

BLAENAU GWENT COUNTY BOROUGH COUNCIL **GUIDANCE NOTES FOR COUNCILLORS** **ANNUAL REPORTS**

Background

The Local Government Measure requires Local Authorities to ensure that all their elected members are able to make an annual report on their council activities during the previous year. The purpose of the report is to help improve local people's understanding of what their Local Councillor does, and the important role they serve.

The reports should be factual, interesting and non-political, and be no larger than 2 sides of A4 paper. The Blaenau Gwent County Borough Council 'model' for Councillors Annual Reports allows Councillors to make comment on 5 specific areas of activity as follows:-

- Role and Responsibilities
- Constituency Activity
- Major Projects
- Training and Development
- Other Activities

The Authority will arrange to publish Councillors' Annual Reports via links from the BGCBC website each year (by 31st July). This will allow for compilation of annual activity, including attendance at Council, Committee meetings and Training & Development records. Annual reports will be removed from the web site for a period preceding any Local Government Elections, thus providing equity for both incumbent and prospective Councillors.

Role and Responsibilities

The Democratic Services Team will provide information on the following aspects associated with this section:

- Attendance at Council and Committee meetings.

Individual Councillors will be expected to provide information on any external bodies or committees that they represent or sit on, including levels of attendance. Individual Councillors should ensure that they personally keep a record of attendance or that the external body/committee can provide accurate records. Examples of external bodies/committees include the following:-

- School Governing Bodies
- Local Authority Committees
- Local Authority Consortium Committees
- College Committees
- Special Interest Groups
- Management Committees

(this list is not exhaustive)

Constituency Activity

This is where Councillors have an opportunity to identify the work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, details of key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest. The Council provides no information for this section.

Executive and Scrutiny Activities

This is where Councillors have the opportunity to describe any Executive and Scrutiny activities that they have been associated with on behalf of Blaenau Gwent County Borough Council which have a direct impact on local constituents. Examples of this could include being part of a working party associated with a particular topic or issue, part of a regeneration project and activity associated with improved facilities for part of the community.

Training and Development

This is an opportunity for Councillors to demonstrate their appetite for personal development over the past year. Examples could include training/briefing sessions attended, attendance at seminars, WLGA workbooks. The Democratic Services Section

can provide a record on the activity that has been undertaken which was arranged by Blaenau Gwent County Borough Council.

(this list is not exhaustive)

Initiatives, Special Activities & Issues

This is an opportunity for Councillors to offer information on themselves, which they believe, would be of interest to their constituents or which constituents should be made aware.

Examples of this could include the role you have undertaken in fund-raising events, support for local business or areas of personal special interest e.g. support for local sports clubs or organisations. It is the opportunity to show the 'personal' aspect of your role as a Councillor.

BLAENAU GWENT COUNTY BOROUGH COUNCIL **COUNCILLORS ANNUAL REPORT**

This is the report by the Councillor named below regarding their key activities over the year ending 30th April 2018. It is provided for the information of all constituents and for no other purpose.

*Completion instructions: Councillors are free to include as much or as little information as they wish in each section, however the report is to be kept to this **2 page maximum** format.*

Councillor: Julie Holt

Party: None (Independent)

Ward: Abertillery

Section 1 – Roles and Responsibilities

- Council
- Social Services Scrutiny Committee (Vice Chair 17/18)
- Education Scrutiny Committee
- Public Services Board Scrutiny Committee
- Fostering Panel (Sub member)
- Staff shortlisting
- Corporate Parenting Board

Section 2: Constituency Activity

- Bi-monthly Surgeries in the Town Centre
- Run a Councillor Face book Page for information and contact via social media (<https://www.facebook.com/CouncillorHolt/?ref=bookmarks>)
- Abertillery & Llanhilleth Community Councillor (ALCC) (Chair 18/19)
- ALCC Wellbeing working group – partnership working on the wellbeing agenda with BGCBC
- Trustee and Vice Chair of Abertillery Workmen’s Welfare Institute “Save our Stute” campaign
- Trustee Ffrindiau Tylery Community Group responsible for ‘Aberfest’ & ‘Winterfest’
- Litter picking champion
- Attending consultation events on recycling and side waste changes for residents
- Supporter of Friends of Six Bells Park (protecting green spaces and promoting active citizenship for children and the wider community)
- Supporting local sport, entertainment, music and children/youth groups
- Fundraising activities
- Promoting culture, sport and entertainment in the ward by setting up a ‘what’s on page’ (<https://www.facebook.com/Whats-on-in-the-Abertillery-Llanhilleth-Area-487759678258110>)
- General ward work, helping constituents with various issues
- Meeting with Abertillery Girl Guides re: women and the vote
- Working towards gaining a further waste site in the Ebbw Fach

Section 3: Executive and Scrutiny Activities

Social Services Scrutiny – work included scrutiny of

- Looked After Children, Care and Care leavers
- Adult Services
- Children Services
- Care homes
- Combatting loneliness and keeping vulnerable people safe and independent in their homes.

Section 4: Training and Development

- Code of Conduct
- Safeguarding
- Corporate parenting
- Chairing skills
- 21st century schools briefing
- Home to school transport briefing
- Safe reduction of LAC briefing
- GDPR
- Wellbeing Act
- Public engagement
- Waste and recycling briefings
- Public Services Board briefings

Section 5: Initiatives, Special Activities and Issues

- As a member (and Chair) of the ALCC, I continue to work in partnership with BGCBC on the wellbeing agenda. This includes promoting and supporting local projects. The ALCC, is working hard to raise its profile in the local community and will need to increase partnership working to do so.
- I am an extremely active member of the community, spending time engaging with the public, listening to their concerns and helping them to problem solve wherever possible.
- I volunteer for a number of organisations and support local groups wherever possible.
- I recently became a litter champion, I have carried out litter picking in and around the Abertillery area and try to help out as much as I can, as a clean and green environment is very important to our communities.
- I have reported 100s of issues to the council waste, roads and environment team and remain actively focussed on improving the environment for local people. I am also in regular contact with local Police and PCSO who are monitoring levels of anti-social behaviour.
- I am especially interested in finding ways to improve tourism and marketing of our valleys, as I feel this will bring in much needed employment in leisure and tourism areas. I am

Signature of Councillor: J Holt

Date: 3rd July 2018