

COFNOD O BENDERFYNIAD WEDI'I DDIRPRWYO GAN SWYDDOG
RECORD OF DELEGATED OFFICER DECISION

Penderfyniad Allweddol | Key Decision ✓

PWNC | SUBJECT: Draft Public Participation Strategy Public Consultation

DIBEN YR ADRODDIAD | PURPOSE OF THE REPORT:

To seek authority to undertake a public consultation on the Council's Draft Public Participation Strategy

PENDERFYNIAD WEDI'I DDIRPRWYO | DELEGATED DECISION:

AGREED

To undertake a public consultation on the draft strategy to help inform the Council's Public Participation Strategy, before consideration by Council, as required by the Local Government & Elections Act 2021.



Llofnod y Prif Swyddog
Chief Officer Signature

C.Hanagan

Enw (priflythrennau)
Name (Print Name)

11th May 2023

Dyddiad
Date

Mae'r penderfyniad yn cael ei wneud yn unol ag Adran 15 o Ddeddf Llywodraeth Leol 2000 (Swyddogaethau'r Corff Gweithredol) ac yn y cylch gorchwyl sy wedi'i nodi yn Adran 5 o Ran 3 o Gyfansoddiad y Cyngor.

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution.

YMGYNGHORI | CONSULTATION

M. Webber.

10.05.23

LLOFNOD YR AELOD YMGYNGHOROL O'R CABINET
CONSULTEE CABINET MEMBER SIGNATURE

DYDDIAD | DATE

LLOFNOD SWYDDOG YMGYNGHOROL
CONSULTEE OFFICER SIGNATURE

DYDDIAD | DATE

RHEOLAU'R WEITHDREFN GALW-I-MEWN | CALL IN PROCEDURE RULES.

A YW'R PENDERFYNIAD YN UN BRYD A HEB FOD YN DESTUN PROSES GALW-I-MEWN GAN Y PWYLLGOR TROSOLWG A CHRAFFU?:

IS THE DECISION DEEMED URGENT AND NOT SUBJECT TO CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:

YDY | YES

Rheswm dros fod yn fater brys | Reason for Urgency:

The need to undertake a Public consultation prior to consideration at the Overview & Scrutiny Committee and consideration at the June Council meeting.

Os yw'n cael ei ystyried yn fater brys - llofnod y Llywydd, y Dirprwy Lywydd neu Bennaeth y Gwasanaeth Cyflogedig yn cadarnhau cytundeb fod y penderfyniad arfaethedig yn rhesymol yn yr holl amgylchiadau iddo gael ei drin fel mater brys, yn unol â rheol gweithdrefn trosolwg a chraffu 17.2:

If deemed urgent - signature of Presiding Member or Deputy Presiding Member or Head of Paid Service confirming agreement that the proposed decision is reasonable in all the circumstances for it being treated as a matter of urgency, in accordance with the overview and scrutiny procedure rule 17.2:

G.Hughes

.....
(Llywydd | Presiding Member)

.....10.05.23.....
(Dyddiad | Date)

DS - Os yw hwn yn benderfyniad sy'n cael ei ail-ystyried yna does dim modd galw'r penderfyniad i mewn a bydd y penderfyniad yn dod i rym o'r dyddiad mae'r penderfyniad wedi'i lofnodi.

NB - If this is a reconsidered decision then the decision Cannot be Called In and the decision will take effect from the date the decision is signed.

AT DDEFNYDD Y SWYDDFA YN UNIG | FOR OFFICE USE ONLY

DYDDIADAU CYHOEDDI A GWEITHREDU | PUBLICATION & IMPLEMENTATION DATES

CYHOEDDI | PUBLICATION

Cyhoeddi ar Wefan y Cyngor | Publication on the Councils Website:- _____ 11.05.23 _____

DYDDIAD | DATE

GWEITHREDU'R PENDERFYNIAD | IMPLEMENTATION OF THE DECISION

Nodwch: Fydd y penderfyniad hwn ddim yn dod i rym nac yn cael ei weithredu'n llawn nes cyn pen 3 diwrnod gwaith ar ôl ei gyhoeddi. Nod hyn yw ei alluogi i gael ei "Alw i Mewn" yn unol â Rheol 17.1, Rheolau Gweithdrefn Trosolwg a Chraffu.

Note: This decision will not come into force and may not be implemented until the expiry of 3 clear working days after its publication to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

Yn amodol ar y drefn "Galw i Mewn", caiff y penderfyniad ei roi ar waith ar / Subject to Call In the implementation date will be

_____ n/a _____
DYDDIAD / DATE

WEDI'I GYMERADWYO I'W GYHOEDDI: ✓ | APPROVED FOR PUBLICATION :✓

Rhagor o wybodaeth | Further Information:

| | |
|--------------------------------------|-----------------------|
| Cyfadran Directorate: | Chief Executive |
| Enw'r Person Cyswllt Contact Name: | Emma Wilkins |
| Swydd Designation: | Council Business Unit |
| Rhif Ffôn Telephone Number: | |

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DELEGATED DECISION

MAY 2023

PUBLIC PARTICIPATION STRATEGY

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION IN CONSULTATION WITH THE DEPUTY LEADER, CLLR WEBBER.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek authority to undertake a public consultation on the Council's Draft Public Participation Strategy, as required by the Local Government & Elections Act 2021.

2. RECOMMENDATIONS

- 2.1 To undertake a consultation on the draft Public Participation strategy via the Council's website;
- 2.2 To utilise the feedback from the Consultation to help inform the final version of the strategy, prior to its consideration by Council.

3 REASONS FOR RECOMMENDATIONS

- 3.1 Section 40 of the Local Government & Elections (Wales) Act 2021 places a duty on each Principal Council to prepare and publish a Public Participation Strategy.
- 3.2 In preparing the Strategy, the Council must consult with local people and such other persons as it considers appropriate.

4. BACKGROUND

- 4.1 Local authorities in Wales must, under the Local Government and Elections (Wales) Act 2021, publish a Participation Strategy that sets out the ways in which local people are encouraged to participate in the decision making process of the council.
- 4.2 In developing its public participation strategy a council must consult people who live, work or study in the council's area and anyone else it thinks appropriate. The Act requires a council's first strategy made

under this section to be published as soon as reasonably practicable after the local government elections in May 2022.

- 4.3 The Act places a number of duties on local authorities regarding participation. These are to:
- Promote awareness of the functions the council carries out to local residents, businesses and visitors.
 - Share information about how to go about becoming an elected member and what the role of councillor involves.
 - Provide greater access to information about decisions that have been made, or that will be made by the council.
 - Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations.
 - Promote awareness of the benefits of using social media to communicate with residents to councillors.

5 Consultation & Engagement within Rhondda Cynon Taf

- 5.1 Rhondda Cynon Taf Council have well established engagement processes and are committed to involving residents and other stakeholders in the democratic process.
- 5.2 The Draft Strategy, appended as Appendix 1 complements the RCT Involvement & Engagement Framework (2020-2024) and associated guidance. The Strategy aims to enable residents to better understand the democratic process and the role they can play in local democracy.
- 5.3 The Participation Strategy, in reaffirming these commitments in line with the Local Government and Elections (Wales) Act 2021, seeks to build further on this work, ensuring the council is open and responsive to the needs of its communities.
- 5.4 The participation strategy must be developed with all diverse communities within the council area and in developing its strategy councils must consult people who live, work or study in the council's area and anyone else it thinks appropriate.
- 5.5 It is proposed that Rhondda Cynon Taf take forward a consultation on the proposed strategy through the Council's Consultation arrangements via the Council Website.
- 5.6 The results of the consultation will be used to inform the finalised strategy, before its consideration by Council.

6 EQUALITY AND DIVERSITY IMPLICATIONS

6.1 The draft strategy looks to improve the equality and diversity of participation across all areas of Rhondda Cynon Taf, ensuring all those that live, work or study within the Authority have the opportunity to engage in the Democratic Process.

6.2 An equality Impact Assessment and Welsh Language impact assessment has been completed as part of the drafting of the draft strategy.

7 CONSULTATION

7.1 A formal Consultation will be undertaken on the draft strategy as outlined above through the Council website.

8 FINANCIAL IMPLICATION(S)

8.1 All costs associated with the Strategy will be contained within existing budgets.

9 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

9.1 Local Government & Elections (Wales) Act 2021.

10 LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

10.1 The Plan encompasses all of the Council's corporate plan priorities as well as the duties and goals of the Well Being of Future Generations Act.

- A public body must take account of the importance of involving other persons with an interest in achieving the well-being goals and ensure those persons reflect the diversity of the population;
- Effective involvement of people and communities in decisions that affect them is at the heart of improving well-being currently and in the future; and,
- It is vital to factor people's needs; ensuring engagement is meaningful and effective.

11 CONCLUSION

11.1 The draft Participation Strategy reaffirms the council's commitment to listening, conversing with and responding to the needs of our

communities - building clear, shared expectations and two-way engagement, and clearly demonstrates how the participation duty is being fulfilled.

Other Information:-

Relevant Scrutiny Committee – Overview & Scrutiny Committee.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DELEGATED DECISION

MAY 2023

REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & ENGAGEMENT IN DISCUSSIONS WITH THE DEPUTY LEADER OF THE COUNCIL, COUNCILLOR M WEBBER.

Background Papers

None.

Dewch i
siarad RhCT
Let's talk
RCT

PUBLIC PARTICIPATION STRATEGY

DRAFT



RHONDDA CYNON TAF

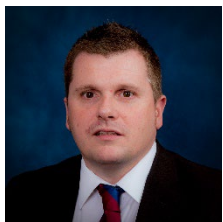

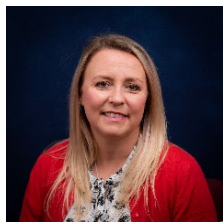
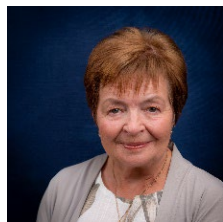
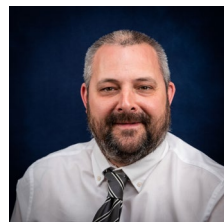
FOREWORD

We value the contribution that local people can make to develop and evaluate Council services that will work well for us all. Our Public Participation Strategy and accompanying action plan sets out how we will talk and listen with all of those who live in Rhondda Cynon Taf. This means engaging and consulting about the way we do things, promoting awareness of how people can become a member of the Council and making sure that local people can easily give us their views about a decision before, and after, it is made.

This Democratic Public Participation Strategy details how the Council aims to promote:

- awareness among local people of the council's functions;
- awareness among local people of how to become a member of the principal council, and what membership entails;
- ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
- ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;
- arrangements made, or to be made, for the purpose of the council's duty in bringing views of the public to attention of overview and scrutiny committees
- ways of promoting awareness among members of the principal council of the benefits of using social media to communicate with local people

We will continue to adopt new and emerging best practice, for example by developing digital engagement platforms and working on engagement with our partners on the Public Services Board. This Public Participation Strategy seeks to make it easier for everybody in Rhondda Cynon Taf to have a voice in our decision-making process, in-line with the requirements of the Local Government & Elections (Wales) Act 2021. As part of fulfilling these statutory requirements we want to build and maintain relationships with our communities, and we want to ensure that all engagement undertaken by the Council is effective, efficient and consistent. There are difficult times ahead, and a key focus of our approach will be to ensure the broadest understanding of these challenges and the necessary decisions required by the Council, to make best use of the resources available to us.

| | | | | |
|---|---|---|--|---|
|  |  |  |  |  |
| <i>Cllr Andrew Morgan</i> Leader & Chair of the Cabinet | <i>Cllr Gareth Hughes</i> Presiding Member of the Council | <i>Cllr Julie Edwards</i> Chair of the Overview & Scrutiny Committee | <i>Cllr S Rees</i> Chair of the Planning & Development Committee | <i>Cllr A Fox</i> Chair of the Licensing Committee |

SUMMARY

The Council comprises seventy-five elected Councillors representing Electoral Wards. The Council normally meets on a monthly basis and has a list of functions that include; adopting and changing the Constitution, approving and adopting the Budget and Policy Framework, appointing the Leader, determining and agreeing Committees and their terms of reference. Up to ten of the Council's members make up the Cabinet (the Executive), including the Leader of the Council. The Cabinet is responsible for carrying out all the local authority functions which are not the responsibility of the Council. Cabinet Members are responsible for decision making within specific areas of interest, known as portfolios. Scrutiny Committees act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Working in a similar way to parliamentary select committees, scrutiny involves councillors who are not in the cabinet. The Planning Committee, Licensing Committees and Governance & Audit Committee make the Council's regulatory decisions. Planning Committee determines planning applications, Licensing Committee determines licences to drive a hackney carriage or a private hire vehicle (taxis), public entertainment licences for premises amongst others, and Governance & Audit Committee reviews and scrutinises the Council's financial affairs. Democratic Services Committee reviews the adequacy of provision by the Authority to discharge the democratic services function and finally there is also a Standards Committee to promote high standards of conduct and support Councillors to comply with the Code of Conduct.

WHAT IS INCLUDED IN THIS DOCUMENT.

Section 1 - How will the Council comply with the requirements of the Local Government & Elections Wales Act 2021?

Section 2 – Reference to the following documents to assist the public with participation with the Council

- *The Council's Involvement & Engagement Framework 2020-24 – date?*
- *Council Participation Guide for Residents*
- *Scrutiny Participation Guide for Residents*
- *Cabinet Participation Guide for Residents*
- *Regulatory Committees Participation Guide for residents*

Section 3 - How we will measure success?

(N.B. All documents hyperlinked within this strategy are available in paper copy upon request by contacting the Council Business Unit in any of the following ways:

By writing to: Council Business Unit, The Pavilions, Cambrian Park, Clydach Vale, CF40 2 XX

By telephone: 07385 401845

By email: Councilbusiness@rctcbc.gov.uk)

Section 1

How will the Council comply with the requirements of the Local Government & Elections (Wales) Act 2021

Section 40 of the Local Government & Elections (Wales) Act 2021 places a duty on each Principal Council to prepare and publish a Public Participation Strategy.

The Public Participation Strategy will complement the Council's Consultation & Engagement Strategy. The Strategy is required to promote:

- A. The Principal Council's functions.
- B. How to become a Member (Councillor) of the Principal Council, and what membership (Being a Councillor) entails.
- C. Accessing information about decisions made, or to be made, by the Principal Council.
- D. Making representations to the Principal Council about a decision before, and after, it is made.
- E. Arrangements made, or to be made, for the purpose of the Council's duty in section 62 of the 2011 Measure (bringing views of the public to attention of overview and scrutiny committees).
- F. Benefits of Councillors using social media to communicate with local people.

Duty 1. The Principal Council's Functions - *Promoting awareness of the functions the council carries out to local residents, businesses and visitors*

How the Council Operates

All 75 Councillors meet as the Council of Rhondda Cynon Taf. All meetings of the Council are open to the public, but occasionally the Council will resolve to go into private session if confidential or exempt business is to be transacted, as outlined on the Committee agenda. Private sessions of Council are rare.

At Council meetings Councillors decide the Council's overall policies and set the budget each year (these are termed as Non-Executive Functions). The Council has a Cabinet which is responsible in turn for implementing policies agreed by the Council and taking executive decisions on matters which are not the responsibility of the Council or its Committees (these are termed as Executive Functions).

How the Council Works?

The Council comprises 75 Councillors representing 46 Electoral Wards. Further information may be found [here](#).

The Council normally meets monthly and has a list of functions including adopting and changing the Constitution, approving and adopting the Budget and Policy Framework, appointing the Leader of Council, determining and agreeing Committees and their terms of reference. The Council has a fluid work programme identifying the business to be addressed at each Committee, which is available [here](#)

Several Councillors (this can include Job Share Cabinet Members) make up the [Cabinet](#) (the Executive). The Leader of the Council is the Chair of Cabinet. The Cabinet is responsible for carrying out all the Local Authority functions which are not the responsibility of the Council. The Cabinet take forward 'Key Decisions.' Cabinet Members are responsible for decision making within specific areas, known as Cabinet Portfolios.

It is at the discretion and decision of the Leader of the Council as to how Executive functions are discharged. At the Annual Meeting of the Council, the Leader will present a document for inclusion in the Scheme of Delegation containing the following information about Executive functions for the ensuing municipal year:

- the extent of any authority delegated to Cabinet Members individually, including details of any limitation on their authority;
- the terms of reference and constitution of such Cabinet Committees are determined by the Leader

A copy of the Leader's Scheme of Delegation can be found [here](#).

Senior Officers within the Council's [Senior Leadership Team](#) are able to take forward decisions on behalf of the Council, which are termed as 'Officer Delegated Decisions'. A record of delegated decisions can be found [here](#). The nature and extent of any delegation to Officers, with details of any limitation on that delegation, and the title of the Officer to whom the delegation is made is also contained within the Leader's Scheme of Delegation.

Scrutiny Committees act as a 'critical friend' to the Cabinet and other decision makers to promote better services, policies, and decisions. Working in a similar way to Parliamentary Select Committees, scrutiny involves Councillors who are not in the Cabinet.

The Planning Committee, Licensing Committees and Governance & Audit Committee make the Council's regulatory decisions.

- i) Planning Committee determines planning applications.
- ii) Statutory Licensing Committee determines public entertainment licences for premises amongst others.
- iii) General Licensing Committee determines licences to drive a hackney carriage or a private hire vehicle (taxis).
- iv) Governance & Audit Committee reviews and scrutinises the Council's financial affairs.

The Council's Governance Committees carry out certain roles within the Local Authority in ensuring high standards of conduct are adhered to.

- v) Democratic Services Committee reviews the adequacy of provision by the Authority to discharge the democratic services function.
- vi) Standards Committee seeks to promote high standards of conduct and support Councillors to comply with the Code of Conduct.

The Council's Decision-Making Structure

Council

All 75 Councillors, normally meet monthly and are responsible for agreeing the budget and the corporate policy framework.. A link to the Council's Corporate Plan can be found [here](#).

Council determines the political management framework of the Authority and appoints a Leader of the Council and specific committee chairs, such as scrutiny Chairs. Council is also responsible for appointing its Chief Executive & Directors.

Cabinet

The Leader has comprised his Cabinet of eight voting Councillors including the Leader of the Council (from a maximum of 10) . Job Share Cabinet Members are permitted. The Cabinet is appointed by the Leader of the Council and each Cabinet Member is assigned a thematic Cabinet Portfolio.

The Cabinet proposes the budget strategy to the Council and is responsible for taking decisions upon Council policies under the political guidance of the Leader of the Council.

The Leader agrees his scheme of delegation and provides delegated authority for executive decisions to Cabinet Members and senior Officers, in accordance with Council policy and budget.

Scrutiny

There are 4 Scrutiny Committees, including co-ordination of scrutiny activity by the Overview & Scrutiny Committee. Scrutiny Working Groups undertake detailed consideration on specific matters of concern.

Scrutiny holds the Cabinet (Executive) to account, including responsibility for pre-decision scrutiny and call-in of decisions. Ultimately it is the role of scrutiny to monitor and challenge the effectiveness of service delivery, policies and performance and improvement.

A full list of the Council's scrutiny committees and their respective terms of reference can be found [here](#).

Other Committees

Further information relating to Committees may be viewed [here](#).

Duty 2 . How to become a Member (Councillor) of the Principal Council, and what membership (Being a Councillor) entails - *Sharing information about how to go about becoming an elected member – or councillor – and what the role of councillor involves*

How to become a Councillor

The next Local Government Elections will be held in May 2027. This section provides you with information on how to stand for election and what is expected of you should you be elected as a Councillor for Rhondda Cynon Taf.

The Welsh Local Government Association (WLGA) has produced the “Be a Councillor. Be the Change” website. This is a useful guide for prospective candidates. This may be viewed at www.beaCouncillor.wales

Rhondda Cynon Taf Council has a useful “Becoming a Councillor” website, including useful ‘questions and answer’ section and video footage of comments from current and past Members about their experiences as a Councillor. This may be viewed [here](#)

How much time does it take up to do a Councillors role?

If you are in employment and intend to stand as a candidate you may wish to ask your employer what provisions they may have in place to allow you to attend to Council business. It is estimated that on average, Councillors spend the equivalent of three to four days a week on Council business. Obviously, there are some Councillors who spend more time than this, and some less.

Standing as a Candidate

A candidate for election must complete a set of nomination papers that must be signed by the candidate in the presence of a witness who must attest the signature. You then need to win a majority of the votes cast at the ballot box (if there is a contest for the seat). Some electoral wards have up to three Councillors, therefore the top three would be elected.

Nomination packs will be available early in 2027. If you would like to register your interest, please contact electoralservices@rctcbc.gov.uk

Further useful information may be viewed [here](#)

If you are thinking of standing as a candidate for a particular political party, then you should first contact that party's local organisation. If you plan to stand for election as an independent Councillor, contact us and we will be pleased to give you more information.

Councillors receive a salary which is determined annually by the Independent Remuneration Panel for Wales (IRPW) and can also claim travel and subsistence costs (subsistence is paid for 'out of county' meals and accommodation only) when undertaking official duties. Councillors can also claim towards the costs of care and personal assistance for them to carry out their approved duties.

Further information on Councillor Salaries & allowances may be viewed at <https://gov.wales/independent-remuneration-panel-wales>

Support for Disabled Candidates Seeking Election

The Welsh Government has approved funding for a pilot scheme to fund reasonable adjustments and support for disabled candidates seeking election to the Local Government elections. Further information may be viewed at <https://www.disabilitywales.org/projects/access-to-elected-office-fund-wales/>

What being a Councillor entails?

Councillors are elected every five years. Councillors are democratically accountable to residents of their electoral ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Once elected, Councillors are expected to attend various training and development sessions during their term of office. A Councillor Induction programme is provided for all new and returning Councillors during the first 12 months in office with further training provided on an ongoing basis through member development events. Councillors should set aside time during the first 3 months after the election for the Councillor Induction Programme.

Councillors are expected to attend meetings and committees and must observe the provisions of the Councillor's Code of Conduct. Further information may be viewed [here](#)

The Council fully support hybrid meetings, where Councillors can physically or remotely attend Council, Cabinet, and the majority of Committee Meetings. These are called hybrid / Multi-Location Meetings (MLM). They can be useful for people with responsibilities such as work, caring etc., by allowing them to participate from a location convenient to them.

As local representatives, Councillors have responsibilities towards their constituents and local organisations. These responsibilities and duties often depend on what the Councillor wants to achieve and how much time is available and may include: attending governing body meetings of schools within their ward, attending meetings of local organisations such as tenants' associations, bodies affecting the wider community, raising issues on behalf of members of the public, holding surgeries for residents to raise issues and meeting with individual residents in their own homes.

Councillors are entitled to a basic salary (£17,600 per annum in 2023-2024). Senior Salaries and other allowances / expenses are paid dependent on the roles and responsibilities the Councillor may have after the election.

Councillor Facilities & Support

The Council Business Unit, often known as Democratic Services, is responsible for supporting and arranging meetings of the Council, Cabinet, Committees etc., and provides a dedicated support service to all Elected Members, providing advice on the practice of meetings to Councillors, Officers, and the public. The service also helps

Councillors with queries and admin related requests as well as supporting Councillors' health and wellbeing.

The Head of Democratic Services whose role is to support Members in non-executive roles will offer all Members the opportunity to undertake a Personal Development Review at least once a year, to provide in confidence an opportunity for all Members to discuss their role, training opportunities and other areas of support if required. A dedicated training programme is developed following the review process.

Digital devices, broadband provision and ICT support are essential to enable Councillors to carry out their responsibilities effectively and securely. All Councillors have been provided with suitable digital devices and telephony provision following the Member Induction Programme following the 2022 Local Government Election.

Duty 3. Accessing Information about Decisions made, or to be made, by the Principal Council - *Providing greater access to information about decisions that have been made, or that will be made by the council*

Notices of Meeting

The Council will give five clear working days' notice for any formal meeting of the Council by posting details electronically on the Council's web site (in some circumstances it may be necessary to publish committee papers no-later than three clear working days).

However, an exception will arise where the Council has received an application from the Police under section 53A of the Licensing Act 2003 for the summary review of a premises licence (The Council being required to decide on whether to take any preliminary measures within 48 hours of receiving the application), the Council may give less than 3 clear days' notice of the meeting of the Licensing Committee meeting called to consider the application.

Access to Agenda & Reports Before the Meeting

Copies of the agenda and reports open to the public shall be available for inspection [here](#)

If an urgent item is added to the agenda following its original publication, the Head of Democratic Services will publish the amended agenda and report to the website once available. The period of public inspection will be from the time the item was added to the agenda.

Access to Minutes etc., After the Meeting

The Council will make available copies of the following on its website for a period of six years after a meeting:

- i) Minutes of formal Council, Cabinet & Committee meetings or record of decisions taken by the Cabinet.
- ii) The agenda for the meeting.

From May 2023, the Council will introduce Decision Notices to assist the public in understanding the outcome of reports relating to items when the meeting was open to the public. A decision note will detail, attendance, any interests declared, and decisions will be published on the Authority's website within 7 days of the meeting.

Access to View Meetings

The Council will ensure members of the public can attend or view meetings that are open to the public either:

- i) In person
- ii) Through the Council's online meeting platform (zoom) if making representations /asking questions.
- iii) By watching a meeting live via our webcast page or in archive (the webcast will be available to view for 6 months). Requests for copies of archived webcasts beyond 6 months can be made through Democratic Services.

Note: This does not apply when exempt or confidential information is being discussed.

Duty 4. Making representations to the Principal Council about a decision before, and after, it is made - *Providing and promoting opportunities for residents to provide feedback to the Council, including comments, complaints and other types of representations*

As part of this public participation strategy, the Council has created useful engagement guides to enable the public to understand how to submit a question or address a Committee. [These guides can be found under the links in section 2 of the strategy.](#)

As a Council we value all customer feedback good or bad and use this information to both improve and develop services to meet the needs of both customers and local communities. The Council's Comments, compliments and complaints [policy](#) outlines

the Council's process for dealing with complaints and other customer feedback such as compliments and comments and explains what we do with the feedback we receive.

If a Member of the Public wished to submit a comment or complaint about a service received by the Council the following options are available:

- Contacting local County Councillor
- Contacting the member of Cabinet responsible for the service area
- Contacting the responsible officer at the Council or their line manager
- Using the Council's Comments, Compliments and Complaints [procedure](#)
- Contacting the Public Services Ombudsman for Wales at 1 Ffordd Yr Hen Gae, Pencoed, CF35 5LJ. Telephone: 0845 601 0987 or via the website www.ombudsmanwales.org.uk.

Comments or complaints regarding the conduct of a councillor should be directed to the Council's Monitoring Officer (director.legal@rctcbc.gov.uk) or the Public Services Ombudsman for Wales.

Duty 5. Arrangements made, or to be made, for the purpose of the Council's duty in section 62 of the 2011 Measure (bringing views of the public to attention of overview and scrutiny committees)

How can I become Involved in Scrutiny?

Scrutiny provides an opportunity for the public (residents, community organisations, partners, etc.), to become involved in Council activities. If you are a resident you may ask questions at Scrutiny meetings. Further information is included in the Scrutiny Participation guide.

Getting involved in scrutiny is one of the best ways to influence decision making at the Council, as Councillors will hear your experiences first hand. There are several ways you can get involved in the work of scrutiny at the Council:

- i) Attending a Scrutiny meeting.
- ii) Contribute views / evidence on issues being examined by scrutiny.
- iii) Keeping up to date with what's happening in scrutiny.

All scrutiny meetings are open to the public except where exempt information must be discussed. A list of meeting dates and agenda items can be found [here](#). If you would like to attend a meeting (physically or remotely) simply follow the instructions on the agenda.

Going forward, we will look to utilise the service user voice following public consultations to engage in work programme planning for the appropriate scrutiny committee.

We will also further strengthen the existing arrangements we have in place to evaluate the impact the Council's work has had on service users and the achievement of outcomes, and incorporate this into our performance management processes.

Duty 6. Benefits of Councillors using social media to communicate with local people - Promoting awareness of the benefits of using social media to communicate with residents to councillors

Social media is a powerful tool for Councillors, helping them to engage with communities, raise awareness of community issues, events, or Council initiatives and to seek views and receive feedback.

Social media has changed how politics works, it makes politicians and public institutions more accessible, allows individuals to have their voices heard and helps share ideas or promote campaigns.

By using social media you can:

- i) Learn about local issues, and concerns within your ward.
- ii) Find the latest news and publications from Rhondda Cynon Taf Council, other Local Authorities, the Welsh Government, and organisations such as the Welsh Local Government Association.
- iii) Promote your role and what you do on a day-to-day basis.
- iv) Share information quickly and gain opinions of your constituents.

Many Councillors already use social media; however, Councillors must remember that they are bound by the Code of Conduct as it equally applies to online and social media content. Councillors are personally responsible for the content they publish and must abide by the Code of Conduct when posting information.

Councillors have been provided with social media training opportunities to help with the managing of their Council social media accounts. Councillors are strongly advised to take forward a separate Councillor account and refrain from sharing any personal information on this account with their own personal social media platforms. A social Media policy is also available.

Infographics to assist Councillors with online civility have been promoted by the Council Business Unit, for Councillors to utilise.

Councillors' social media accounts are listed under each Councillors profile on the Council website to assist with constituents being able to access Councillors.

Other resources for Councillors to use in respect of personal safety and online abuse are listed below:

The Welsh Local Government Association has provided free guidance for Councillors along with tips and advice in terms of handling on-line abuse.

www.wlga.wales/social-media-and-online-abuse

<https://protect-eu.mimecast.com/s/-L9yCMQA3H5Ep2qfWt8Tz>

[Online abuse.png \(1920×960\) \(local.gov.uk\)](#)

Section 2

Reference to the following documents to assist the public with participation with the Council

- The Council's Involvement & Engagement Framework 2020-2024– can be found [here](#)
- Council Participation Guide for Residents – can be found [here](#)
- Scrutiny Participation Guide for Residents – can be found [here](#)
- Cabinet Participation Guide for Residents – can be found [here](#)
- Regulatory Committees Participation Guide for residents – can be found [here](#)

(N.B. Where Members of the public are not able to access the hyperlinks referenced above hard copies of the documents can be made available.)

Section 3

How will we measure success?

The Local Government and Elections (Wales) Act 2021 places a number of duties on local authorities regarding participation, listed below:

- Promote awareness of the functions the council carries out to local residents, businesses and visitors
- Share information about how to go about becoming an elected member – or councillor – and what the role of councillor involves
- Provide greater access to information about decisions that have been made, or that will be made by the council
- Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations
- Arrangements made to bring the views of the public to the attention of Overview & Scrutiny Committees
- Promote awareness of the benefits of using social media to communicate with residents to councillors

Specifically in relation to the Local Government and Elections (Wales) Act 2021, we will:

| Aim | Existing | Actions to Improve | Measures |
|--|--|---|-----------------------------|
| Promote awareness of the functions the council carries out to local residents, businesses and visitors: | Council Website, where people can access agendas, minutes and decisions – Committees | Reviewing the Council webpages to ensure they are engaging and are updated as and when necessary. Utilising the promotional banner to display information regarding special meetings of Council that may be of general interest. i.e Leader’s Debate / Large Planning applications | Website views |
| | Corporate Plan and associated strategies that are publicly available | New Corporate Plan for 2024, will be informed by residents and stakeholder priorities | Publish Corporate Plan 2024 |
| | Public Services Board | Better visibility of the work of the PSB through links on the | Website views |

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| | | website – <i>this is subject to the work needed to be undertaken with the merger of the PSBs to the Cwm Taf Morgannwg Footprint.</i> | |
| | Live streaming of Council meetings | Taking forward live streaming of Hybrid meetings that are conducted within the Council | No. of views/attendance |
| | Widescale Budget Consultation undertaken annually to inform the Council's Budget Strategy | Continue to build on the stakeholders involved, including hard to reach and digitally excluded | No. engaged in the process |
| | Let's Talk RCT Engagement website provides an online platform to engage with the public on key projects | Evaluate the site annually and continue to build and promote the use of the site for digital engagement | No. of projects and engagement levels |
| | Social media engagement | Regularly evaluate communication campaigns to understand success/improvements | Social media engagement analytics |
| | 'Ask the Leader' online events | To take forward further 'Ask the Leader' events as previously undertaken – either via recorded live twitter / social media | No. of engagements in the event |
| | Scrutiny webpages | To review and update where necessary the scrutiny pages to ensure they are engaging to the public and promote engagement | Scrutiny webpages reviews |

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| Aim | Existing | Actions to Improve | Measures |
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| Share information about how to go about becoming an elected member – or councillor – and what the role of councillor involves | Local Democracy Week – The role of the councillor promoted through the Council’s social media platforms | Take forward a further campaign during Local Democracy Week | No. of views / reaches |
| | Dedicated ‘Becoming a Councillor’ section on the Council Website | To review the website to ensure accuracy of information – utilising the ideas of Newly Elected Members as to what additional information would be helpful | No. of views / reaches |
| | Videos on ‘Role of Councillor Facts’ & ‘Role of Councillor Experiences’ | To take forward further videos with newly elected Members surrounding their experiences | No. of views / reaches |
| | Face-to-face and online engagement sessions for prospective candidates with key Council Officers | To allow a better lead up time for the sessions, so that full awareness raising of the sessions can be taken forward | No. of attendees or enquiries |
| | Councillors’ Remuneration & Allowances | To ensure the Council website promotes the Remuneration and Allowances available to Members | No. of views / reaches |
| | Adoption of the RCT Diversity Pledge | To review the pledge taken forward by the Council to ensure that all aspects are complied with | ???? |
| | Promotion of training and support provision to equip Councillors to undertake their role | To promote the provisions of support on the Council’s website | No. of views / reaches |
| | Bilingual provisions | To continue to provide bilingual opportunities and support arrangements for all Elected Members including provisions of materials / translation facilities / training opportunities | Survey of Members |
| | Member Role Descriptions | To ensure all Members are | Survey of Members |

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| | | confident with the role required for them to undertake as an Elected Member and for the Role Descriptions to be displayed on the Council website | |
| | Role of a Councillor to be promoted at Council Job Fairs. | To work with colleagues in Human Resources to attend Council Run job fairs to promote the role of a Councillor | Engagement at Job Fairs |
| | Signposting to further information | | |

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| Aim | Existing | Actions to Improve | Measures |
|---|--|--|---|
| Provide greater access to information about decisions that have been made, or that will be made by the council | Council Website – Decision Notices / Minutes / Key Delegated Decisions / Cabinet Member Decisions / Leaders Debate. | Ensuring the website is easily navigated to in respect of the decision-making arrangements within the Authority | Take forward meeting Decision Notices following every Committee of the Council. |
| | Council Call In Provision | Ensuring all Members are aware of the process and that Members of the Public are aware of how the provision is used | Survey of Members / any measures on public understanding? |
| | Live streaming of Council meetings | Taking forward live streaming of Hybrid meetings that are conducted within the Council | No. of views/attendance |
| | Forward Work Programmes | Ensuring Forward Work Programmes add value to the scrutiny process and are outcomes based focussed. | No. of items taken on the work programme versus the no. of items actually considered. |
| | Annual Reports | Ensuring Annual reports are provided for some of the main Committees of the Council to provide context and information about the work undertaken | Publication of Reports |
| | Let's Talk RCT Engagement website provides feedback on the consultation reports and decisions notices, once projects are closed. | Continue to post decision notices and reports once projects are completed and develop a You Said We Did approach | |
| | Promote decisions via social media/press | Continue to promote decisions via social media and through engagement with media contacts | Social media engagement analytics / media inclusion |
| | Ongoing Consultations/face to face events allow us to provide information and ask people for their views | Continue to assist services across the Council to consult and engage with a range of stakeholders | Participation rates |

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| | A number of forums exist that we link in to provide information and to ask for views on proposals, before decisions are made, including; Older Person Forums / Disability Forum and community groups | Continue to engage and build on the work undertaken with the Forums | |
| | Youth Engagement - The Youth Engagement & Participation Service (YEPs) is committed to developing a culture of young person's participation by engaging and listening to young people. The aim is to use young people's feedback to inform internal services and external partners' developments. | Continue to ensure that the views of young people are taken into account in decision making | |
| | Community and Town Councils | Reviewing the Charter to ensure it is fit for purpose and reviewing the arrangements with the Community Liaison Committee to aid better engagement between the Council and Community Council representatives | Adoption of the Charter |
| | Welsh language Groups | Engaged in decisions as part of key stakeholders | |
| | Trade Unions (via the Joint Consultative Committee) | To regularise the JCC meetings taken forward with the creation of a work programme | Number of meetings taken forward |

| Aim | Existing | Actions to Improve | Measures |
|--|---|--|---|
| Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations | Consultation – The Council consults on all service change and policy development and promotes the process, with the aim of obtaining a wide range of feedback from a wide range of stakeholders | Continue the approach, ensuring the hard to reach and digitally excluded groups are included. | No. of consultations, engagement figures |
| | Citizens' Panel – The Council has a database of residents who are contacted to take part in main consultations | Refresh the Citizens' Panel | Response rate from the panel |
| | Council Website gives people the opportunity to provide feedback | Increase prominence/ease of access to feedback portal | No. of comments, complaints, compliments |
| | Comments and Complaints Policy | <p>Strengthening the arrangements of reporting comments and complaints received through Members Services.</p> <p>In addition, continue the regular reporting of the corporate complaints procedure through the Overview & Scrutiny Committee, including pre-scrutiny opportunities</p> | |
| | Petition Scheme | The Council are looking to review their current petitions scheme to promote the tool of engagement and ensure accountability and transparency | Increased engagement in the scheme |
| | Attending and speaking at a Committee meeting – Cabinet / Council / Planning | Webcast of Meetings showing Public engagement at meetings | Number of residents attending and engaging at Committee meetings. |

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| | | Taking forward an area on the Council webpages for 'involvement' | |
| | Digital forms | | |

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| Aim | Existing | Actions to Improve | Measures |
|--|--|--|---|
| Arrangements made to bring the views of the public to the attention of Overview & Scrutiny Committees | Attending and speaking at a Scrutiny Committee | Continue to promote the availability of this opportunity through the publication of the Scrutiny Participation Guide for Residents | Number of residents attending and engaging with the scrutiny process |
| | Suggest a topic for scrutiny to consider on its forward work programmes via the dedicated scrutiny mailbox | Continue the current approach of publishing/ updating the scrutiny work programmes to provide transparency and forward planning | Public engagement with the forward work programmes |
| | Use of Social Media platforms to share information about Scrutiny Committees and encourage participation | Continue to use social media to promote and share information. Investigate the best avenues to facilitate engagement with the public | Interaction/comments from the public |
| | Provision of clear and concise Terms of Reference for each Scrutiny Committee | Maintain a clear and easy to read terms of reference which reflects any changes to the make-up of each Scrutiny Committee | Contributes to public understanding of and engagement with the Council's Scrutiny process |
| | Correspond directly with questions and queries to the scrutiny mailbox | Maintain the correspondence response times and continue to promote the scrutiny inbox email address on all scrutiny agendas | Number of emails from residents and engagement as a result. |
| | Follow the calendar of scrutiny meetings, agendas and minutes through the council webpages | | Number of views on the Council's Committees & Meetings webpages |
| | View the live streaming of scrutiny committees | Continue to publish the link to the council webcasting pages on the scrutiny committee agendas | Number of views on the council webcasting pages |

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| | Receive updates via the Scrutiny Chair's Blogs | Quarterly publication of the Scrutiny Chair's Blogs | Through the number of views on the webpages |
| | Access the Overview & Scrutiny Annual Report | Continue to ensure these are published in a timely manner and accessible via the Scrutiny webpages | Participation rates and queries via the Scrutiny mailbox |
| | Keep in touch with scrutiny activity through the dedicated Council Scrutiny webpages | Evaluate the Scrutiny webpages regularly to ensure they are current and accessible | Through the number of views on the webpages |

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| Aim | Existing | Actions to Improve | Measures |
|---|--|--|--|
| Promote awareness of the benefits of using social media to communicate with residents to councillors | Comprehensive Member Induction programme/training (and ongoing training) | Taking forward refresher training to Elected Members | No. of Members engaging in training. |
| | Availability of Infographics to assist Members with communication | Surveying Members on the infographics needed | No. of Members engaging with the provision |
| | Memorandum of Understanding | Taking forward the Memorandum of Understanding on a Member one to one basis | MOU added to each Members profile on the website |
| | Members Personal Development Reviews (PDR's) | Asking Members specifically about Social media usage and training opportunities at PDR reviews | No. of PDRs undertaken |
| | Maintain the Advanced level of the Wales Charter for Member support and Development | Once the criteria for WCM has been reviewed to undertake the necessary submission work | Achieving the charter |
| | Provision of a Council device in order for Members to undertake their role and communicate with residents | Ensuring the devices provided are fit for purpose | Members Survey |
| | The Members' Portal enables Members to track casework queries and view news and updates relating to their ward | Still in development work | Members usage of Portal |
| | Daily Members updates on news items via the Council website and social media accounts | To review the formatting of updates to ensure they provide succinct and relevant information | Member Survey |

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| | Engagement with research facility provided and supported by Democratic Services | To take forward a Research protocol for Members to utilise in respect of research and to provide research requests through the Members Portal | No of requests received |
| | Social media contact details e.g. Twitter promoted on each Member's profile page on the council website | Survey Members for Useful contact details including social media accounts | Increased promotion of engagement details |

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EQUALITY IMPACT ASSESSMENT FORM INCLUDING SOCIO-ECONOMIC DUTY

(Revised March 2021)

Please refer to the current Equality Impact Assessment guidance when completing this document. If you would like further guidance please contact the Diversity and Inclusion Team on 01443 444529.

An equality impact assessment **must** be undertaken at the outset of any proposal to ensure robust evidence is considered in decision making. This documentation will support the Council in making informed, effective and fair decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010.

This document will also contribute towards our duties to create a More Equal Wales within the

- Well-being of Future Generation (Wales) Act 2015.

The [‘A More Equal Wales – Mapping Duties’](#) guide highlights the alignment of our duties in respect of the above-mentioned legislation.

SECTION 1 – PROPOSAL DETAILS

Lead Officer: Christian Hanagan

Service Director: Christian Hanagan

Service Area: Democratic Services and Communications

Date: 03/05/23

1.a) What are you assessing for impact?

| Strategy/Plan | Service Re-Model/Discontinuation of Service | Policy/Procedure | Practice | Information/Position Statement |
|-------------------------------------|---|--------------------------|--------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1.b) What is the name of the proposal? **Rhondda Cynon Taf Public Participation Strategy 2023**

1.c) Please provide an overview of the proposal providing any supporting links to reports or documents.

Under the Local Government and Elections (Wales) Act 2021, local authorities in Wales must publish a Participation Strategy that sets out the ways in which local people are encouraged to participate in decision-making by the Council.

Rhondda Cynon Taf Council have well established engagement processes and are committed to involving residents and other stakeholders in the democratic process.

This Strategy complements the RCT Involvement & Engagement Framework (2020-2024) and associated guidance. The Framework was endorsed by the Council's Overview & Scrutiny Committee on the [20th January 2020](#). The Strategy aims to enable residents to better understand the democratic process and the role they can play in local democracy.

The Strategy is a living document and will be reviewed and evaluated regularly

1.d) Please outline where delivery of this proposal is affected by legislation or other drivers such as code of practice.

We have committed to implementing relevant standards and principles that inform our approach. The standards include

- [National Principles for Public Engagement in Wales \(2022\)](#)
- [Children and Young People’s National Participation Standards \(2016\)](#); and the [United Nations Convention on the Rights of the Child](#)
- The Older People’s Commissioner - [Effective Engagement with Local Authorities: Toolkit for Older People](#)
- The [Equalities Act \(2010\) - Engagement and Equality Duty](#): A guide for public authorities
- [Welsh Language Standards](#) in particular standards 44, 91, 92 and 93
- [The Well-being of Future Generations \(Wales\) Act 2015](#)

1.e) Please outline who this proposal affects:

- Service users
- Employees
- Wider community

SECTION 2 – SCREENING TEST – IS A FULL EQUALITY IMPACT ASSESSMENT REQUIRED?

Screening is used to determine whether the initiative has positive, negative or neutral impacts upon protected groups. Where negative impacts are identified for protected groups then a full Equality Impact Assessment is required.

Please provide as much detail as possible of how the proposal will impact on the following groups, this may not necessarily be negative, but may impact on a group with a particular characteristic in a specific way.

Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups. Please take an intersectional approach in recognising an individual may have more than one protected characteristic.

| <u>Protected Characteristics</u> | Does the proposal have any positive, negative or neutral impacts | Provide detail of the impact | What evidence has been used to support this view? |
|---|---|--|--|
| Age (<i>Specific age groups i.e. young people or older people</i>) | Positive | <p>The strategy embeds and reinforces our commitment to engage with people of all ages from school age upwards. We specifically work with Youth Forums, Older Person Forums and Community Groups, as well as ensuring no direct discrimination in membership of Citizen Panels or other points of access into consultation and engagement activities.</p> <p>Indirect discrimination is possible in activities that take place wholly or mainly online, such as social media actions or live-streaming events. In these cases, we will endeavour to provide alternative involvement or assistance to anyone who needs it to access online services, but we</p> | <p>Population by age (Census 2021 output, rounded)</p> <p>UK Consumer Digital Index 2021 (report on digital exclusion across the UK)</p> |

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| | | <p>recognise that digital exclusion generally affects older age groups disproportionately and will therefore impact our older residents more than younger age groups.</p> <p>Through our work with the Older People’s Advisory Group (OPAG) actions have already been taken to reduce reliance on online-only activities and information. The group fed back to us that their members were sometimes struggling to use digital resources, so we have developed a range of printed material and ensured the return of face-to-face meetings when possible (which had been suspended during COVID-19 restrictions).</p> <p>We also provide the option of a freepost address and a contact centre telephone number.</p> | |
| <p>Disability <i>(people with visible and non-visible disabilities or long-term health conditions)</i></p> | <p>Positive</p> | <p>The strategy embeds and reinforces our commitment to engage with people with disabilities. We specifically work with Disability Forums and Community Groups, as well as ensuring no direct discrimination in membership of Citizen Panels or other points of access into consultation and engagement activities.</p> <p>We have also committed to the use of Plain English and Cymraeg Clir and ensuring a range of accessible formats are available when needed.</p> | <p>Limiting long-term illness or disability by local authority (Stats Wales)</p> <p>The Social Model of Disability (Disability Wales guide)</p> <p>Plain English guides (also applicable to writing in Welsh)</p> |

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| | | <p>We recognise that people experience disability in many ways and there is no one universal “accessible” standard, and therefore will work to remain flexible and open to innovation in the ways we engage with residents and communities.</p> <p>The strategy commits to having information and people available to help residents and communities understand resources – this includes the production of Easy Read versions of documents, signposting and working with support services and remaining flexible to meet different requirements. The strategy also commits to talking to people in their communities where possible, reducing the need for travel or access to central locations.</p> <p>The Welsh Government has approved funding for a pilot scheme to fund reasonable adjustments and support for disabled candidates seeking election to the Local Government elections. Further information may be viewed at https://www.disabilitywales.org/projects/access-to-elected-office-fund-wales/</p> | |
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| <p>Gender Reassignment <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth including non-binary identities)</i></p> | <p>Positive</p> | <p>The strategy embeds and is built upon RCT Council's own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> | <p>RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics)</p> |
|--|-----------------|---|---|

| <u>Protected Characteristics</u> | Does the proposal have any positive, negative or neutral impacts | Provide detail of the impact | What evidence has been used to support this view? |
|--|---|---|--|
| Marriage or Civil Partnership <i>(people who are married or in a civil partnership)</i> | Positive | <p>The strategy embeds and is built upon RCT Council's own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> | RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics) |
| Pregnancy and Maternity <i>(women who are pregnant/on maternity leave)</i> | Positive | <p>The strategy embeds and is built upon RCT Council's own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> | RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics) |
| Race <i>(ethnic and racial groups i.e. minority ethnic groups, Gypsy, Roma and Travellers)</i> | Positive | <p>The strategy embeds and is built upon RCT Council's own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to</p> | RCT Diversity Pledge Strategic Equality Plan |

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| | | <p>eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> <p>The strategy commits to making people available to help with understanding. This includes translation services when required, verbal rather than written communications when needed via telephone services and face-to-face events and other steps as required.</p> <p>Through greater engagement with communities the strategy aims to build better, trusting relationships with people from all backgrounds who live and/ or work in RCT, including “seldom heard” communities. Where appropriate we will gather and evaluate equality monitoring data during consultation activities and actively use that information to inform future activities, including targeted consultation where specific demographics will experience greater impact from Council decisions.</p> | <p>Census release plans (Office for National Statistics)</p> |
|--|--|---|--|

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| <p>Religion or Belief <i>(people with different religions and philosophical beliefs including people with no beliefs)</i></p> | <p>Positive</p> | <p>The strategy embeds and is built upon RCT Council’s own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> <p>Through greater engagement with communities the strategy aims to build better, trusting relationships with people from all backgrounds who live and/ or work in RCT, including “seldom heard” communities. Where appropriate we will gather and evaluate equality monitoring data during consultation activities and actively use that information to inform future activities, including targeted consultation where specific demographics will experience greater impact from Council decisions.</p> | <p>RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics)</p> |
| <p>Sex <i>(women and men, girls and boys)</i></p> | <p>Positive</p> | <p>The strategy embeds and is built upon RCT Council’s own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a</p> | <p>RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics)</p> |

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|--|----------|---|--|
| | | better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities. | |
| Sexual Orientation <i>(bisexual, gay, lesbian, straight)</i> | Positive | <p>The strategy embeds and is built upon RCT Council's own Diversity Pledge, as well as the Strategic Equality Plan. This includes commitments to eliminate discrimination and advance equality of opportunity.</p> <p>We will continue to work towards a better understanding of the demographics with Protected Characteristics in RCT, assisted by Census 2021 data, and remain open to challenge and change in our engagement activities.</p> | RCT Diversity Pledge Strategic Equality Plan Census release plans (Office for National Statistics) |

In addition, due to Council commitments made to the following groups of people we would like you to consider impacts upon them:

| | Does the proposal have any positive, negative or neutral impacts | Provide detail of the impact | What evidence has been used to support this view? |
|--|--|--|--|
| <p>Armed Forces Community <i>(anyone who is serving, has served, family members and the bereaved)</i></p> | <p>Positive</p> | <p>The Consultation and Engagement Team is co-managed with the Armed Forces Liaison Officers (AFLOs) for RCT and neighbouring Local Authority areas. This close working fosters direct engagement and links with Veteran groups and serving members of the Armed Forces, as well as ensuring up-to-date understanding of the needs of the Armed Forces community in the area.</p> | <p>Armed Forces Covenant (information regarding AFLOs)</p> |
| <p>Carers <i>(anyone of any age who provides unpaid care)</i></p> | <p>Positive</p> | <p>The strategy commits RCT to the principles and practice of co-production and partnership working. This will encourage greater cooperation with community and other third-party groups/ organisations, including existing support networks for carers. We have also committed to greater efforts to meet people in their own communities, which is intended to reduce barriers of travel and time commitments to take part in non-local activities.</p> <p>We will work with other Council</p> | <p>Co-production Knowledge Base (information and guides to co-production in Wales)</p> <p>Carers Wales (facts and figures)</p> <p>Caring National Survey for Wales</p> |

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| | | teams/ departments to identify and reach out to carers in our communities in ways that suit them. | |
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If the initial screening test has identified negative impacts then a full equality impact assessment (section 4) **must** be undertaken. However, if after undertaking the above screening test you determine a full equality impact assessment is not relevant please provide an adequate explanation below:

Are you happy you have sufficient evidence to justify your decision?

Yes

No

Name: Bea Jeffries

Position: Community Data Analyst

Date: 16.09.2022

Please forward a copy of this completed screening form to the Diversity and Inclusion Team.

PLEASE NOTE – there is a separate impact assessment for Welsh Language. This must also be completed for proposals.

Section 3 Socio-economic Duty needs only to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. Definition of a 'strategic nature' is available on page 6 of the [Preparing for the Commencement of the Socio-economic Duty](#) Welsh Government Guidance.

SECTION 3 – SOCIO-ECONOMIC DUTY (STRATEGIC DECISIONS ONLY)

The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services.

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- Pensioners
- Looked after children
- Homeless people
- Students
- Single adult households

- People living in the most deprived areas in Wales
- People with low literacy and numeracy
- People who have experienced the asylum system
- People misusing substances
- People of all ages leaving a care setting
- People involved in the criminal justice system

| <u>Socio-economic disadvantage</u> | Does the proposal have any positive, negative or neutral impacts | Provide detail of the impact | What evidence has been used to support this view? |
|---|---|---|--|
| <u>Low Income/Income Poverty</u> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i> | Neutral | The strategy commits to finding new ways to reach people beyond online engagement. Currently the majority of information regarding becoming a Councillor and the documents and information regarding democratic processes and decisions are only accessible online in the first instance (where print is available, it is by request and therefore requires an existing level of understanding of the services/ processes involved). This creates a barrier to access for anyone who is digitally excluded by income/ wealth/ material deprivation, as well as any health or social barrier leading to digital exclusion. | UK Consumer Digital Index 2021 (report on digital exclusion across the UK) Welsh Index of Multiple Deprivation (latest figures: 2019) |
| <u>Low and / or No Wealth</u> <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i> | Neutral | The strategy commits to finding new ways to reach people beyond online engagement. Currently the majority of information regarding becoming a Councillor and the documents and information regarding democratic processes and decisions are only accessible online in the first instance (where print is available, it is by request and therefore requires an existing level of understanding of the services/ processes involved). This creates a barrier to access for anyone who is digitally excluded by income/ wealth/ material deprivation, as well as any health or social barrier leading to digital exclusion. | |
| <u>Material Deprivation</u> <i>(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i> | Neutral | <p>To mitigate this, we will create better signposting to information in libraries, One4All centres and other community facilities where computers are available for public use, as well as highlighting the resources being available at face-to-face events and when meeting with and talking to people in their area.</p> <p>The strategy's commitment to innovation will encourage new ways of presenting information and engaging with people who are unable to access</p> | |

| | | | |
|--|--|--|--|
| | | online resources, and to work to remove barriers to access where possible. | |
|--|--|--|--|

| <u>Socio-economic disadvantage</u> | Does the proposal have any positive, negative or neutral impacts | Provide detail of the impact | What evidence has been used to support this view? |
|--|---|---|--|
| <p><u>Area Deprivation</u> <i>(where you live (rural areas), where you work (accessibility of public transport))</i></p> | <p>Positive</p> | <p>The strategy commits to talking to people in their communities where possible, reducing the need for travel or access to central locations. RCT has a number of areas scoring highly on the Welsh Index of Multiple Deprivations, and the strategy commitment to innovation and flexibility in engagement will allow for approaches tailored to each area. This will allow people in disproportionately deprived areas will be able to have their say and become more engaged with Council activities and decision-making.</p> <p>By creating better signposting to information in libraries, One4All centres and other community facilities where computers are available for public use, as well as highlighting the resources being at face-to-face events and when available meeting with and talking to people in their area.</p> <p>The strategy's commitment to innovation will encourage new ways of presenting information and engaging with people who are unable to access online resources, and to work to remove barriers to access where possible.</p> | |

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|--|---------|--|--|
| | | | |
| Socio-economic background <i>(social class i.e. parents education, employment and income)</i> | Neutral | The strategy commits to working with existing community groups, including those centred on a variety of characteristics. However, this does not address people or communities who are not involved in these existing networks – for those marginalised or excluded groups the primary access to information and involvement would be through online resources and activities. This compounds the impact of digital exclusion and will be addressed through the promised innovation and development of new ways of working. | |
| Socio-economic disadvantage <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i> | Neutral | | |

SECTION 4 – FULL EQUALITY IMPACT ASSESSMENT

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impacts and clearly identify which groups are affected.

- 4.a) In terms of disproportionate/negative/adverse impacts that the proposal may have on a protected group, outline the steps that will be taken to reduce or mitigate the impact for each group identified. **Attach a separate action plan where impacts are substantial.**
- 4.b) If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.
- 4.c) Give sufficient detail of data or research that has led to your reasoning, in particular, the sources used for establishing the demographics of service users/staff.
- 4.d) Give details of how you engaged with service users/staff on the proposals and the steps taken to avoid any disproportionate impact on a protected group. Explain how you have used feedback to influence your decision.
- 4.e) Are you satisfied that the engagement process complies with the requirements of the Statutory Equality and Socio-economic Duties?
- Yes No

SECTION 5 – MONITORING AND REVIEW

5a) Please outline below how the implementation of the proposal will be monitored:

Consultation and engagement activities are monitored throughout the year. Records are kept of individual activities and campaigns, and a new Reflection and Evaluation process is being designed to ensure that learning from each activity is embedded into the design of future actions. Visitor traffic and activity on the Let's Talk RCT website is reported quarterly to assess growth, alongside feedback from users that is reviewed and evaluated.

Specific points of action and success markers are listed in the strategy document, particularly regarding the Democratic Process section.

The strategy feeds into live framework and work processes across the Council, and will be reviewed regularly to ensure it is fit for purpose and achieving the stated aims.

5b) When is the evaluation of the proposal due to be reviewed?

On a regular basis, at least annually.

5c) Who is responsible for the monitoring and review of the proposal?

Lead officers: Democratic Services, Engagement and Consultation teams

5d) How will the results of the monitoring be used to develop future proposals?

Points of learning or challenges/ failures will be noted in the evaluation of each activity and will feed into future design of activities. Successes will be identified and celebrated as examples of good practice.

SECTION 6 – REVIEW

As part of the Impact Assessment process all proposals that fall within the definition of ‘Key Decisions’ must be submitted to the Review Panel. This panel is made up of officers from across Council Services and acts as a critical friend before your proposal is finalised and published for SLT/Cabinet approval.

If this proposal is a Key Decision please forward your impact assessment to Councilbusiness@rctcbc.gov.uk for a Review Panel to be organised to discuss your proposal. The EqlA guidance document provides more information on what a Key Decision is.

It is important to keep a record of this process so that you can demonstrate how you have considered equality and socio-economic outcomes. Please ensure you update the relevant sections below

| Officer Review Panel Comments | Date Considered | Brief description of any amendments made following Officer Review Panel considerations |
|--------------------------------------|------------------------|---|
| | | |
| Consultation Comments | Date Considered | Brief description of any amendments made following consultation |
| | | |

SECTION 6 – SUMMARY OF IMPACTS FOR THE PROPOSAL

Provide below a summary of the impact assessment. This summary should be included in the equality and socio-economic impact section of the Cabinet report template. The impact assessment should be published alongside the report.

SECTION 7 – AUTHORISATIONS

Lead Officer:

Name: Bea Jeffries

Position: Community Data Analyst

Date: 16.09.2022

I recommend that the proposal:

- Is implemented with no amendments
- Is implemented taking into account the mitigating actions outlined
- Is rejected due to disproportionate negative impacts on protected groups or socio-economic disadvantage

Head of Service/Director Approval:

Name:

Position:

Date:

Please submit this impact assessment with any SLT/Cabinet Reports.

WELSH LANGUAGE IMPACT ASSESSMENT TOOL

This Welsh Language Impact Assessment (WLIS) tool enables RCT Council to consider the principles and requirements of the [Welsh Language Standards \(No.1\) Regulations 2015](#) to ensure compliance with the [Welsh Language \(Wales\) Measure 2011](#).

Stage 1 – Information Gathering

NOTE: As you complete this tool you will be asked for **evidence to support your views**. Please see [Welsh Language Impact Assessment Guidance](#) for more information on data sources.

| | |
|------------------------------------|--|
| Proposal Name: | Rhondda Cynon Taf Public Participation Strategy 2023 |
| Department | Cabinet Office and Public Relations |
| Service Director | Christian Hanagan |
| Officer Completing the WLIA | Bea Jeffries |
| Email | bea.jeffries@rctcbc.gov.uk |
| Phone | n/a |
| Brief Description | <p>Under the Local Government and Elections (Wales) Act 2021, local authorities in Wales must publish a Participation Strategy that sets out the ways in which local people are encouraged to participate in decision-making by the Council.</p> <p>Rhondda Cynon Taf Council have well established engagement processes and are committed to involving residents and other stakeholders in the democratic process.</p> <p>This Strategy complements the RCT Involvement & Engagement Framework (2020-2024) and associated guidance. The Framework was endorsed by the Council's Overview & Scrutiny Committee on the 20th January 2020. The Strategy aims to enable residents to better understand the democratic process and the role they can play in local democracy.</p> |
| Date | |

| | |
|---|---|
| <p>Please outline who this proposal affects? (Service Users, Employees, Wider Community)</p> | <p>Service users, RCTCBC staff, community groups, wider community, those who work and live in RCT, third party partners</p> |
|---|---|

| | |
|--|---|
| <p>What are the aims of the policy, and how do these relate to the Welsh Language?</p> | <p>To ensure that all consultation, engagement and participation activities carried out by RCTCBC meet a high standard and enable residents, staff and other communities to take part in the democratic process and have their views heard. The Welsh-speaking communities in Rhondda Cynon Taf are an integral part of the wider community and must be provided the same information and routes to participation as any others.</p> |
| <p>Who will benefit / Could the policy affect Welsh language groups? If so, list them here.</p> | <p>This strategy affects every part of Council engagement and consultation activity and the access to key information on the democratic processes by anyone who lives or works within RCT. The strategy commits to developing relationships and working with Welsh language groups across the county borough area.</p> |
| <p>Current linguistic profile of the geographical area(s) concerned</p> | <p>The 2021 Census indicated that of the 230,318 polled residents living in the County Borough, 12.4% (28,556) were able to speak Welsh, whilst the remaining 87.6% (201,762) were not able to speak Welsh. This can be compared to the all-Wales figures that showed of the 3,018,172 polled residents living Wales, 17.8% (538,296) were able to speak Welsh, whilst the remaining 82.2% (2,479,876) were not able to speak Welsh.</p> <p>The Annual Population Survey collects information about respondents' Welsh speaking ability and includes a question on how often people speak Welsh. The Annual Population Survey for the quarter ending December 2021, reported that 20.9% of respondents living in the County Borough said they could speak Welsh, compared to the all Wales percentage of 29.5% of respondents.</p> |
| <p>Other relevant data or research</p> | <p>We have committed to implementing relevant standards and principles that inform our approach. The standards include</p> <ul style="list-style-type: none"> • National Principles for Public Engagement in Wales (2022) • Children and Young People's National Participation Standards (2016); and the United Nations Convention on the Rights of the Child • The Older People's Commissioner - Effective Engagement with Local Authorities: Toolkit for Older People • The Equalities Act (2010) - Engagement and Equality Duty: A guide for public authorities • Welsh Language Standards in particular standards 44, 91, 92 and 93 • The Well-being of Future Generations (Wales) Act 2015 <p>The following sources of information and research have been considered in the development of the strategy and Impact Assessments:</p> <ul style="list-style-type: none"> • Population by age (Census 2021 output, rounded) • UK Consumer Digital Index 2021 (report on digital exclusion across the UK) • Limiting long-term illness or disability by local authority (Stats Wales) |

- | | |
|--|---|
| | <ul style="list-style-type: none">• The Social Model of Disability (Disability Wales guide)• Plain English guides• Cymraeg Clir• Co-production Knowledge Base (information and guides to co-production in Wales)• Carers Wales (facts and figures)• Caring National Survey for Wales |
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Stage 2 – Impact Assessment

In this section you need to consider the impact, the evidence and any action you are taking for improvement. This is to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language (Wales) Measure 2011.

Please note there is a separate impact assessment for Equality and Socio-Economic duty that must also be completed for policy proposals.

Remember that effects that are positive for some groups could be detrimental to others - even among Welsh language groups. Consider the effects on different groups. For example, a proposal may be beneficial to Welsh learners, but not to Welsh speakers.

Previous Welsh Language Impact Assessments can be found on Inform by [clicking here](#).

Will the proposed action affect any or all of the following?

| | Does the proposal have any positive, negative or neutral impacts? | Describe why it will have a positive/negative or neutral impact on the Welsh language. | What evidence do you have to support this view? | What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|--|--|---|
| <p>Opportunities for persons to use the Welsh language</p> <p>e.g. staff, residents and visitors</p> <p>The rights of Welsh speakers and learners to use Welsh when dealing with the council and for staff to use Welsh at Work</p> | Positive | In line with RCT policies, all resources and information are presented “Welsh first”. Anyone accessing our online or print resources will be proactively provided with the text in Welsh first, with English translations following. This reduces the burden for Welsh-speakers to request a translated document when needed, as well as | <p>Section 44 Welsh Language (Wales) Measure</p> <p>Welsh Language: Setting the Standards</p> <p>All other RCT policies and workplans regarding Welsh language standards and usage</p> | <p>Ensuring that in-person activities include Welsh-speaking members of staff would be a great help. This is reliant upon staffing levels or support from other teams, but will always be requested and arranged when possible.</p> <p>When planning events/meetings, the responsible</p> |

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| | | <p>hopefully encouraging occasional or beginner speakers of Welsh to practice their reading yn Gymraeg.</p> <p>It is not possible to staff all in-person or face-to-face events with fluent Welsh speakers due to staffing limitations. However, all staff are encouraged by RCTCBC to learn and use basic Welsh phrases, and Welsh translation services are also available on request.</p> | | <p>team will liaise with the Welsh Language Service to ensure simultaneous translation and appropriate printed materials are made available at all times. All invitations to events or meetings will include the proactive offer of translation services as required.</p> <p>The teams involved in consultation and engagement events will also explore options for hosting Welsh-medium sessions to encourage Welsh language speakers to use the language when interacting with Council services and staff.</p> |
|--|--|---|--|--|

Stage 2 – Impact Assessment

Will the proposed action affect any or all of the following?

| | Does the proposal have any positive, negative or neutral impacts? | Describe why it will have a positive/negative or neutral impact on the Welsh language. | What evidence do you have to support this view? | What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|---|--|---|
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|--|-----------------|--|------------|---|
| <p>Numbers and / or percentages of Welsh speakers e.g Welsh Medium Education / Study Opportunities. Links with the Welsh Government's Cymraeg 2050 Strategy / RCTCBC Five Year Welsh Language Strategy</p> | <p>Positive</p> | <p>This strategy does not remove/ limit any existing spaces for the Welsh language.</p> <p>The teams involved will explore options for hosting Welsh language sessions to encourage greater participation in Welsh across the county borough area.</p> | <p>n/a</p> | <p>The focus of the strategy is increasing participation and engagement across Council activities, generally as part of action plans/ strategic actions within other Council teams and areas. By always maintaining a Welsh-first approach and ensuring that everyone involved in engagement activities and events is aware of the Council's Welsh Language policies and processes, the staff delivering on this strategy will encourage greater use and consideration for the Welsh language and its speakers.</p> |
| <p>Opportunities to promote the Welsh language e.g. status, use of Welsh language services, use of Welsh in everyday life in work and in the community</p> <p>Actively encourage and promote the use of our services in Welsh to see an increase in demand over time</p> | <p>Positive</p> | <p>The activities covered by this strategy will promote the use of the Welsh language in line with the RCT Welsh Language Strategy and other relevant policies.</p> | <p>n/a</p> | |

Stage 2 – Impact Assessment

Will the proposed action affect any or all of the following?

| | Does the proposal have any positive, negative or neutral impacts? | Describe why it will have a positive/negative or neutral impact on the Welsh language. | What evidence do you have to support this view? | What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts? |
|---|--|---|---|---|
| <p>Compliance with the Council’s Statutory Welsh Language Standards e.g increasing or reducing the Council’s ability to deliver services through the Medium of Welsh.</p> <p>Consider the rights of Welsh speakers to use Welsh when dealing with the Council and for staff to use Welsh at Work</p> | Positive | Through engagement with Welsh language groups and the provision of Welsh language consultation and engagement avenues, this strategy ensures that this very public-facing aspect of Council business proactively encourages the use of Welsh language. We aim to build confidence in Welsh language speaking communities that the Council will provide services and engagement through Welsh. | Fully bilingual consultation services are already provided through our Let’s Talk/ Dewch i Siarad website and all printed materials used in consultation and engagement activities. Recent consultations such as the WESP and the forthcoming Welsh Language 5 year Promotion Strategy were developed through active engagement with Welsh language groups across RCT, and this approach will be developed and encouraged for future actions. | Working closely with RCT’s Welsh Language Services team will enable greater provision of Welsh-medium events and simultaneous translation offers at all public events and meetings. |
| <p>Treating the Welsh language, no less favourably than the English language</p> | Positive | In line with RCT Policies and Welsh Government best practice guides, all written materials and online services are provided in Welsh-first bilingual format. We also follow the RCT Council policy | | |

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| | | regarding responding to communications received in Welsh to the same timescales and standards as any received in English. | | |
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Stage 3 - Strengthening the proposal

Having listed actions in section 2 which may mitigate any negative impacts or better contribute to positive impacts – please record below which ones you will imbed into the policy proposal and who will be responsible for them.

Also consider is the proposal necessary? Would it be possible to meet demand without any new developments? Could other existing provision be used? Where should the development be?

| What are you going to do? | When are you going to do it? | Who is responsible? |
|--|--|---|
| Explore options for hosting Welsh-medium events and meetings across the county borough | Throughout the span of this strategy’s lifecycle | All teams planning consultation and engagement activities |

If ways of reducing the impact have been identified but are not possible to implement, please explain why. Give sufficient detail of data or research that has led to your reasoning.

| What was identified? | Why is it not possible? |
|--|--|
| Staff capacity/ Welsh language fluency in team | Existing staff have learned/ are learning, but it is a slow process. No budget for additional staff. |

Stage 4 – Review

For all policy proposals, whether it is a Significant Key Decision or not, you are required to forward this assessment to Welsh Language services – welshlanguageofficer@rctcbc.gov.uk and the Consultation and Engagement team – consultation@rctcbc.gov.uk in the first instance for some initial guidance and feedback.

As part of the Welsh Language, Equalities and Socio Economic Duty Impact Assessment Process all proposals that fall within the definition of Significant Key Decision should present at the Officer Review Panel. This panel is made up of officers from across Council Services and acts as a critical friend before your report is finalised and published for SLT/Cabinet approval.

If this proposal is a Key Strategic Decision please forward your completed (Stage 1>6) impact assessment, policy proposal/report and consultation report to CouncilBusiness@rctcbc.gov.uk for an Officer Review Panel to be organised to discuss your proposal. [See our guidance document](#) for more information on what a Significant Key Decision is.

It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable Welsh language considerations wherever possible. Please ensure you update the relevant sections below in collaboration with the relevant departments.

| Welsh Language Services Comments | Date Considered | Brief description of any amendments made following Welsh Language Services feedback |
|---|------------------------|---|
| | | |
| Officer Review Panel Comments | Date Considered | Brief description of any amendments made following Officer Review Panel considerations |
| | | |
| Consultation Comments | Date Considered | Brief description of any amendments made following consultation |
| | | |

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Stage 5 – Monitoring, Evaluating and Reviewing

How and who will you monitor the impact and effectiveness of the proposal?

The Democratic Services, Engagement and Consultation Teams will monitor all consultation and engagement activities covered by this strategy to ensure consistency and learning from good practice. Regular reviews of the strategy and achievements against it will be conducted by relevant senior managers.

Stage 6 – Summary of Impacts for the Proposal

Provide below a summary of the impact assessment, to include some of the main positive and negative impacts along with an overview of actions taken since the impact assessment to better contribute to more positive impacts. This summary must be included in the Welsh Language Considerations section of the SLT/Cabinet report template. It is not suitable to only write 'please see full report at Appendix x' in the body of the report. The impact assessment must be published alongside the report.

A Welsh Language Impact Assessment has been completed and the main findings are as follows -

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| Stage 7 – Sign Off | | | |
|--|------------------------|--|---|
| Name of Officer completing the WLIA | Bea Jeffries | Service Director Name: | Christian Hanagan |
| Position | Community Data Analyst | I recommend that the proposal: (Highlight decision) | Is implemented with no amendments |
| | | | Is implemented taking into account the mitigating actions outlined |
| | | | Is rejected due to disproportionate negative impacts on the Welsh language |
| Signature | Bea Jeffries | Service Director Signature | |
| Date | 16.09.2022 | Date | |