

---

***Carmarthenshire County Council***  
***Diversity in Democracy Draft Action Plan***

---

|   | Objective   | What we have done/aim to do:-  | By when:-  | Which Officer(s) will lead                     |
|---|---|--|--|--|
| 1 | <b>Increase understanding of different tiers of government in Wales, the role each plays in society and how they operate.</b> | Distribution and promotion of Welsh Government Guidance/ educational resources to accompany the extension of the franchise to 16 and 17 year olds in Wales.  | Resources have been developed by WG and have been distributed to schools | Elections Manager/ Comms Team                  |
|   |   | Overview of the Council website page <a href="https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/">https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/</a> that includes the 'Becoming a Councillor' page to be reviewed and promoted. | November 2021  | Head of Democratic Services/Elections Manager  |
|   |   | Undertake a communications campaign with general and targeted messaging.<br><br>We will specifically focus on Women, Black, Asian and Minority Ethnic people, Disabled, LGBTQ+ & Young People.   | Early 2022   | Marketing and Media Manager/Engagement Officer |
|   |   | Work with key stakeholders and representative organisations to ensure qualifying citizens are aware of their right to vote in certain elections and their right to stand as a Candidate in certain elections.  | Early 2022   | Electoral Services Manager                     |



## Appendix A

|   | Objective   | What we have done/aim to do:-  | By when:-           | Which Officer(s) will lead                       |
|---|---|--|---------------------|--|
| 2 | <b>Increase engagement with the public to raise awareness of the role and activities of the Council, and how the public can better inform local decision making</b> | Promote Council Constitution Guide as per the Local Government and Elections (Wales) Act 2021.<br><br>The full Council Constitution is available at<br><br><a href="https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/">https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/</a> | March 2022          | Monitoring Officer / Head of Democratic Services |
|   |   | Develop Public Participation Strategy Scheme for compliance with duty under the 2021 Act, which will link in with the Consultation and Engagement Strategy.<br><br>(WG Guidance awaited)   | February/March 2022 | Monitoring Officer / Head of Democratic Services |
|   |   | Introduce a petition scheme and e petition facility on the Authority's website.  | May 2022            | Head of Democratic Services                      |
|   |   | Continue to<br>1) webcast meetings as specified under the 2021 Act,<br>2) provide facilities for members of the public to make representations/ask questions at Council/Committees in person or via remote attendance  | In place            | Head of Democratic Services                      |

## Appendix A

|   | Objective   | What we have done/aim to do:-   | By when:-            | Which Officer(s) will lead                                |
|---|---|---|----------------------|---|
|   |   | Encourage each Political Group to create a Diversity Champion to ensure that Councillors from under-represented groups are represented whenever possible in high profile, high influence roles.   | March 2022           | Political Group Leader / Head of Democratic Services      |
| 3 | Increase awareness of the role of Councillors, the contribution they make to society and how to become a Councillor | <p>Overview of the Council website page includes the 'Be a Councillor' page to be reviewed and promoted and to include references to:-</p> <ul style="list-style-type: none"> <li>• What being a Councillor entails.</li> <li>• Salary &amp; Allowances</li> <li>• Promoting / facilitating processes.</li> <li>• The Training available to Councillors.</li> </ul> <p><a href="https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/">https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/</a></p> <p>Link to any training / informative materials available with the WLGA, WG etc.</p> | In place and ongoing | Head of Democratic Services / Marketing and Media Manager |
|   |   | <p>Engage with Town and Community Councils to promote the 'Be a Councillor page' or create their own</p> <p><a href="https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/how-to-become-a-councillor/#.YY5oyYj7TIU">https://www.carmarthenshire.gov.wales/home/council-democracy/councillors-ams-and-mps/how-to-become-a-councillor/#.YY5oyYj7TIU</a></p>   | January-March 2022   | Town & Community Council Forum/HoDS/Marketing & Media     |

## Appendix A

|   | Objective  | What we have done/aim to do:-   | By when:-  | Which Officer(s) will lead                            |
|---|--|---|--|---|
|   |  | Seek the participation of Political Group Leaders to champion the diversity expectations within the selection processes of their Political Parties. To encourage Political Group Leaders to promote the advice available to future candidates or individuals considering standing for office at the earliest opportunity. | January – March 2022                                 | Chief Executive / Head of Democratic Services         |
| 4 | <b>Greater respect &amp; support for those standing for and securing elected office in Wales</b> | Promote duty on Political Group Leaders to promote high standards of conduct.   | January – March 2022                                 | Political Group Leaders / Monitoring Officer          |
|   |  | All Councillors & Co-opted Members required to have mandatory Code of Conduct Training. Refresher at least once during a term of office and also if the Code is amended.<br><br>Standards Committee to monitor compliance in relation to standards of conduct and provide training.                                       | Summer 2022  | Monitoring Officer / Head of Democratic Services      |
|   |  | Promote the Welsh Government's fund for Access to Elected Office to assist disabled people to stand for elected office at the 2022 Local Elections.   | Ongoing - Comms message has already been circulated. | Political Group Leaders / Head of Democratic Services |

## Appendix A

|   | Objective   | What we have done/aim to do:-   | By when:-            | Which Officer(s) will lead  |
|---|---|---|----------------------|---|
| 5 | <b>Comprehensive training and awareness programme available through a variety of routes available for Councillors to support them in their role as Councillors.</b> | Review the Member Induction Programme and the ongoing Member Development Programme. Encourage Member to attend all training sessions, E-Learning and make use of the All Wales Training Materials for Councillors - led by the WLGA.              | In Place and Ongoing | Head of Democratic Services / Democratic Services Committee/ Learning and Development Advisor |
|   |   | Encourage returning Councillors to provide mentoring / shadowing for first time Councillors and those that request it and to undertake Personal Development Reviews for their members with assistance from Learning and Development, as required. | Ongoing              | Political Group Leaders/ Head of Democratic Services/Learning and Development Advisor         |
| 6 | <b>Improve the safety of Councillors and their families when undertaking their Council duties</b>   | Comply with the Local Government & Elections (Wales) Act 2021 by ensuring that official addresses are published on Council website and in the Register of Interest.   | May 2022             | Monitoring Officer / Head of Democratic Services  |
|   |   | Include Personal Safety and Lone Working training in the New Member induction programme to ensure members' safety. Promote the Lone Working Policy and guidance.  | May 2022             | Head of Democratic Services/Learning and Development Advisor.                                 |
|   |   | All Councillors to have identity cards to allow secure access to Council buildings  | In place.            | Head of Democratic Services   |
|   |   | Social Media Safety training to be delivered to members through the Councillor Induction & Training Programme and built upon during their term of office.   | May-September 2022   | Marketing and Media Manager   |

## Appendix A

|   | Objective   | What we have done/aim to do:-   | By when:-   | Which Officer(s) will lead                      |
|---|---|---|---|---|
|   |   | Promote the WLGA's advice and support service to individual Councillors who receive online abuse.   | In place and ongoing  | Head of Democratic Services                     |
| 7 | <b>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.</b> | Introduction of a Multi-Location Meetings Policy encouraging remote and physical attendance at meetings.  | Early 2022  | Monitoring Officer /Head of Democratic Services |
|   |   | Comply with the requirements of the Local Government and Elections( Wales) Act 2021 in relation to the promote job-sharing by Executive Leaders and other Office holders.   | Constitution amended May 2021 and ongoing as elements of the Act come into force. | Monitoring Officer/ Head of Democratic Services |
|   |   | Promote <ul style="list-style-type: none"> <li>• Family Absence provisions for Councillors.</li> <li>• Allowances and Contribution Towards Costs of Care and Personal Assistance available to Councillors and Co-opted Members as appropriate.</li> <li>• Take up of allowances and expenses</li> </ul> | January - July 2022   | Monitoring Officer. Head of Democratic Services |

## Appendix A

|   | Objective   | What we have done/aim to do:-  | By when:-   | Which Officer(s) will lead                |
|---|---|--|---|---|
|   |   | Review Council, Cabinet & Committee meeting times to ensure flexibility to suit Committee Members.   | To be undertaken following LG Election in May 2022 and undertaken at least once per term of office. | Head of Democratic Services.              |
| 8 | <b>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</b> | Undertake a diversity and inclusion survey with Members which will provide a benchmark for future elections and allow feedback to Political Group Leaders. | Summer 2022   | Policy Team / Head of Democratic Services |