



# **COVID-19 OUTBREAK**

A Guide for Councillors

Correct as of 15<sup>th</sup> July 2020

Some sections are reproduced from the LGA's Guide for Councillors

This is the third version of the guide for councillors. It was first published in March to advise councillors of key issues as the biggest public health crisis in living memory took hold. It remains a fluid and dynamic situation which is still changing at a rapid pace. This updated guidance therefore seeks to reflect changes in policy and practice and the WLGA will continue to update councillors regularly on the current situation, through the website, further briefings as appropriate and email updates three times per week.

Here, you'll find helpful advice relating to your role as councillors in representing and leading our communities. These are far from 'normal times', and our councils have been significantly affected by the outbreak. The changes to council business and the new ways of working that we've seen over the past months will remain as this unprecedented situation continues to develop.

Through the WLGA, all Welsh local authorities are keeping in close contact – at political and officer levels – to co-ordinate the national response. We are working closely with Welsh Government, UK Government and Public Health Wales, and are also raising issues and concerns from across the local government family as they emerge.

Whilst this national work continues, our role as leaders in our communities is just as important. Now more than ever, our communities need support. Our residents will turn to us as ward councillors for trusted advice, guidance and reassurance about the work their council is doing to protect and care for them during this period of great uncertainty. But we also know that, just like us, you are likely to have your own personal anxieties and concerns. We know that this can, and will, sometimes feel overwhelming. We hope that this note will help to offer some advice in how to discharge your duty as

an elected member, whilst also maintaining your own health and wellbeing as we face the months to come.

The WLGA is committed to support and represent all local authorities in Wales during this period by representing any concerns, liaising with Welsh and UK Government and providing advice and guidance as information becomes available. A dedicated page which collates all the latest updates on the Coronavirus crisis is available at

[www.wlga.wales/coronavirus-covid-19-information-for-councils](http://www.wlga.wales/coronavirus-covid-19-information-for-councils).

On that page, you will find this up-to-date guidance for all councillors, which is being updated regularly to reflect any developments or implications for local government. Regular briefings are also emailed to all councillors to update you on the WLGA's work in this area on behalf of local government in Wales. A coronavirus email update is sent by WLGA to all councillors three times per week.

We very much hope that you will find this guidance useful to you in your work as a councillor.

Yours sincerely

**Councillor Andrew Morgan**, WLGA  
Labour Group Leader

**Councillor Hugh Evans OBE**, WLGA  
Independent Group Leader

**Councillor Emlyn Dole**, WLGA Plaid  
Cymru Group Leader

**Councillor Peter Fox OBE**, WLGA  
Conservative Group Leader

Councils, with partners in the health service and third sector, are providing a front-line response to the national emergency of COVID 19.

Councils have shown incredible resilience and responsiveness and council workers should be commended for their incredible efforts; many have been working 24/7 redesigning and reprioritising local services and many thousands of workers across Wales' 22 councils volunteered to change roles overnight to help contribute to the emergency effort.

With the focus now on easing restrictions, re-introducing services and planning for recovery, the WLGA is working closely with councils and the Welsh Government to coordinate this. The WLGA Leader is in regular dialogue with the First Minister and other Cabinet Members, the 22 leaders participate in weekly virtual meetings with the Minister for Housing and Local Government and other Ministers and through the WLGA the 22 councils are sharing local intelligence and pooling their responses.

As the easing of the restrictions and the re-introduction of services takes place, councils are considering a range of issues such as:

- **Welsh Government guidance and regulations**
- **local risk assessments**
- **PPE requirements for staff and public**
- **cleaning and hygiene arrangements**
- **managing social distancing**
- **health and safety requirements**

- **financial resources and staff capacity and redeployment**
- **liaising with unions and partners, including the police**
- **communications with the public**

The Welsh and UK Governments are regularly updating their guidance to the public and public bodies on measures to limit the spread of the COVID-19 outbreak whilst restarting the economy.

The [www.gov.wales/coronavirus](http://www.gov.wales/coronavirus) website provides the most up-to-date guidance on current measures. Additionally, the [Public Health Wales](#) website gives the latest updates on the spread of the virus, while the WLGA has a dedicated page on its [website](#) to collate relevant information for local authorities.

Along with the rest of the population, all councillors should be following the Government guidance in place at any given time. This includes social distancing and taking extra precautions if you are in a group identified as being particularly vulnerable.

## **Elections**

As part of the provisions in the UK-wide emergency Coronavirus Act, by-elections in Wales and the rest of the UK have been postponed until they can be held safely for voters, election officials and candidates.

## **Meetings and decision-making**

Given current Welsh Government restrictions, it has not been possible for councils to conduct their decision making processes as normal.

The changes required to the usual democratic process have been addressed by the UK Government through the Coronavirus Act and Welsh Government regulations with advice through WLGA and Monitoring Officers. New meeting regulations have now been issued by the Welsh Government. The Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020 came into force on the 22<sup>nd</sup> April 2020. The regulations and a statement from the Minister can be found [here](#).

They apply to Principal Councils, Community Councils, National Park Authorities, Fire and Rescue Authorities and the Swansea Bay Port Health Authority.

Monitoring officers and Democratic Services leads will be able to provide members with more detailed information about these regulations and how these apply and are being implemented locally. Broadly however the regulations set out the following:

### **Remote attendance**

All members can remotely participate in meetings. This applies to meetings held before 1<sup>st</sup> May 2021. Audio participation is all that will be required. Members should be able to speak and be heard by each other. Despite this welcome flexibility, it is

unlikely that local authority meetings will return to normal for some months and authorities will need to continue to focus on urgent business relating to COVID-19.

### **AGMs**

If a council has not held an AGM on or after the 1<sup>st</sup> of March or before the 22<sup>nd</sup> April 2020 then the AGM can be held on any date in 2020.

### **Other meetings**

Other meetings that would normally be required to be held at specific times in the council calendar can now be held at any time before May 1<sup>st</sup>, 2021.

### **Attendance at meetings (The "Six Month Rule")**

The rule that disqualifies members for failing to attend a meeting in a six-month period is suspended as of April 22<sup>nd</sup> 2020. The time counted will restart from when a member would be expected to attend a meeting after the Covid impacted period.

### **Election of chairs**

If a new council or committee chair (or similar position such as vice chair, representative on an outside body) has not been elected at an AGM held prior to the 22<sup>nd</sup> April 2020, then the existing chair can remain in office until 1<sup>st</sup> May 2021.

### **Summonses to meetings**

Members can now be summoned to meetings through electronic communication.

### **Public attendance**

The public will not need to see or hear the meeting. However, this should be arranged if possible. Where the public are to be invited this should happen electronically 3 clear days before the meeting is due to be held. Or, if the meeting is called at short notice, as soon as reasonably practicable.



## **Meeting papers**

A note of meeting proceedings should be published electronically within 5 days of the meeting being held. This note should include a list of attendees, declarations of interest, any decisions taken (except exempt items) and the outcomes of any votes.

## **Executive decisions**

When a decision is taken by the Executive or individual executive members, any written statements or reports relating to the decision should be published on the council website.

## **Planning**

Members on planning committees can now be substituted.

The WLGA has issued guidance on how to effectively participate in remote meetings, available [here](#).

The LGA has researched a variety of [video and audio platforms](#) that can be used for formal and informal meetings.

The Welsh Government has now issued further regulations about remote meetings, available [here](#).

These amendments address some of the minor or technical matters relating to the April regulations. Monitoring officers will be able to provide members with further information.

## **Ward surgeries and resident engagement**

The official advice clearly makes it impossible for councillors' normal surgeries to continue in their current format. As noted, all councillors should follow the guidance in place at any given time on avoiding contact and ensuring social distancing. Councillors should work with their authorities to arrange virtual surgeries and use other forms of communication to engage with local residents. Councils have made arrangements to enable councillors to continue to fulfil their role as far as is possible.

The nature of engagement with, and the issues being raised by residents may change substantially in the coming months and the next section sets out the roles that councillors can play in responding to the challenge and changes.

## **Councillor leadership role**

If they are well and able to, all councillors can play a helpful and strong part in leading our communities through the COVID-19 crisis. The notes below highlight how councillors can support this in their ward councillor role.

## **Understanding the emergency response framework and your role**

Councils are category one responders under the Civil Contingencies Act 2004, which sets out the legislative framework for responding to emergencies such as the COVID-19 outbreak.

Local Authorities have seven duties to carry out. These are:

1. Assess the risk of emergencies occurring and use this to inform contingency planning.
2. Put in place emergency plans.
3. Put in place business continuity management arrangements
4. Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
5. Share information with other local responders to enhance co-ordination.
6. Co-operate with other local responders to enhance co-ordination and efficiency.
7. Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

All Local authorities in Wales are currently in the midst of carrying out these collective duties in response to the pandemic, but are also continuing to coordinate and facilitate shared information, practice and learning across

Wales. They are also following COVID19 legislation and guidance from Welsh Government and Public Health Wales. This is done principally via the established Strategic Coordinating Groups, and the many sub-groups which exist, including those on excess deaths management, transportation of bodies etc. Civil Contingencies managers are also connected across Wales via the Wales Local Authority Civil Contingencies Managers group, designed to provide a connected network of these key local government officers. Should you have any questions or need assurance about how any aspect of the coordinated approach is working on the ground, your senior leadership teams and civil contingencies officers would be pleased to discuss this with you.

As part of the Strategic Coordination Group, councils work with local partner organisations to plan and activate their emergency responses, and there are established officer-led processes for leading the strategic (gold), tactical (silver) and operational (bronze) responses to emergencies under the 2004 Act. Each council will have its own arrangements for ensuring that the authority's political leadership is appropriately linked into this structure.

Given the nature of this emergency, there will be a greater focus on the work of council and health partners than on the blue light services that typically lead the immediate response to an emergency. Councillors' role within this context is to provide vital local leadership, rather than to become involved in the operational response led by officers.

Public Protection Officers (environmental health, trading standards and licensing) have played a fundamental role in ensuring the health, wellbeing and safety of our communities. They have been

instrumental in advising and enforcing on business closures and social distancing rules, working with care homes on infection control procedures, and vitally are providing expert professional advice in the Test Trace Protect contact tracing programme. We know that scams and rogues are more prevalent than ever during this pandemic, and trading standards have provided targeted advice and taken enforcement action to continue to protect us.

Councils are playing a key role in terms of providing childcare support for key workers through schools or hubs. Schools were formally closed from Friday 20<sup>th</sup> March and it is anticipated that they will remain closed for a considerable period of time. Teaching staff have however been proactive and responded brilliantly sending parents and students homework plans and tasks for the coming period. Councils and schools have rapidly put in place care arrangements for the children of key workers, the definition of whom can be found via your council's website as well as [guidance for parents](#).

Councils will also play a role in providing 'shielding' support to those with particular health issues or their carers'. These individuals will be written to directly and advised to stay at home and isolate for 12 weeks. These people will need the support of family, neighbours or friends in the first instance to provide food or medical supplies, but those that do not have people who can help should call their local council. Councils have prepared local responses working with the third sector. Further information will be available in due course.

Ward councillors will be among the people who know their areas best, and have an important role to play by:

- acting as a bridge between councils and communities

- amplifying consistent messaging through disseminating council and government information
- identifying local vulnerabilities, particularly local residents, but also businesses, and feeding this intelligence back into councils
- working with local voluntary sector groups to provide support and advice for local communities
- providing reassurance and facilitating support for local residents.

In order to fulfil this role, it's important that mechanisms are established to keep councillors informed about developments. These mechanisms should make clear how regularly councillors can expect to be updated, recognising that the council's overall priority is to focus its efforts on supporting local communities. In some recent emergencies, councils have found it helpful to designate a senior councillor to provide a first point of contact and take the lead role in engaging with other councillors, enabling officers to direct their efforts towards community communications and support. Councillors may also wish to consider how they link with local AMs and MPs.

It is clear that the burdens on councils have increased at a time when corporate capacity is reduced as officers may be re-deployed, required to self-isolate or look after family members. Councillors should consider how they minimise the usual requirements on officers as resources are focused on supporting the vulnerable, while also ensuring that their own efforts are focused on this overwhelming priority.

## **Community leadership**

### **Communication**

Councillors will wish to demonstrate community leadership by taking a

responsible approach to the information they share and the messages they give, and by following the guidance they receive from their council.

Any information provided should be based on confirmed messages from the council or government, which will ensure that councillors are speaking with one voice. Given the prevalence of unhelpful unverified information, interpretation and speculation on this issue, it will be critical for councillors to show leadership by signposting to information and advice from assured sources and links to the latest guidance provided by the Government and Public Health Wales

Finally, while not shutting down legitimate debate or scrutiny, councillors should also consider their approach to making political statements regarding the current crisis; experience from previous emergency responses suggests that a consistent and collaborative approach in difficult circumstances is a more effective approach which will not undermine the council's work.

## Using social media

The advent of social media has increased opportunities for rapid and effective communication with local residents and will be vital in a period where local residents (including councillors) are encouraged to limit unnecessary physical contact with other people.

However, social media can create challenges for councils and councillors and lead to mixed messaging. Councillors should bear in mind general guidance on using social media, such as the [social media and online abuse guidance](#) from the WLGA and work with their communications teams and follow the guidance above to ensure that they are using social media appropriately. Where councillors are aware of misinformation being circulated on local social media groups, they can seek to counteract this by providing up-to-date, authoritative information, either from the Welsh

Government or Public Health Wales website, having checked this with their council. There is a risk that a prolonged emergency response will lead to heightened emotions and potentially unacceptable behaviour towards councillors, as the most accessible form of Government. In these circumstances, councillors can refer to the [WLGA's guidance for councillors on handling intimidation](#).

## Community mapping

As local councillors, you will have valuable insight that can be used to help shape the support councils will be providing to those who need it within their communities. For example, this will include an awareness of existing community groups, knowledge of vulnerable residents, and scope to link into some of the new community forums, including online forums using social media, being established in response to the emergency. It will be helpful for councils to build on ward councillors' knowledge of the local voluntary and community sectors; councillors could consider collating their local knowledge and ward contacts and seek advice from officers about how this intelligence can be shared.

As the emergency response period continues, councillors can continue to feed in developing information from local residents and businesses with concerns. Councillors also have a very useful role to play in identifying local issues within their wards, which might get overlooked on a council-wide or regional view.

## Enabling community resilience

The unprecedented scale of this emergency response and the rapid rate at which the situation is evolving means that many neighbourhood groups have been rapidly established to support local residents, many on social media, others

through leafletting. It will be helpful for councillors to engage with these groups, particularly using social media, to share messages from the council and Government and receive intelligence about any particular local vulnerabilities or concerns. It may not be possible to fully map these groups, but where possible councillors can seek to build local awareness and an overall picture of the networks that are developing and which parts of their ward these cover, which will help to identify particular gaps in community resilience. For areas with community and town councils, these may form an important part of this work.

While the vast majority of people becoming involved in neighbourhood groups do so for the best of motives, it is also the case that the self-isolation of people who are older or more vulnerable will provide opportunities for criminals involved in various types of scams. It is important that councils and councillors are alert to these risks, and councillors may find it helpful to speak to their local trading standards or public protection teams to consider any guidance and evidence of emerging risks or intelligence. Councillors may also find it helpful to highlight the threat of scams among residents involved in establishing local networks, so that they are also aware of the risks and can think about how their networks can address these concerns and look out for suspicious activity. They should also highlight the need to consider broader safeguarding issues relating to vulnerable people, including the need to avoid unwittingly spreading COVID-19.

### **Facilitating support for residents**

In their normal day-to-day role, councillors will be involved in helping local residents who need to, to access support, and the key objective of work on community mapping and resilience will be to ensure

support is available for those who are in need of it. In the coming months, once it becomes clear how various hardship funds and reliefs can be accessed, part of councillors' role may also include signposting and supporting residents and businesses to access financial support.

Some councillors in Wales have worked with local volunteers to act as a hub for information and action, recruiting and co-ordinating teams of volunteers to communicate with allocated groups of people, check on the welfare of the vulnerable and relay any individual requirements back to the local councillor who acts as the main council liaison.

### **Empathy and reassurance**

An important part of the local leadership role is simply to offer empathy, moral support and as much reassurance as possible – both to residents and local officers who will be working extremely hard in challenging circumstances. Insofar as possible given the restrictions, providing a visible presence through social media, telephone, or printed materials will help to keep residents informed and may provide reassurance. Councillors should consider how they can work collaboratively with other elected members to help share the burden of this over what is likely to be an extended and difficult period.

### **Community cohesion and monitoring**

A prolonged period of challenging circumstances could undermine community cohesion and potentially lead to an increase in community tensions. The impact of the emergency response could have a disproportionate impact on specific minority groups or communities, in most cases through the isolation of small and underrepresented groups, but potentially through intimidation and hate crime if

tensions increase. Building on their existing local knowledge, and as the eyes and ears of their communities, councillors have an important role to try to monitor this and feedback any specific concerns or issues arising.

## **Your own wellbeing**

It is undoubtedly the case that this crisis has made and will continue to make huge demands of all of us connected with councils, as well as a great many other people in our communities. Many councillors are themselves in a caring position or have local responsibilities for others which means that they, themselves, need support.

Please take the time to balance your hard work with the need to maintain your own health and wellbeing. The NHS 111 website is a source of further information, and the mental health charity Mind has developed [guidance](#) on dealing with the response to COVID-19.

## **Recovery and innovation**

During the pandemic, councils, councillors and communities have responded with invention and creativity, finding fast and effective solutions to what have often, in the past, been regarded as thorny issues. Many councillors have reflected that effective new practice and lessons learned should not be lost. This is a unique opportunity for change. Some fear that a return to business as usual will waste this opportunity.

All councillors can have a role in ensuring that novel practice and learning can be retained.

Cabinet members can ensure that resources are dedicated to formally seeking out and capturing innovative practice, perhaps with an innovation team created specifically for this purpose. Frontline members can gather information about how communities have responded

and share this information. Scrutiny committees can challenge councils to capture new and innovative practice and themselves research good practice

Officers can be enabled to introduce and retain innovative practice where this is working and seek out what works elsewhere to capitalise on this opportunity before the comfort blanket of bureaucracy buries it.

The WLGA is working with Welsh Government officials on legislation which enables innovation to thrive, such as enabling councils to continue with remote meetings where this is appropriate.

The WLGA is also collecting examples of useful practice available soon on the website.

## **Further Information**

The Local Government Association has developed further information and webinars that councillors may find useful. Please note that whilst this information is not always entirely relevant to the policy and practice in Wales, it is useful for core principles and learning points.

Available on these links:

<https://www.local.gov.uk/covid-19-leadership-workbook-cabinet-members>

<https://www.local.gov.uk/our-support/lga-covid-19-support-offer/covid-19-political-leadership-webinars-councillors>



LANGSTONE COMMUNITY COUNCIL

**Date:** 13<sup>th</sup> July 2020  
**Time:** 7.00pm  
**Venue:** Virtual meeting via Zoom

**In attendance** Ms H K Jones (Clerk)  
1 member of the public

**ORDINARY MEETING OF THE COUNCIL**

**Present** Cllr C Bryant (Chair)  
Cllr J Ford  
Cllr L Duthie  
Cllr L Humphries  
Cllr R Hollister  
Cllr S Powell

**Apologies** Cllr L Aherne

**Absent** Cllr M Griffiths

**19/200 The Chairman welcomed everyone to**

**19/201 Apologies** were received from Cllr Aherne. The Clerk pointed out that as there was no meeting to take place in August, those Councillors not attending this meeting would technically lose their position prior to September's meeting according to the 6-month attendance rule. The Council agreed that the 6-month period should be extended to include the meeting planned for 14<sup>th</sup> September.

**19/202 Declarations of interests:** None

**19/203 Minutes**

The minutes of the Ordinary and Committee meetings held on 9<sup>th</sup> March were approved. The Clerk's Report was approved for appending to the minutes of 9<sup>th</sup> March.

**19/204 Finance**

- i) The Council received a copy of the updated budget for 2020-21.
- ii) The Council noted the Internal Auditor's report.
- iii) The Council approved the Annual Governance statement and Annual Return. Clerk to send all required documentation to External Auditor. **Action: HJ**
- iv) The Chairman signed the Annual Return and Summary Receipts and Payments report.
- v) The Council noted that its insurance policy had been renewed with Came & Company on a 3-year basis.

**19/205 Play Park**

- i) The Council discussed recent complaints which had been sent to the Chairman from a local resident regarding people using Centenary Field despite its being officially locked due to Covid10 restrictions. There had been a suggestion that LCC should employ a security firm to patrol each evening but this was deemed to be impractical and too expensive. The council noted that the Welsh Government had authorised the reopening of play areas on 27<sup>th</sup> July (ie. in two weeks' time).
- ii) There had been some bottles smashed in the pump track area – Cllr Hollister offered to clear this up.
- iii) The clerk had been informed that a goalpost was loose and a local maintenance company had been asked to repair it.

**19/206 Date of next meeting – 14<sup>th</sup> September 2020**

There being no other business, the meeting concluded at 19:30

<b>CLERK'S REPORT appended to minutes for 9<sup>th</sup> March 2020</b>					
<b>Clerk's Actions</b>					
<b>Ref</b>	<b>Date</b>	<b>Action</b>		<b>Update</b>	<b>Status</b>
19/177	10/02/20	Install 2 post-mounted litter bins at Llanmartin bus-stops		Request sent to NCC	On-going
<b>Councillors' Actions</b>					
<b>Ref</b>	<b>Date</b>	<b>Action</b>	<b>Who</b>	<b>Update</b>	<b>Status</b>
18/172	14/01/19	Set up online access to bank account	LH		
18/213	11/03/19	Draft a training plan for Councillors	LH		
19/199	09/03/20	Speak to Cllr Routley re off-road bikes in Wentwood Forest and road safety (speed limit / pelican crossing)	CB		
19/199	09/03/20	Speak to Police re off-road bikes in Wentwood	RH		
19/202	09/03/20	Speak to Head Teacher re wildlife garden at school	CB	Completed	Closed
19/205	09/03/20	Contact Police and Mr Lloyd re Community Speedwatch	MG		





## **Advice to Community and Town Councils on Working with Young People**



## **Youth Representation, Creating a Successful Youth Council and Young Persons Initiatives**

# Working with Young People – Youth Representation, Creating a Successful Youth Council and Young Persons Initiatives

## Introduction

The Local Government Measure (Wales) 2011 introduced new legislation allowing the appointment of up to two individuals to act at any one time as community youth representatives. This piece of legislation has been the catalyst to a number of community and town councils asking for advice on how best to involve young people in the workings of their local council. Likewise across Wales young people have been approaching local councils asking how they could make a difference to their community.

Feedback from local councils indicated that they wanted to work more closely with young people but were not clear on the steps they needed to take. Consequently One Voice Wales sought funding from Welsh Government for the development of advice and guidance for local councils on working with young people, creating youth councils and importantly enabling youth representation on community and town councils.

## What has the Local Government (Wales) Measure 2011 introduced?

The Local Government (Wales) Measure 2011 has enabled the appointment of community youth representatives by community councils:

- They may appoint no more than two individuals to act at any one time as community youth representatives
- Who are over the age of 15 but not attained the age of 26
- Whom the community council considers suitable to act as a community youth representative, that is to represent the interests of those living in the area who have not attained the age of 26
- A youth representative is to hold office and vacate office in accordance with the terms of the representative's appointment
- But a youth representative's appointment shall cease if the representative attains the age of 26.

A community council cannot appoint a youth representative if the above criteria are not met.

The council must give public notice of its intention to make a community youth representative appointment by:

- Giving notice to the head teacher and proprietor of any school any part of whose premises is situated within the area of the community or communities for which the community is established;
- By giving notice to the principal and governing body of any institution within the further or higher education sector any part of whose premises is situated within the area of the community or communities for which the community is established;

- In such a manner, if any, as appears to the community council to be desirable for ensuring that as many individuals as possible who may be eligible for appointment as community youth representatives are aware that the council intends to appoint such a representative.

A community youth representative however is not a member of the community council which appointed the representative.

Further details and guidance can be found at:

<http://www.legislation.gov.uk/mwa/2011/4/part/7/chapter4/enacted>

## Why involve Young People?

### Other legislation and initiatives

The United Nations Convention on the Rights of the Child Convention (UNCRC) states that young people, under the age of 18 have the legal right to formally express their opinions and for those opinions to be taken seriously. It places a legal responsibility on the decision-makers to consult young people about the things that will affect them and recommends that this be done through establishing youth based groups such as youth councils. Furthermore the Welsh Government has legislated to adopt the UNCRC as a basis for all its work with children and young people. For more information, please visit [www.unicef.org/crc](http://www.unicef.org/crc)

Furthermore with the introduction of the Future Generations (Wales) Act 2015 in Wales it means that public bodies should consider the people born and living at the same time and this includes children and young people as well as older persons. Whilst it is not a requirement under the Act, the Welsh Ministers would strongly encourage public bodies to apply:

- The National Principles for Public Engagement (see <http://www.participationcymru.org.uk/national-principles> )
- The National Participation Standards for Children and Young People (see <http://participationworkerswales.org.uk/wp-content/upload/2014/National-Participation-Standards.pdf> )

Additionally One Voice Wales has been involved in the Welsh Government Diversity in Democracy project which is working with a range of national public bodies and third sector organisation aiming to increase the representation of specific groups and individuals in democratic institutions and organisations. Encouraging young people to engage with the work of community and town councils will be directly supporting this project.

### Current financial environment for public services

Additionally we are facing a future of tight financial times so making good decisions about what is needed within a community will become increasingly important and come under greater scrutiny in future. Local councils strive to make the local communities they serve great places to live and thrive in and in ways that meet peoples needs. Knowing what people think will be key to future decision making – and young people’s views are important as they are a vital part of any community’s future. Creating the right spaces for young people to have their say can enable local councils to take on fresh perspectives which may not have been previously considered – and local councils may well benefit from the different skills that young people can bring including information technology and social media.

Back in 1998 the Wales Youth Agency recognised the activities of young persons had been a concern for communities...

"Issues concerning young people are a constant theme for communities across Wales. Young people are viewed as either a problem, about which something must be done. Or they are viewed more positively as having a contribution to make to community life and should be supported to develop the skills, knowledge and personal qualities which will help them make that contribution. Communities also recognise the range of issues and problems faced by young people today. These include the dangers posed to young people, by their use of public spaces; a decline in the range of facilities available to young people or in the access to facilities; the stress posed by uncertain futures."

These challenges and issues are equally as relevant today as then. As Natasha Glendening, Member of Youth Parliament (MYP) explains "we're the young people of today but we are also, very importantly, the leaders of tomorrow. As soon as we turn 18 we're entitled to vote in elections, on a national and local scale and we have the power to influence policy change and change the lives of everyone living in our country. It is a daunting task, but preparation for this can begin now. As young people, we have a similar amount of influence on policy change in our local communities as an entitled voter – its just that everyone is not always aware of the opportunities available to them."

#### **Some of the benefits of having youth representatives and engagement include:**

- Opening up a dialogue between young people in the area and elected members / those in authority.
- Begin to develop skills related to financial responsibilities
- Opportunity for the council to gain an insight into the world of young people
- Opportunity for young people to become aware of the democratic process, and the way in which words develop into actions
- Develop new interests – an opportunity for them to offer opinions on developments
- Giving a clear focus to young people's needs gives them more responsibility when new projects are being developed – they can see what their contribution has led to.
- Need to ensure that communication techniques that are part of young people's lives are used e.g. mobile phones, information technology.
- Develop a sense of pride in their locality
- Develop a relationship between the Community Council and the Youth Council.
- Opportunity for young people to volunteer in the community
- Confidence for young people
- Opportunity to improve facilities
- Opportunity for young people to develop group working and meeting skills.
- Opportunity for them to contribute and discuss ideas
- Positive attitude by Youth Council members – need to attend meetings etc.
- Important that Councillors and the Community Council support and offer guidance, but that the young people themselves organise and run their meetings.
- Ensure that everyone is given the opportunity to contribute to meetings
- Give young people self respect – they feel that their views are listened to
- Young people have to take responsibility for facilities in the area – less vandalism?
- Members of the Youth Council take pride in their local environment
- Members of the Youth Council are more aware of the costs of providing and running services, and are able to raise awareness amongst others

- Raise awareness of the work and the value of the Council amongst friends
- They can undertake a range of various activities – e.g. Children in Need fundraising event.
- Good idea to give other young people an opportunity to sit in on Youth Council meetings – in order to generate interest

### **Disclosure and Barring Service Checks (formerly Criminal Records Bureau checks)**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority was merged in December 2012. The Disclosure and Barring Service (DBS) was created in place of the two bodies. CRB checks are now referred to as DBS checks.

As the appointment of youth representatives and their role is at the discretion of the individual community or town council, it will be for the council itself to determine whether they are entitled to ask for a DBS check, and at what level, for councillors, clerks and staff working with youth representatives, given the individual circumstances of the council. If the role of the youth representatives changes, the council would need to reconsider its position regarding DBS checks.

There are three types of checks:

Standard – this checks for spent and unspent convictions, cautions, reprimands and final warnings

Enhanced – this includes the same as the standard check plus any additional information held by local police that is reasonably considered relevant to the role being applied for.

Enhanced with list checks – this is like the enhanced check, but includes a check of the DBS barred list.

The Disclosure and Barring Service state that employers are not entitled to complete an application for a DBS check for staff who may only have incidental contact with young people under the age of 18.

The Disclosure and Barring Service specify that only those councillors employed, as part of normal duties, to supervise young people under the age of 18, could be considered to be undertaking “regulated activity” relating to children. The activity of training, supervising or instructing the young person must be carried out weekly or at least 4 times in a 30 day period in order for the role to meet the criteria. If a specific role meets these requirements, then the council acting as an “employer” is entitled to apply for an enhanced level check of the DBS children’s barred list.

It is an offence to employ an individual in “regulated activity” with children if that individual appears on the barred list. Similarly, an individual who is barred from working with children should not apply to work in regulated activity.

Community and town councils can obtain further information about DBS checks from One Voice Wales at [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk) in the member services section; or <https://www.gov.uk/disclosure-barring-service-check/overview>

## Community and Town Council Initiatives with Young People – Case Study Examples

In the main Community and Town Councils can support initiatives with young people through the implementation of seven themes:

- The establishment of community youth representatives (Pontardawe Town Council)
- The establishment of shadow youth councils (Llantwit Major Town Council)
- The employment of youth workers (Cwmaman Town Council)
- The implementation of time specific projects (Penarth Town Council)
- Creating facilities for young people and children (Carmarthen Town Council)
- By providing financial assistance for youth groups or organisations (Colwyn Bay Town Council)
- By contributing to multi agency initiatives (Cwmbran CC)

### 1. The establishment of community youth representatives

#### ***Pontardawe Town Council***

Pontardawe Town Council embraced the appointment of Youth Representatives wholeheartedly and we are now in our third year. The inclusion of the Youth within Council has revolutionised the Town Councils ability to both interact with the young people and to hear their voice. It is vitally important for the future that Young people form part of today's decision making process as of course the decisions made today will affect them as adults in the future.

The Town Council initially created policy and procedure to advertise the posts, identify, and appoint candidates to the posts and makes a point of asking the Youth Representatives their opinions during Council meetings to ensure that their views are fully understood. They also discuss issues with their peers and obtain feedback that can be brought to Council during future meetings.

The Youth Representatives have also taken a major part in the development of projects. It was identified that many local residents were unaware of the many activities available in the area for children and young people so the Town Council in partnership with two other Community Council's created an 'Out of School' Activities brochure. One of the representatives took a major part in the creation of the brochure, liaising with his school to develop original art work and actually creating the draft brochure for printing.

The Youth Representatives also provided feedback on how to engage with the young people which led to the project being expanded to a web site which provides an ongoing resource for both children and parents in the area. The web site itself was created by one of the youth representatives during his school work placement at the Town Council office. This year the Town Council hope to expand the project even further by linking the web site to the local



schools and authority's intranet and also introducing social media links.

Our aim is to provide a one point hub for information that is easy to update that can be used by children and parents alike. Without youth representation and input the direction of the project created for young people would not have reached its target audience and would not have been in a format that appealed to young people.

As to the representatives themselves, both have stated the benefits they have had individually by acting as a representative and how they gained confidence by being able to participate in meetings.

The Town Council is currently involved with the Children's Rights Unit to promote Youth Representation to Councils and give a first hand account of the benefits of this form of representation.

For further details please contact: **Deborah Phillips, Town Clerk, Pontardawe Town Council, 4 Herbert Street, Pontardawe, SA8 4EB tel. 01792 863422** or email [pontardawetc@aol.co.uk](mailto:pontardawetc@aol.co.uk)

## 2. Youth Councils

### Why set up a Youth Council?

A number of community and town councils in Wales have set up a youth council as a way of engaging young people in the community life, enabling them to experience the democratic processes, advise the council on issues concerning young people and how the council may resolve them and to provide young people with a platform to express their collective views. Young people are the future of our communities and it is important that we, as community and town councils, invest in them. Developing youth councils can act as a real means of incorporating young people into our communities and can lead to a more safer, vibrant and sustainable community for all residents.

### Who Benefits?

Not only do young people benefit from setting up a youth council but your community or town council and the local community as a whole benefits.

Youth Councils enable Young People to;

*Voice their concern*

*Participate in local government*

*Be empowered to take decisions and action to improve their local community.*

Youth Councils enable Local Councils to;

*Truly represent the whole of the community they live in*

*Become more vibrant, modern and dynamic*

*Encourage young people to vote and become councillors when they are old enough*

*Improve services to young people*

Youth Councils enables the Local Community to;  
*Become safer and more sustainable*  
*Be more vibrant and progressive*  
*Improve services and be more representative*

## Setting Up a Youth Council

The following sections give some step-by-step advice to setting up, developing and maintaining a successful youth council in your **area**.

### Representation and Membership

There is no set age range for youth councils. However, most encompass an age range of around 11-18 or 13- 18 year-olds and these are both appropriate age ranges for local youth councils to adopt.

**Tips:** The 11-18 age range is very large and you may want to consider developing some sort of mentoring system between the older and younger members, or indeed between the adult councillors and the youth councillors, to ensure that everyone develops their roles and does not lose interest.

It is important to have an inclusive membership whilst retaining some structure. You may want to develop some core membership through schools, youth clubs etc while still allowing for young people to turn up and become involved in the youth council.

You will need to establish how many youth councillors you feel would be suitable for the size of your community, whilst bearing in mind the number of people who would be interested in standing. It can be difficult to get young people to stand for election which is why it may be a good idea to get at least some of your representation directly through schools etc.

### Ownership

It is essential that the young people themselves choose who they wish to be represented by (and not the council or school teachers). It may be useful, therefore, to draw up nomination forms along the lines used by the community/town council themselves, and make them available to young people wishing to become youth councillors (most likely through schools). It is then up to the people concerned to get themselves nominated by their peer group

### Age and geographical considerations

It may be useful to aim for a certain number of youth councillors per age group and ensure that these are spread across the geographical area you represent, in order to ensure fair representation. If you are having an election you may want to have different colour nomination forms for different age groups in order to make any nomination process simpler.

### Do we have an election?

Having an election ensures that the young people know that the community/town council has not just selected young people to be youth councillors. However, many councils find that it is difficult to get enough young people to stand. Therefore, it might be useful to have nominations from certain schools, youth clubs etc.



However, if it is done through the latter it is important that the nominations are made through other young people and not by teachers. Although this may not be as desirable as having a direct election it will ensure that there is a core membership.

**Tips:** If you do decide to hold an election you may want to start by creating A Youth Electoral Register. This can be created by contacting all the local schools, community groups etc in your area. It is important to contact your Local Education Authority (LEA) to make sure that they are happy for you to collect this information (although there is unlikely to be a problem providing you guarantee that the register will not be given to any other source).

## Renewing membership

It is essential that mechanisms are put in place to ensure that membership is renewed and new young faces appear frequently. You may want to target membership on a yearly basis with core groups to ensure that new faces come through the ranks. This is where it may be useful to get school teachers and youth workers involved to ensure that the profile of the youth council is maintained.

**Tips:** You may want to advertise your youth council on the local notice board, libraries, press, website etc in order to ensure maximum participation. It is also advisable to run the youth council in accordance to the school year - perhaps launching the council in the autumn (not during exam time) Remember that young people are not apathetic but rather they feel that institutions do not represent them and they are powerless - make them feel that they can make a difference and your council will be a success!

## Structure

Most youth councils mirror the local government structure. The most popular type of youth councils are based around current community or town council structures. You can have a formalised structure that may mirror your actual community or town council's structure or you may wish to adopt a more informal and flexible approach to meetings and communications etc. It is perhaps useful to consult the young people involved in what they would prefer their council to look like before you impose a structure on them. However, a mixture of formal and informal may be the best way forward. It is important that there is some formal structure so that the youth council can feed into the general workings of the council as a whole and is taken seriously as a component part of that local council with some real power and influence. At the same time some informal workings with regard to communication and style of meetings may be more appropriate and will keep young people more interested, informed and engaged.

**Tips:** A Youth Council should work in a similar way to a community or town council Committee and should be considered a valuable component part of the council that is integrated into the formal decision making structure. Agendas and minutes should therefore be prepared by the council's administration in consultation with the chair-person of the Youth council or any other leading representative. An officer should be there to provide support, if requested, and providing all decisions made by the youth council are legal and within budget there should be no reason for the local council to intervene. All youth councils, like any other council meeting, should be open to the public and the minutes made publicly available. The minutes may contain recommendations and proposals that will need to be given due consideration, otherwise there is little point in having a youth council at all. It is also useful if councillors take an interest in the youth council and therefore ensure that there is a two way contact between the youth council and the actual council (but without being too intrusive).

## Meetings

It is important that there are enough meetings to ensure that decisions are agreed and the youth council is active but at the same time there should not be so many meetings that people lose interest and focus. Many local councils meet once every two weeks or once every month. It is useful to have each meeting on the same day and at the same time so that people do not become confused or forget.

**Tips:** If your Youth Council decide to meet monthly to make decisions it would be useful to have some kind of communications means for the youth council between meetings (possibly via a web based group). It may also be useful to have the meetings in a more informal setting, if appropriate, such as a youth centre, where the maximum number of young people will be encouraged to attend.

## A Youth Council Constitution

As with any organisation, it is essential that there is a clear aim and focus in order for the youth council to be successful. Therefore, councils may find it useful to set out some terms of reference, set of mission statements or youth council constitution. This will enable the youth council to work efficiently and achieve real results. The constitution can be similar to that of the actual council. By giving the youth council a real set of structures it will enable them to act as a properly functioning organisation with real power and responsibility over its own affairs.

A youth council constitution should include;

*A mission statement and set of aims*

*The youth council structure*

*Members of the council (including the executive committee or any other committees and their roles)*

*How the youth council will operate (including how often it will meet etc)*

### ***Llantwit Youth Council***



Llantwit Youth Council is a partnership project between Llantwit Major Town Council and the Vale of Glamorgan Youth Service. Young people from Llantwit Major School and youth organisations across the town are elected by their peers onto the youth council as their representatives to ensure young people's views and ideas are listened to by local decision-makers. The youth council also take action to improve services and facilities for young people within Llantwit Major.

The youth council meets one evening a month to discuss the news, views, issues and ideas of young people across the town and decide what action to take. Youth councillors discuss issues such as employment and volunteering opportunities for young people; services and

facilities such as parks and youth services; police issues and personal safety; and local public transport and road safety. Young people take a variety of action including attending town council meetings twice a term to discuss issues and ideas with councillors; writing to local decision-makers; developing and participating in consultations, surveys and petitions; inviting local decision-makers to their meetings; writing to local newspapers; and utilising social media. Youth councillors also fundraise for the Town Mayor's charities each year to help improve the lives of people within the Llantwit Major and attend civic events on behalf of the town's young people.

The Vale of Glamorgan Youth Service provides accredited training for all members of the youth council that is recognised by colleges, universities and employers. Additionally, all youth councillors are registered for either Millennium Volunteers or Star Awards to enable them to receive recognition for their volunteering hours. Being a member of the youth council enables young people to make a valuable contribution to their local community, grow in confidence and develop a range of transferable skills including teamwork; communication skills; organising and running projects; meeting and working with the public; problem solving; time management; accepting responsibility; planning; achieving results; and meeting deadlines.

If you are interested in learning or joining the Youth Council please contact Geraint Evans , the Youth Action Worker, Vale of Glamorgan Youth Service on 02920 701254 or email [valeyouthaction@gmail.com](mailto:valeyouthaction@gmail.com). Alternatively **contact Mrs Ruth Quinn, Town Hall, Llantwit Major, CF61 1SD or tel. 01446 793707 / email [lm.pc@btconnect.com](mailto:lm.pc@btconnect.com)**

### 3. Employment of Youth Workers

#### **Cwmaman Town Council - Cwmaman Youth service**

Cwmaman Youth Service was established as a project between young people and the youth service. Young people can become involved as and when they are able to and want to. This has some benefits for young people as they can vary their commitment according to the effect of other pressures on their lives. The Youth Council have been successful in securing substantial lottery funding to develop a young person's resource centre in Cwmaman and members of the council are currently responsible for spending those resources and overseeing the building and development of the centre.

Recently Cwmaman Town Council have appointed a Community Development Officer with part of their remit to work closely with the Youth Council in supporting their future ambitions.

For further details please contact the Clerk David Davies on **07971026493** or alternatively email: [daidoc@yahoo.co.uk](mailto:daidoc@yahoo.co.uk) or write to David Davies, Clerk Cwmaman Town Council, Cwmffrwd Farm, Llandeilo Road, Glanamman, Ammanford, SA18 2DZ

Detail of the Youth Council can be found via their Facebook page at <https://www.facebook.com/cwmammanyouthclub?fref=ts>

## 4. Implementing New Projects

### Cwmbran Centre for Young People

Cwmbran Community Council funds the Cwmbran Young Peoples Centre each year. Members of the council sit on the Management Committee.

Cwmbran Centre for Young People (CYPP) provides a range of services to young persons aged upto 25 years of age such as weekly healthy cooking classes, a free to use open access supervised gym and counselling and mentoring for help with mental health. CCYP also helps with life skills, training and development opportunities and many other activities. It is a great example of how a local council can work with partners to improve the well-being in the local community.

For further details please contact: **David Collins, Clerk to the Council, Cwmbran Community Council, The Council House, Ventnor Road, Cwmbran, Torfaen, NP44 3JY tel. 01633 624152 or 07742 825044 or email david @cwmbran.gov.uk**

## 5. Creating Facilities for Young People and Children

### DR. M'Z – CARMARTHEN YOUTH PROJECT



The Carmarthen Youth Project began in 1997 from the enthusiasm of the Youth Town Council and has grown in strength and numbers since.

#### SUMMARY

The roots of the Carmarthen Youth Project started in 1994/5 when the Youth Town Council wrote a letter to the Carmarthen Journal about the lack of activities available for young people in the area, which was contributing to problems such as alcohol abuse and antisocial behavior. From this people began to talk about what the community could provide for young people in Carmarthen with a group of people including Town/County Councillor Dr. Margaret Evans, whom the project was named after in commemoration of her contribution to the project, as well as others. In 1997 the project was provided with a place to socialize and participate in activities for over 100 people aged between 11 and 15. Since then the project has grown in popularity, resulting in a bigger building being needed to accommodate the increase in numbers. This became a reality in 2009 when the project moved to the former clubhouse of Carmarthen Athletic RFC and renovated the building in time for its re-opening in the summer of 2010. From its inception the project has helped many disadvantaged children and young people become mature, integrated members of the community with many going on to study in university, gain employment and/or become responsible parents.

## STRATEGY

Dr. M'z is a Charitable Company Limited by Guarantee, therefore relies on grant funding and donations to operate. Funding is provided from a range of sources such as the Big Lottery Fund, Children in Need, Carmarthenshire County Council, Awards for All Wales, and Carmarthen Town Council. As well as this many of the young people involved with Dr. M'z are encouraged to do their own fundraising in aid of the project, all of which contributes to the rough cost of £150,000 a year to run the project. The project is delivered by a mixture of paid staff and volunteers, which are run by a voluntary committee, as well as people who work on training scheme placements and student placements by the County Council and the University of Wales Trinity St. David. The project also raises money by renting out the clubhouse to various organizations such as the Merlin Youth Theatre, a disabled young people's group and an education service for home-schooled children.

## IMPLEMENTATION

There are many projects within the Youth Project itself, one being the Digilab which provides young people with a free to use computer suite and runs sessions on activities such as digital storytelling, t-shirt making, poster design and DJ workshops. There is also a new café in the clubhouse building, run by a young person, which provides reasonably priced food and drinks as well as a drop-in facility which is equipped with facilities on various nights of the week including games consoles, a TV, a pool table and an area for band rehearsals and gigs. The building also runs an Info Shop where young people can access free information and support for young people on topics including education, employment and training, health, and family and relationships. Information and support is delivered to young people in various ways such as one to one support and issue-based workshops. The Info Shop also provides services such as free access to the internet, free distribution of condoms to young people of a certain age, and use of a phone. Dr. M'z were also involved with the development of a skate park located in Carmarthen.

For further details please contact: **Mr Alun Harris, Town Clerk, St Peters Civic Hall, Notts Square Carmarthen SA31 3PQ or tel. 01267 235199. Email – [alun@carmarthentowncouncil.gov.uk](mailto:alun@carmarthentowncouncil.gov.uk)**

## 6. Providing financial assistance for Youth Groups or organisations

### Bay of Colwyn Town Council - Sir John Henry Morris Jones Trust Fund



able to meet the criteria of the Trustees. The total amount of funds for distribution to the

The Trustees of the Fund seek applications annually from young persons under the age of 19 years on the 31st March (the closing date for applications), and who are residents of the area of the former Borough of Colwyn Bay as it was on 31st March 1974 i.e. Colwyn Bay, Rhos on Sea, Old Colwyn, Mochdre and Llysfaen, with a view to making an award or awards, to eligible persons who are



applicants will vary from year to year. This is due to the variation of interest received on the Capital Balance. Applicants will have to satisfy the Trustees at a personal interview, of their degree of excellence in one of the following fields:

- Arts, Crafts and Music
- Sport
- Academic and Research
- Commerce and Business
- Science and Technology
- Any other field that the applicants may feel would meet the requirements of the Trustees

The Trust was set up under the terms of the Will of the Late Sir John Henry Morris Jones M.C., D.L., J.P, who was a Doctor of Medicine, practising for many years in the Town. He was also the Member of Parliament for the seat of Denbigh from 1929 to 1950, and was made an Honorary Freeman of the Borough of Colwyn Bay in 1956. It was Sir Henry's wish that the proceeds of his bequest should be used for the benefit of the young people of the old Borough of Colwyn Bay. This includes persons who are undertaking full time education or employment outside the Borough, but whose normal place of residence is within the area of the former Borough of Colwyn Bay. Under the terms of the Trust Deed, the Trustees will not consider applications for courses at Higher or Further Education levels. Interviews will take place during May, and the results will be announced at a suitable ceremony, usually held in June.

For further details contact: **Tina Earley, Town Clerk, Colwyn Bay Town Council, No. 7 Rhiw Road, Colwyn Bay LL29 7TE tel 01492 532248 or email [clerk@colwyn-tc.gov.uk](mailto:clerk@colwyn-tc.gov.uk)**

## 7. Multi-agency Working

### **PENARTH TOWN COUNCIL - PENARTH YOUTH ACTION**

Set up in 2008, Penarth Youth Action has represented the voice of young people in Penarth and has helped organize many events.



#### **SUMMARY**

Since the late 1990's there have been partnerships in Penarth to support young people in the area, an example being the former youth information shop run by volunteers and a board of trustees consisting of the local AM and town councillors. The shop gave young people in Penarth a place to socialize and relax and also held events, such as youth festivals, that were funded by the town council and supported by the Vale of Glamorgan Youth Service. In 2008 the Youth Service, as well as

dynamic new young town councillors, were keen on having a youth council in Penarth in order to find out what young people in the area wanted, rather than 'dictate' what they should have. Since then Penarth Youth Action (PYA) has provided young people in the area the chance to engage with councillors on matters that relate to them, which has ultimately led to a good relationship being fostered between both parties, as well as better services and activities being made available for young people in Penarth.

## **STRATEGY**

In order to recruit members for PYA, the Vale of Glamorgan Youth Service provided youth workers to go to youth clubs and local secondary schools to promote it. In order to fund the council and their activities Penarth Town Council provided £2000 funding from their precept for the year, and following its success the next three years as well. The youth workers work closely with young people in PYA and two town councillors are on the PYA board. Around the second or third year of the council's operation two representatives from PYA were invited to present a youth matters agenda at the town council meeting, which occurs every six weeks, giving them a means of representing the views and needs of young people in the area. As well as this there have been joint team-building exercises involving both the town council and PYA which has enabled a good strong relationship to form between both groups. In addition to this, the youth workers supplied by the Vale of Glamorgan Youth Service have provided members of PYA with necessary training needed for the youth council and other activities.

## **IMPLEMENTATION**

The PYA is actively involved in many aspects of decision making in Penarth, one of these being consultations where the town council asks them if they would like to participate. Examples of this include collaborating with the town council to send a consultation report to the Welsh Government a few years ago when they were looking at safe places to live in Wales, and more recently a local street consultation to find out where young people were going after many local youth provisions were closed. The PYA also organized an open day fair called Activate in the Paget Rooms theatre where local youth services and organizations contributed to show young people in Penarth what activities and groups were available in the area. This was particularly important to some groups, such as the Penarth Air Cadets and Sea Cadets, who had seen a drop in membership in recent times. Each year the PYA also contributes to the Christmas lights and the Penarth Festival Christmas Parade and Christmas lights in both the decision making and delivery. The PYA will also be involved with proposals for a new youth café in the town centre, looking into issues such as funding.

Further details are available from : **Emma Smith, Town Clerk, Penarth Town Council, West House, Stanwell Road, Penarth, CF64 2YG tel. 02920 700721 or email [esmith@penarthtowncouncil.gov.uk](mailto:esmith@penarthtowncouncil.gov.uk)**

## Further sources of information and support:

Youth Cymru – [www.youthcymru.org.uk](http://www.youthcymru.org.uk)

UK Youth – [www.ukyouth.org](http://www.ukyouth.org)

National Youth Agency – [www.nya.org.uk](http://www.nya.org.uk)

Council for Wales of Voluntary Youth Services – [www.cwvys.org.uk](http://www.cwvys.org.uk)

British Youth Council - [www.byc.org.uk](http://www.byc.org.uk)

UK Youth Parliament – [www.ukyouthparliament.org.uk](http://www.ukyouthparliament.org.uk)

Directgov – [www.direct.gov.uk/en/Young People](http://www.direct.gov.uk/en/Young%20People)

The Electoral Commission – [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

## Acknowledgements

Some of the content has been adapted from the Advice for Local Councils on Creating a Youth Council from the National Association of Local Councils, Wales Youth Agency and British Youth Council.





Ms Heather Jones  
Clerk to Langstone Community Council  
Merlin House  
Langstone Business Park  
Newport  
NP18 2HJ  
Tel: 01633 415393  
email: [clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk)

To all residents of homes surrounding  
Centenary Field Play Park

29<sup>th</sup> July 2020

Dear Resident,

Langstone Community Council (LCC) has been made aware of some issues with late night noise from Centenary Field on two recent occasions.

If you are affected by such noise in the future, please contact Gwent Police by telephoning 101 or 01633 838111. Please note that LCC does not have any personnel able to address anti-social behaviour – this is a police issue, and the Police agree on this. If the Police are not informed of issues, they are unable to deal with them or even record them.

Two years ago, when the play park was the focus of anti-social behaviour, including vandalism and criminal damage, LCC held workshops which were attended by LCC Councillors, Gwent Police, NCC Community Safety, Newport Youth Services, Newport City Councillors, Ngage (drug abuse charity) and several residents.

An Action Plan was produced for everyone involved and Gwent Police produced a report with suggestions for improving security at the play park. Some recommendations were implemented, some were rejected by LCC due to cost or impracticality and some were rejected by residents.

LCC is revisiting its actions and reconsidering the Police recommendations. It must be recognised that LCC is constrained by the costs and practicality of some suggestions, but nothing will be ruled out or ruled in until discussions take place at the next Council meeting on 14<sup>th</sup> September.

If you have any constructive comments or suggestions to help inform decisions, please email me at [clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk). We need to know the extent of the problem and welcome any ideas you may have.

Yours faithfully,

A handwritten signature in black ink that reads "Heather Jones".

Heather Jones  
Clerk  
For and on behalf of Langstone Community Council

**Heather Jones**

---

**From:**  
**Sent:** 30 July 2020 21:03  
**To:** clerk@langstonecommunitycouncil.org.uk  
**Subject:** Centenary Field Park

The noise you're referring to was caused by a large group of girls, about ten in number, aged approximately between 13/ 15 years of age. No music was heard by us , but they were shouting and singing very loudly up to , possibly after midnight, I think on a Sunday. I must say it was annoying , as a key worker I was not only due to start work at 5pm, but the girls singing was also totally dreadful.

Surely if you have a daughter of this age you must be wondering where she is at this time of night. Maybe the parents don't care.

Social distancing, I don't think that's been explained to them either.

Anyway, an inexpensive solution would be higher , unclimbable gates, locked after a certain time, like other parks in Newport.

While the discussion is anti social behaviour , can I say it's not just children. Numerous signs state that it is anti social to have a dog over the park, off their lead. Clearly 99% of dog owners in Langstone either can't read or don't care about rules. As I said previously , it's not just the children.

Yours faithfully

Sent from my iPhone=

**Heather Jones**

---

**From:** Heather Jones <clerk@langstonecommunitycouncil.org.uk>  
**Sent:** 08 September 2020 15:30  
**To:**  
**Subject:** RE: The park

Cllr Rosi Hollister and her husband cleared up the broken glass on Sunday morning, having been made aware of it via a Facebook post.

Heather  
Heather Jones  
Clerk,  
Langstone Community Council, Merlin House, Langstone Business Park, Newport NP18 2HJ  
Telephone: 01633 415393  
Web: [www.langstonecommunitycouncil.org.uk](http://www.langstonecommunitycouncil.org.uk)  
Before you print this email think about the ENVIRONMENT NB – The Clerk works part-time so there may be a delay responding to your message

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-----Original Message-----

**From:**  
**Sent:** 06 September 2020 10:33  
**To:** [clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk) <[clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk)>  
**Subject:** The park

Good morning Heather

I suggest somebody goes to the park and cleans up the glass on the ramps and surrounding the ball park after last night's party till 12.30 We shall be at the meeting on the 14th to let you know all that is happening and has been happening because we all think the council are oblivious or just don't care







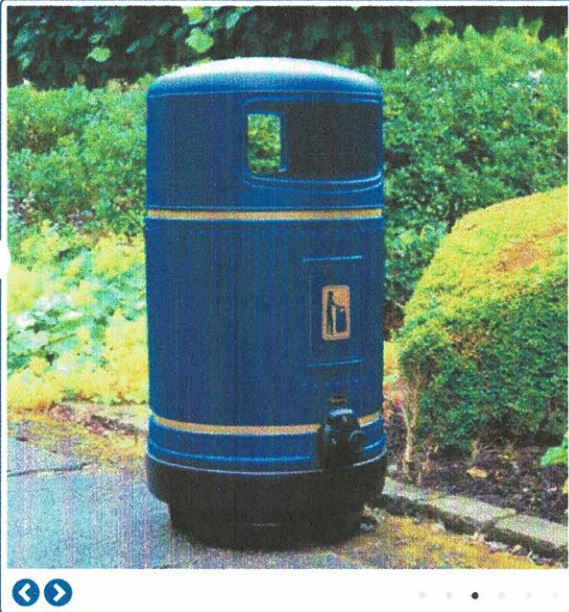
enquiries@glasdon-uk.co.uk



Home > Litter Bins > Outdoor Litter Bins

### Topsy Royale™ Litter Bin

The Topsy Royale™ is an outdoor traditional litter bin, well suited to manage waste in external town centres and modern street environments.



**£164.76**

excluding VAT

£197.71 inc. VAT

Includes free delivery\*

Quantity:

1

Colour:

-- Please select --

Locking System:

-- Please select --

Liner:

-- Please select --

Banding:

-- Not required --

Fixing Options:

-- Not required --

Ground Lock fixing tool +£27.51

Smoking Control:

-- Please select --

Firexpire® Fire Safety Device/Aperture Flap Kits:

-- Not required --

Enevo® bin sensor

Add to Basket

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How can I get a quote?

Quick Quote

Price includes delivery\*

\*within mainland UK and Northern Ireland

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Product News

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Product F.A.Q

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Product Videos

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Downloadable Information

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Contains recycled material

Product Warranty

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You may also be interested in...



Accessories



enquiries@glasdon-uk.co.uk



Home > Litter Bins > Outdoor Litter Bins

### Metal Guppy™ Litter Bin

Ideal for external parks and streets, the Metal Guppy litter bin is an ideal outdoor, fire-resistant waste container for when vandalism is high.



**£331.35**

excluding VAT  
£397.62 inc. VAT  
Includes free delivery\*

Quantity:

1

Graphics:

-- Not required --

Fixing Options:

-- Not required --

Ground Lock fixing tool:

-- Not required --

Firexpire® Fire Safety Device:

-- Not required --

Stainless steel stubber plate:

-- Not required --

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You may also be interested in...



Accessories



Price includes delivery\*

\*Within mainland UK and Northern Ireland



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Free Waste Management Audit

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Features / Specifications





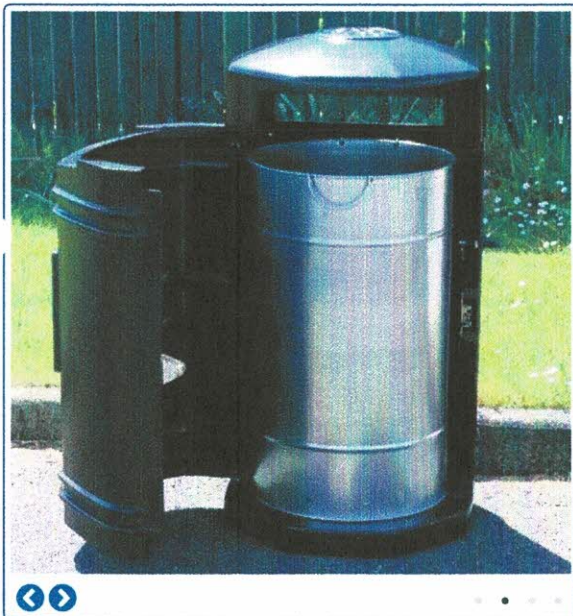
enquiries@glasdon-uk.co.uk



Home > Litter Bins > Outdoor Litter Bins

### Stanford™ Litter Bin

Made from cast aluminium and Armotec coating, the Stanford is an especially strong outdoor litter bin, for parks and external recreational areas that are at risk of fire and vandalism



**£532.64**  
~~£1065.28~~  
excluding VAT  
£639.17 inc. VAT  
Includes free delivery\*

Quantity:

Liner:

Banding:

Polycarbonate Plaque:

Fixing Options:  Ground Lock fixing tool **+£27.51**  Firexpire® Fire Safety Device **+£28.88**

Smoking Control:

#### You may also be interested in...



#### Accessories



\* Limited time only, while stocks last. Selected items marked down on site. Not to be used in conjunction with any other offer.

- 
- 
- 
- 



Price includes delivery\*

\*within mainland UK and Northern Ireland



Reviews

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Product News

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Product F.A.Q

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Product Warranty

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26 AUGUST 2020

## E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

SCP	1 April 2019		1 April 2020		Scale ranges
	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	



17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	LC3 (33-36) (below substantive range)
34	£36,876	£19.17	£37,890	£19.69	
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	LC3 (37-41) (substantive benchmark range)
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

\* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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# Show your support for

Road Safety Week, coordinated by Brake, is the UK's biggest road safety event.

This Road Safety Week we are focusing on speed, because whether you're walking to school, riding on a country road or driving for work, the speed of traffic matters to your safety.

With someone injured on a UK road every four minutes, and vehicle speed playing a part in every crash, it's time to come together to say that there is **NO NEED TO SPEED.**



# ROAD SAFETY WEEK

## NO NEED TO SPEED



### Share important road safety messages with a giant Road Safety Week banner

#### Buy a banner

At 5m x 1m a giant Road Safety Week banner is a great way to shout out for road safety. Choose from one of our eye-catching designs, add your logo and display on your building or in your community. Discounts are available for multiple purchases. Email [corporate@brake.org.uk](mailto:corporate@brake.org.uk) to find out more.

#### Show you put people first and care about their safety

Raise awareness of an important road safety issue and underline your commitment to road safety. Register to take part in Road Safety Week 2020 and get **FREE** resources from Brake to help you run events and activities.

#### Fundraise for Brake

Every road death is a tragedy, every crash is preventable. Brake supports people affected by road death and serious injury and campaigns for safe and healthy mobility for all. Help us continue our vital work and achieve our goal of zero road deaths and injuries. [www.roadsafetyweek.org.uk/fundraise](http://www.roadsafetyweek.org.uk/fundraise).

A

**NO NEED TO SPEED**  
**ROAD SAFETY WEEK**

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**NO NEED TO SPEED**

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Prices include print, production and delivery

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Registration now open: [www.roadsafetyweek.org.uk](http://www.roadsafetyweek.org.uk)

Coordinated by



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Supporting



**Heather Jones**

---

**From:** Heather Jones <clerk@langstonecommunitycouncil.org.uk>  
**Sent:** 08 September 2020 12:39  
**To:** Carol Bryant; Jacqui Ford; Lance Humphries; Liza Duthie; Lorna Aherne; Mark Griffiths; Rosi Hollister; Stephen Powell  
**Subject:** FW: Remote Training Dates for One Voice Wales  
**Attachments:** Application for free training place.docx; Bursary letter up to Feb 2021 - £100.docx

Dear all,  
Please let me know if you would like to attend any of these virtual courses.  
Kind regards,

*Heather*

Heather Jones  
Clerk,  
Langstone Community Council, Merlin House, Langstone Business Park, Newport NP18 2HJ  
Telephone: 01633 415393  
Web: [www.langstonecommunitycouncil.org.uk](http://www.langstonecommunitycouncil.org.uk)  
Before you print this email think about the ENVIRONMENT  
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---

**From:** Wendi Patience <wpatience@onevoicewales.wales>  
**Sent:** 07 September 2020 15:28  
**To:** Wendi Patience <wpatience@onevoicewales.wales>  
**Cc:** Wendi Patience <wpatience@onevoicewales.wales>  
**Subject:** Remote Training Dates for One Voice Wales

Dear Colleagues,

Please find below details of Remote training sessions that are taking place in September, please bring this to the attention of your council.

The cost of the training is £30 for members or £50 per person for non members. You will be invoiced after the training has taken place.

There is a bursary available to eligible councils – please ask for details.

Also, Subject to a cost ceiling, the funding of two free places for Councils with priority being given to those Councillors who are either Chair of the Council or of the Finance Committee. One Voice Wales will prioritise the award of free places depending on the number of nominations received. For us to arrange for the allocation of places to these courses can you please complete and return to Wendi Patience the attached form.

The free places will only apply to those who are nominated to attend one or more of designated modules, namely The Council as an Employer, Understanding Local Government Finance and Understanding the Law.

Session times are listed against the module date.

Date	Day	Module	Time
14/09/2020	Monday	Local Government Finance Module 6	6.30/8pm
14/09/2020	Monday	Understanding the Law Module 4	6.30/8pm
14/09/2020	Monday	Advanced Local Government Finance Module 21	6.30/8pm
15/09/2020	Tuesday	The Council as an Employer Module 3	6.30/8pm
15/09/2020	Tuesday	Local Government Finance Module 6	6.30/8pm
16/09/2020	Wednesday	The Council as an Employer Module 3	2.00 - 3.30pm
16/09/2020	Wednesday	Understanding the Law Module 4	6.30/8pm
16/09/2020	Wednesday	Advanced Local Government Finance Module 21	6.30/8pm
17/09/2020	Thursday	The Council as an Employer Module 3	6.30/8pm
17/09/2020	Thursday	Understanding the Law Module 4	2.00 - 3.30pm
17/09/2020	Thursday	Advanced Local Government Finance Module 21	6.30/8pm
17/09/2020	Thursday	Local Government Finance Module 6	6.30/8pm
18/09/2020	Friday	The Council as an Employer Module 3	9.15-10.45am
21/09/2020	Monday	The Council as an Employer Module 3	2.00 - 3.30pm
21/09/2020	Monday	Local Government Finance Module 6	6.30/8pm
22/09/2020	Tuesday	The Council as an Employer Module 3	6.30/8pm
22/09/2020	Tuesday	Advanced Local Government Finance Module 21	6.30/8pm
23/09/2020	Wednesday	The Council as an Employer Module 3	6.30/8pm
23/09/2020	Wednesday	Understanding the Law Module 4	6.30/8pm
23/09/2020	Wednesday	Advanced Local Government Finance Module 21	6.30/8pm
24/09/2020	Thursday	Understanding the Law Module 4	6.30/8pm
24/09/2020	Thursday	Local Government Finance Module 6	6.30/8pm
24/09/2020	Thursday	Advanced Local Government Finance Module 21	6.30/8pm
28/09/2020	Monday	Advanced Local Government Finance Module 21	6.30/8pm
28/09/2020	Monday	Understanding the Law Module 4	2.00 - 3.30pm
28/09/2020	Monday	Local Government Finance Module 6	6.30/8pm
29/09/2020	Tuesday	Advanced Local Government Finance Module 21	6.30/8pm

29/09/2020	Tuesday	Understanding the Law Module 4	6.30/8pm
29/09/2020	Tuesday	The Council as an Employer Module 3	6.30/8pm
30/09/2020	Wednesday	The Council as an Employer Module 3	6.30/8pm
30/09/2020	Wednesday	Advanced Local Government Finance Module 21	6.30/8pm
01/10/2020	Thursday	Understanding the Law Module 4	6.30/8pm
01/10/2020	Thursday	The Council as an Employer Module 3	6.30/8pm

Many Thanks,

Wendi

Wendi Patience  
Administration Officer / Swyddog Gweinyddol  
One Voice Wales / Un Llais Cymru  
24c College Street / 24c Stryd y Coleg  
Ammanford / Rhydaman  
Carmarthenshire / Sir Caerfyrddin  
SA18 3AF

Email: [wpatience@onevoicewales.wales](mailto:wpatience@onevoicewales.wales)

Ebost: [wpatience@unllaiscymru.cymru](mailto:wpatience@unllaiscymru.cymru)

Tel/Ffon: 01269 595400



The principal representative body for Community and Town Councils in Wales/

Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

Website/Gwefan: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)



@onevoicewales





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Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.