embed the business as usual improvements resulting from the Wales Audit Action Plan.

(4) Arrange School admission training as required.

(5) Undertake the provisions of the Member Development Strategy.

(6) Continue to undertake Member Scrutiny Satisfaction Surveys and continue to consult with the public that have participated in our public speaking arrangements at Planning and Scrutiny Committee meetings.

(7) Deliver the WLGA Diversity in Democracy Agenda.

2.45 To conclude the report highlights that the Democratic and Scrutiny Services Team have had an extremely challenging year where the priorities and workloads of the Team have been adversely impacted by the coronavirus pandemic. However, the Team have adapted and continued to develop to meet the needs of the service and to comply with the provisions of new legislation. The Team have been successful in service resilience and through creativity have delivered the desired outcomes that have supported Elected Members and the Council's governance arrangements.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The Well-being of Future Generations (Wales) Act sets out effective transparency as a key part of improving the delivery of public bodies.

3.2 The Act requires public bodies to communicate and explain the processes of selecting its well-being objectives and how these objectives have been chosen, how decisions are taken in line with these objectives and what difference these objectives have made.

3.3 The importance of presenting the report is to ensure that transparency has taken place and to inform the Council and the public of the above arrangements which are required to be undertaken to comply with the terms of reference of the Democratic Services Committee include "to have regard to Welsh Ministerial guidance when exercising its functions".

- 3.4** The Measure makes arrangements for changes to the political structure of local government in Wales and the way in which local government operates.

4. Resources and Legal Considerations

Financial

- 4.1** As set out above.

Employment

- 4.2** As set out above.

Legal (Including Equalities)

- 4.3** The Council is required to comply with the relevant provisions of the Local Government (Wales) Measure 2011 with regard to the provision of Democratic Services and support for such.

5. Background Papers

[Local Government \(Wales\) Measure 2011](#)

YOU TUBE VIEWS OF MEETING RECORDINGS

(1) Live Streaming and Views Since Publication as at May 2021 – June 2021

Committee	Meeting Date	Number of Live Stream Views	Number of Views since Publication
MAY 2021			
Standards	27 th May	6	14
Planning	26 th May	61	15
Governance and Audit	24 th May	17	4
Cabinet	24 th May	9	18
Corporate Performance and Resources Scrutiny	19 th May	19	11
Environment and Regeneration	18 th May	8	190
Public Protection Licensing	18 th May	8	9
Learning and Culture Scrutiny	13 th May	20	
Homes and Safe Communities Scrutiny	12 th May	2	14
Cabinet	12 th May	27	29
Healthy Living and Social Care Scrutiny	11 th May	14	7
Annual Meeting	10 th May	127	22
JUNE 2021			
Voluntary Sector Joint Liaison	28 th June	5	10
Planning	24 th June	17	5
Shared Regulatory Services	22 nd June	21	
Cabinet	21 st June	64	12
Corporate Performance and Resources	16 th June	13	12
Environment and Regeneration Scrutiny	15 th June	30	19
Statutory Licensing	15 th June	8	2
Public Protection Licensing	15 th June	8	2
Welsh Church Act Estate	14 th June	8	7
Learning and Culture Scrutiny	10 th June	39	20
Homes and Safe Communities Scrutiny	9 th June	11	12
Healthy Living and Social Care Scrutiny	8 th June	23	11
Cabinet	7 th June	15	13

N.B. Live streaming of meetings commenced as at 1st May, 2021.

(2) **Views of Committee Recordings of Virtual Meetings Since Publication**
April 2021 – July 2020

Committee	Meeting Date	Number of Views since Publication
APRIL 2021		
Voluntary Sector Joint Liaison	29 th April	7
Planning	28 th April	29
Community Liaison	27 th April	26
Public Protection Licensing	27 th April	9
Council	26 th April	53
Cabinet	26 th April	16
Corporate Performance and Resources Scrutiny	21 st April	2
Environment and Regeneration Scrutiny	20 th April	26
Learning and Culture Scrutiny	15 th April	5
Homes and Safe Communities Scrutiny	14 th April	15
Cabinet	12 th April	19
MARCH 2021		
Standards	25 th March	10
Planning	24 th March	59
Shared Regulatory Services	23 rd March	12
Vale of Glamorgan Local Access Forum	22 nd March	4
Cabinet	22 nd March	113
Corporate Performance and Resources Scrutiny	17 th March	5
Environment and Regeneration Scrutiny	16 th March	88
Homes and Safe Communities Scrutiny	15 th March	10
Early Retirement / Redundancy (Part I Only)	15 th March	9
Learning and Culture Scrutiny	11 th March	18
Council	10 th March	130
Healthy Living and Social Care Scrutiny	9 th March	12
Statutory Licensing	9 th March	13
Public Protection Licensing	9 th March	12
Cabinet	8 th March	42
Audit	1 st March	24
FEBRUARY 2021		
Planning	24 th February	30
Cabinet	22 nd February	26
Environment and Regeneration Scrutiny	16 th February	116
Extraordinary Corporate Performance and Resources Scrutiny	11 th February	17
Learning and Culture Scrutiny	11 th February	10
Homes and Safe Communities Scrutiny	10 th February	20
Healthy Living and Social Care Scrutiny	9 th February	26
Cabinet	8 th February	79

JANUARY 2021		
Standards	28 th January	4
Community Liaison	26 th January	25
Corporate Performance and Resources Scrutiny	20 th January	17
Cabinet	25 th January	32
Planning	21 st January	148
Environment and Regeneration Scrutiny	19 th January	9
Welsh Church Act Estate	18 th January	11
Learning and Culture Scrutiny	14 th January	38
Homes and Safe Communities Scrutiny	13 th January	18
Healthy Living and Social Care Scrutiny	12 th January	21
Cabinet	11 th January	32
DECEMBER 2020		
Cabinet	21 st December	50
Early Retirement / Redundancy (Part 1 Only)	18 th December	10
Corporate Performance and Resources	16 th December	19
Planning	16 th December	44
Environment and Regeneration Scrutiny	15 th December	10
Public Protection Licensing	15 th December	13
Audit	14 th December	17
Learning and Culture Scrutiny	10 th December	23
Homes and Safe Communities Scrutiny	9 th December	10
Sheard Regulatory Services	8 th December	21
Healthy Living and Social Care Scrutiny	8 th December	14
Council	7 th December	233
Cabinet	7 th December	52
NOVEMBER 2020		
Cabinet	30 th November	39
Standards	26 th November	9
Planning	25 th November	52
Corporate Performance and Resources Scrutiny	18 th November	28
Environment and Regeneration Scrutiny	17 th November	35
Cabinet	16 th November	58
Learning and Culture Scrutiny	12 th November	17
Homes and Safe Communities Scrutiny	11 th November	24
Healthy Living and Social Care Scrutiny	10 th November	4
Public Protection Licensing	10 th November	12
Planning	4 th November	33
Cabinet	2 nd November	53
OCTOBER 2020		
Corporate Performance and Resources Scrutiny	21 st October	12
Environment and Regeneration Scrutiny	20 th October	72
Voluntary Sector Joint Liaison	19 th October	28
Cabinet	19 th October	56
Learning and Culture Scrutiny	15 th October	52
Homes and Safe Communities Scrutiny	14 th October	16

Healthy Living and Social Care Scrutiny	13 th October	26
Community Liaison	6 th October	29
Special Council	5 th October	69
Cabinet	5 th October	23
SEPTEMBER 2020		
Planning	30 th September	58
Shared Regulatory Services	29 th September	18
Welsh Church Act Estate	28 th September	24
Audit	24 th September	13
Corporate Performance and Resources	23 rd September	17
Environment and Regeneration	22 nd September	18
Council	21 st September	219
Cabinet	21 st September	99
Learning and Culture Scrutiny	17 th September	25
Homes and Safe Communities Scrutiny	16 th September	30
Early Retirement / Redundancy (Part I only)	11 th September	29
Standards	10 th September	43
cabinet	7 th September	59
Planning	2 nd September	100
JULY 2020		
Public Protection Licensing	30 th July	30
Audit	29 th July	31
Cabinet	27 th July	113
Corporate Performance and Resources Scrutiny	15 th July	31
Planning	15 th July	66
Cabinet	13 th July	186
Licensing Sub	3 rd July	41