



## Public Participation Strategy

<b>Initially Adopted by Council</b>	13 April 2023
<b>Reviewed &amp; Readopted by Council</b>	-
<b>Review Date</b>	June 2025

### 1. Introduction

- 1.1 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. There is no requirement for a Community Council to have such a Strategy.
- 1.2 Llangyfelach Community Council has chosen to adopt a Public Participation Strategy to assist the different groups within the community to engage and influence decisions.
- 1.3 The Public Participation Strategy aims to promote:
- A. The Community Council's functions.
  - B. How to become a Member (Councillor) of the Council, and what membership (Being a Councillor) entails.
  - C. Accessing information about decisions made, or to be made, by the Council.
  - D. Making representations to the Council about a decision before, and after, it is made.
  - E. Benefits of Councillors using social media to communicate with local people.
  - F. Other Methods that may be used to engage communicate with local people.

### 2. Section A. The Council's Functions.

#### 2.1 How the Council Operates

- 2.2 All 9 Councillors meet as the Council. Meetings of the Council are normally open to the public, but occasionally the Council will resolve to go into private session if confidential or exempt business is to be transacted. Private sessions of Council are rare.
- 2.3 At Council meetings Councillors decide the Council's overall policies and set the budget each year. The Council has two Committees namely Finance Committee and a Personnel Committee.



## 2.4 How the Council Works?

2.5 The Council comprises 9 Councillors representing the Llangyfelach community which includes Bryntywod, Llangyfelach & Pant-Lasau. Further information may be found at [www.swansea.gov.uk/wardprofiles](http://www.swansea.gov.uk/wardprofiles)  
The Council normally meets monthly and has a list of functions including adopting a Budget and seeking to improve the community for all.

2.6 The Finance Committee ensures proper financial probity and accountability. It reviews spending and recommends a Budget & Precept to Council.

2.7 The Personnel Committee manages the Council Officers (The Clerk) and ensures they are subject to regular appraisals, training, and development.

## 3. Council's Decision-Making Structure

### 3.1 Council

- i) All 9 Councillors, normally meet monthly.
- ii) Contact Details may be viewed at [www.llangyfelachcommunitycouncil.org.uk/contact-details](http://www.llangyfelachcommunitycouncil.org.uk/contact-details)
- iii) Agrees budget & precept.
- iv) Seeks to improve the community for all.

### 3.2 Committees

- i) Information relating to Council & Committees may be viewed at [www.llangyfelachcommunitycouncil.org.uk](http://www.llangyfelachcommunitycouncil.org.uk) and selecting Meetings, Summonses and Agendas.
- ii) The Terms of Reference of these Council Bodies may be viewed at [www.llangyfelachcommunitycouncil.org.uk](http://www.llangyfelachcommunitycouncil.org.uk) and selecting the Annual Council which meetings in May.

## Section B. How to become a Member (Councillor) of the Council, and what membership (Being a Councillor) entails.

## 4. How to become a Councillor

4.1 Local Government Elections are held every 5 years. 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 Llangyfelach Community Council.

4.2 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](http://www.beaCouncillor.wales)

4.3 Swansea Council has a useful "Be a Councillor" website. This may be viewed at [www.swansea.gov.uk/beaCouncillor](http://www.swansea.gov.uk/beaCouncillor)



## **5. How much time does it take up to do a Councillors role?**

- 5.1 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. Llangyfelach Community Council meetings tend to be once per month and commence early evening.

## **6. Standing as a Candidate**

- 6.1 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).
- 6.2 Nomination packs will be available early in 2027. If you would like to register your interest, please contact [Electoral Services](#) on 01792 63 6123. Further useful information may be viewed at [www.swansea.gov.uk/elections](http://www.swansea.gov.uk/elections)
- 6.3 If you are thinking of standing as a candidate for a particular political party, then you should first get in touch with 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.
- 6.4 Councillors receive payments which are determined annually by the Independent Remuneration Panel for Wales (IRPW). Councillors can also claim towards the costs of care and personal assistance for them to carry out their approved duties.
- 6.5 Further information on Councillor payments & allowances may be viewed at <https://gov.wales/independent-remuneration-panel-wales>

## **7. Support for Disabled Candidates Seeking Election**

- 7.1 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/>

## **8. What being a Councillor entails?**

- 8.1 The Council has 9 Councillors who are elected every five years. Councillors are democratically accountable to residents of their 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.



- 8.2 Once elected Councillors are expected to attend various training and development sessions. The Council has a Training Plan which may be viewed at [www.llangyfelachcommunitycouncil.org.uk/policies](http://www.llangyfelachcommunitycouncil.org.uk/policies) Councillors should set aside time to undertake training.
- 8.3 Councillors are expected to attend meetings and committees and must observe the provisions of the Councillors Code of Conduct. Further information may be viewed at [www.llangyfelachcommunitycouncil.org.uk/policies](http://www.llangyfelachcommunitycouncil.org.uk/policies)
- 8.4 Councillors can physically or remotely attend Council, and the majority of Committee Meetings. These are called 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.
- 8.5 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, 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.
- 8.6 Councillors are also entitled to travel allowances and those with caring responsibilities can also receive a Contribution towards Costs of Care & Personal Assistance.
- 8.7 Further information on payments and the Independent Remuneration for Wales (IRPW) Annual Report may be viewed at <https://gov.wales/independent-remuneration-panel-wales>
- 9. Councillor Support**
- 9.1 The Clerk to the Council provides support to Councillors and will seek to arrange appropriate training as required to ensure the Councillor is able to carry out their role. The Independent Remuneration Panel for Wales (IRPW) has made several determinations relating to financial support to Councillors. Further information may be viewed at <https://gov.wales/independent-remuneration-panel-wales>
- 9.2 All Council & Committee meetings are paperless, and it is recommended that all candidates can use IT confidently or are willing to undertake training.

## **Section C. Accessing Information about Decisions made, or to be made, by the Council.**

### **10. Notices of Meeting**

- 10.1 The Council will give at least three clear working days' notice of any formal meeting by posting details electronically on the Council's web site. Select [www.llangyfelachcommunitycouncil.org.uk](http://www.llangyfelachcommunitycouncil.org.uk) and selecting Meetings, Summonses and Agendas.

### **11. Access to Agenda & Reports Before the Meeting**

- 11.1 Copies of the agenda and reports open to the public shall be available for inspection at [www.llangyfelachcommunitycouncil.org.uk](http://www.llangyfelachcommunitycouncil.org.uk) and selecting Meetings, Summonses and Agendas.
- 11.2 If an urgent item is added to the agenda after the agenda was originally published, the Clerk to the Council will post the amended agenda and report on the website once available. The period of public inspection will be from the time the item was added to the agenda.

### **12. Access to Minutes etc., After the Meeting**

- 12.1 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 & Committee meetings.
  - ii) The agenda and open reports for the meeting.
  - iii) The minutes of the meeting will be published on the Authority's website within 7 days of the meeting.

### **13. Access to View Meetings\***

- 13.1 The Council will ensure members of the public can attend or view meetings that are open to the public either:
- i) In person (social distancing regulations permitting and part of the meeting includes physical attendance).
  - ii) Through audio conferencing if making representations / asking questions.

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



## **Section D. Making representations to the Council about a decision before, and after, it is made.**

### **14. Council & Committees**

- 14.1 Members of the public can ask questions at meetings of Council & Committees. Questions must relate to an item on the agenda and will be dealt with during the 10-minute period allocated on the agenda.
- 14.2 To ask a question you need to deliver your question in writing (preferably e-mail) to [llangyfelachcc@outlook.com](mailto:llangyfelachcc@outlook.com) no later than noon, on the working day prior to the meeting. Alternatively, you can physically attend and providing the 10-minute period has not been used by those submitting in advance, you may ask a verbal question.
- 14.3 When submitting your question, you must include your name and the Agenda Item that it relates.

## **Section E. Benefits of Councillors using social media to communicate with local people.**

- 15.1 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.
- 15.2 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.
- 15.3 By using social media you can:
- i) Learn about local issues, and concerns within your ward.
  - ii) Find the latest news and publications from 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.
- 15.4 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.
- 15.5 The Welsh Local Government Association has provided free guidance for Councillors along with some tips and advice in terms of handling on-line abuse. [www.wlga.wales/social-media-and-online-abuse](http://www.wlga.wales/social-media-and-online-abuse)



## **Section F. Other Methods that may be used to engage & communicate with local people.**

- 16.1 The Council will not be limited by the methods outlined. There will be times, when other methods to engage & communicate will be used. Methods such as Local Surveys, Focus Groups, Workshops and sometimes a chat in the street will be used.
- 16.2 The Council recently launched a Survey to inform and seek views on the Rural Development Partnership (RDP) Funded Study. It also entered a Joint Partnership with Llangyfelach Church to operate a Warm Hub during the winter.
16. The Council wants to hear your voice.