



Cyngor Sir
CEREDIGION
County Council

Prospective Candidate Guide

Learn about how to become a local Councillor and represent your community.

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Information about Ceredigion County Council

Ceredigion County Council is one of the 22 unitary local authorities in Wales. We are responsible for a wide range of services including Schools, Libraries, Social Care, Promoting the Economy, Planning and Development, Environmental Health, Public Protection, Emergency Planning, Tourism, Leisure and Cultural Services, Public Footpaths, Highways, Waste Collection, Housing Benefits and the Council Tax Reduction Scheme.

Our main offices are located in Aberaeron and Aberystwyth and there are also customer service centres in Cardigan and Lampeter.

From May 2022 the Council will be divided into 34 electoral wards, represented by 38 Councillors elected every 5 years. 4 of these wards are represented by 2 Councillors.



What can I do as a Councillor?

Here are some comments made by our present Councillors

"the rural economy is important to me, so I always make sure the voice of the small businesses is heard"

"the environment is a priority for me, and Ceredigion is leading the way on these issues"

"the Council is the largest business in the County, and my business experiences is an advantage"

"I want to see our language and culture take precedence and prospers in our communities"

"being a Councillor has enabled me to help individuals in my area"

"Ceredigion is an agricultural area, and it is important that we support our farmers"

"our young people are our future, so it is important to ensure a first class education and oppor-

"it's important to support jobs at all levels in Ceredigion in order to provide opportunities for young people"

What is the role of a Councillor?

Councillors represent the residents living in their ward, by listening and holding conversations with them so that the needs of the community can be identified when making decisions on how local services are provided, funded and prioritised, including having to choose between the different demands on services and allocation resources.

It's important that you can speak on behalf of everyone in your community and we need a range of different people and skills to represent different communities.

You will be required to sit on the Council's Committees. Your responsibilities may also vary with the committees you have been chosen to represent.



Ceredigion County Council Committees

In terms of governance arrangements, the Council has adopted a “Cabinet” approach, which includes the Leader of the Council and portfolio members.

Perhaps you will be selected to be a Member of one of the following Committees:

- 5 Overview and Scrutiny Committees including:
 - * Coordinating
 - * Corporate Resources
 - * Thriving Communities
 - * Healthier Communities
 - * Learning Communities
- Development Control Committee
- Licensing Committee (statutory and non-statutory)
- Ethics and Standards Committee
- Governance and Audit Committee
- Democratic Services Committee
- Language Committee
- Charity Trustee Committee

Every meeting is open to the public unless there is discussion on a confidential matter



How to get elected?

- Do you want to represent your local community and help local people?
- Are you concerned about the future of local services and feel you can be a voice for your community?

If so, perhaps you should consider standing for election as a local Councillor.

Councillors are elected by residents living in their ward to represent that area.

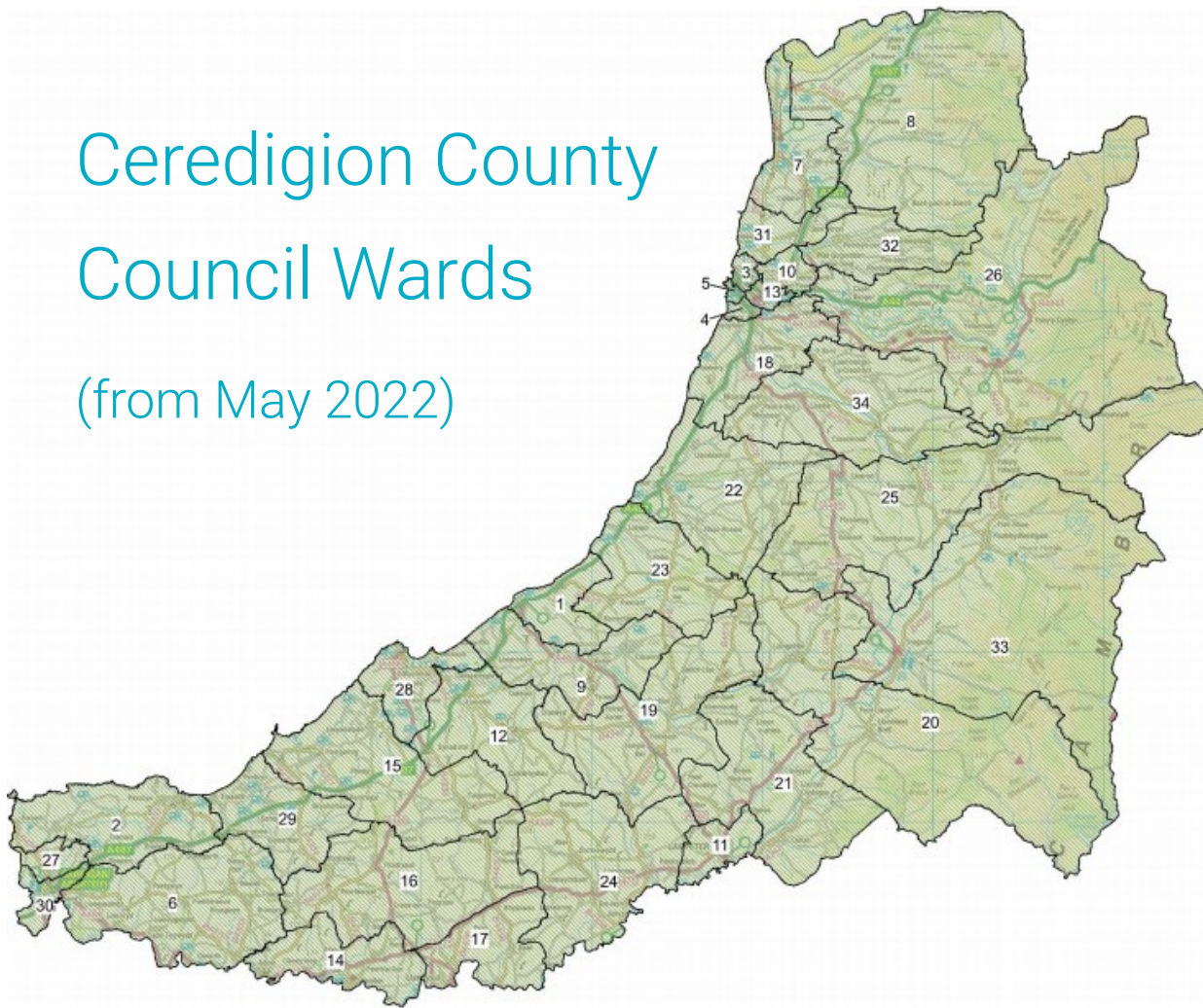
The next scheduled ordinary local election will be held in May 2027.

This is a by-election for one seat in the Tirymynach Ward only.

This is an exceptional opportunity to contribute to the work of a progressive Council that has a unique place in Welsh culture and geography.



Ceredigion County Council Wards (from May 2022)



- | | | | |
|-----|--|-----|------------------------------------|
| 1. | Aberaeron and Aberarth | 18. | Llanfarian |
| 2. | Aberporth and Y Ferwig | 19. | Llanfihangel Ystrad |
| 3. | Aberystwyth Morfa a Glais | 20. | Llangeitho |
| 4. | Aberystwyth Penparcau | 21. | Llangybi |
| 5. | Aberystwyth Rheidol | 22. | Llanrhystyd |
| 6. | Beulah and Llangoedmor | 23. | Llansantffraed |
| 7. | Borth | 24. | Llanwenog |
| 8. | Ceulanamaesmawr | 25. | Lledrod |
| 9. | Cilliau Aeron | 26. | Melindwr |
| 10. | Faenor | 27. | Mwldan |
| 11. | Lampeter | 28. | New Quay and Llanllwchaiarn |
| 12. | Llanarth | 29. | Penbryn |
| 13. | Llanbadarn Fawr | 30. | Teifi |
| 14. | Llandyfriog | 31. | Tirymynach |
| 15. | Llandysiliogogo and Llangrannog | 32. | Trefeurig |
| 16. | Llandysul North and Troedyrour | 33. | Tregaron and Ystrad Fflur |
| 17. | Llandysul South | 34. | Ystwyth |

Do you need special qualifications or skills to become a Councillor?

A Councillor can be of any background or ability. What is important is that you can represent your community, have good people skills and a willingness to listen to what they need.

The Councillor must agree to abide by the Members' Code of Conduct in order to ensure high standards in the way they carry out their duties.

Councillors need to be able to understand reports in order to make decisions and recommendations, and most of the work will be expected to be done by computer. Equipment will be provided, and the Council will make appropriate arrangements for accessibility and practical support where required for anyone that has a disability.



Qualification and Disqualification for Election

Qualified*

Candidates must be:

18 years of age on the day they are nominated **and** on polling day; **and** a Qualifying Commonwealth citizen or a Citizen of ROI, or relevant Citizen of the Union or Qualifying Foreign Citizen

and at least one of the following:

- (a) a registered local government elector for the local authority area;
or
- (b) occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination;
or
- (c) principal or only place of work (including unpaid) during last twelve months in local authority area; **or**
- (d) lived in the local authority area during the last 12 months.

Disqualified*

Candidates may not be eligible if they:

- are subject of a Bankruptcy Restriction Order or debt relief restriction orders (including interim) (with exceptions)
- Have been sentenced to a term of imprisonment of three months or more (inc. suspended sentence) without option of a fine, during the 5 years before polling day
- are serving a disqualification due to being found guilty of a corrupt or illegal practices by an election court
- are subject to notification requirements (Sexual Offences Act)
- are employed by the local authority or hold a paid office under the authority (including joint board or committees). Note that you may be 'employed by the local authority' if, for example, you work at certain schools, fire service, police or health services. This list is not exhaustive. (unless they resign for the purpose of taking office as a member)
- hold a politically restricted post

* the above is a brief summary of the legislation included in the Local Government Act 1972 and the Local Government and Elections (Wales) Act 2021.

Please refer to the acts for full details and exemptions. **If you're in any doubt as to your eligibility, please contact us for advice.**

Councillors' Code of Conduct

If you are elected, appointed or nominated by your authority to serve, you must agree to follow the Code of Conduct for Members to ensure high standards in the way you undertake your duties. The Code is there to protect you as a Councillor, as well as the public, and ensure that the standards are set out clearly.

The Code sets out the Principles of Public Life: **Selflessness; Honesty; Integrity and Propriety; Duty to uphold the Law; Stewardship; Objectivity in Decision-Making; Equality and Respect; Openness; Accountability and Leadership.**

The Code includes standards which include the duty to: **(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion; (b) show respect and consideration for others; (c) not use bullying behaviour or harass any person; and (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.**

The Code also contains rules relating to confidentiality, not using your position improperly, observing the law and the claiming of expenses and allowances and about gifts, hospitality or other benefits etc. The Code also sets out the need to declare interests.

The Code can be found within the Council's Constitution, and on the Council's website.

A link to the Code is shown here: <https://www.ceredigion.gov.uk/media/2292/code-of-conduct-members-may-2016-english.pdf>

Training and advice is provided by the Council's Monitoring Officer and Ethics and Standards Committee on the Code of Conduct.

What is the expected time commitment?

Councillors spend the equivalent of 3 days a week on Council business. However, not all the Council's commitments are during the working day, especially some of your Ward duties. Council meetings can be attended remotely, and a job can be shared in the Council's Cabinet and Executive including the role of the Leader.

If you work for another employer, check their terms and conditions for time off to attend Council meetings.



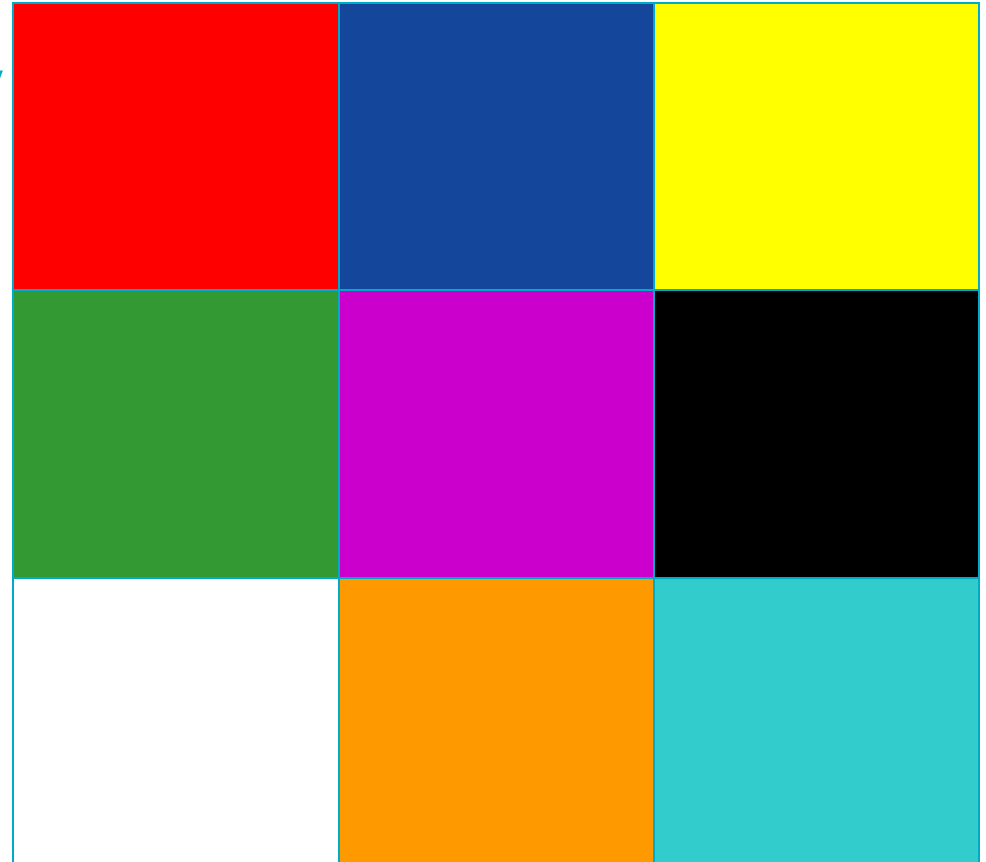
Independent or group / party candidate?

You can stand for election as in independent or group / political party candidate.

If you are a party member or plan to join or stand as a member of a political party it's possible that an agent will work on your behalf.

If you want to know more about the role of an independent councillor, the Local Government Association has a [group](#) for independent members

A full list of registered political parties is available from the [Election Commission](#).



What support will you get?

When Councillors are first elected, or if you are re-elected, Council officers will arrange training, and an induction programme for you to get to know everyone, to understand your role, council procedures, laws, policies and practicalities for example chairing meetings, using programmes for virtual meetings etc.

The Code of Conduct training will be held as soon as possible after the election and is mandatory training.

Ongoing training will be provided to suit your needs.

All Councillors receive a basic salary, with additional payments to Councillors who take on additional responsibilities such as Committee Chair, Political Group Leader and so on. You will be entitled to a pension scheme, family leave allowance and support towards the costs of caring.



Diversity in Democracy Statement

At the Council meeting held on 23rd September 2021, the Council committed to being a Diverse Council. It was agreed to:

- Provide a clear public commitment to improving diversity in democracy
- Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct
- Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments;

Policy Statement and Rights on Using the Welsh Language

Ceredigion County Council is committed to supporting the Welsh language and culture, and to ensuring that its services and activities serve to promote and facilitate the use of the Welsh Language across the county.

Councillors can present their comments in their chosen language during Council meetings, and simultaneous translation is provided for those that do not speak the language.

More information can be found here: <http://www.ceredigion.gov.uk/>

Access to the Elected Office Fund

The Access to Elected Office Fund Wales exists to assist disabled people who want to stand for election with the additional impairment related costs that are a barrier to their participation in politics. It is administered by Disability Wales and funded by the Welsh Government.

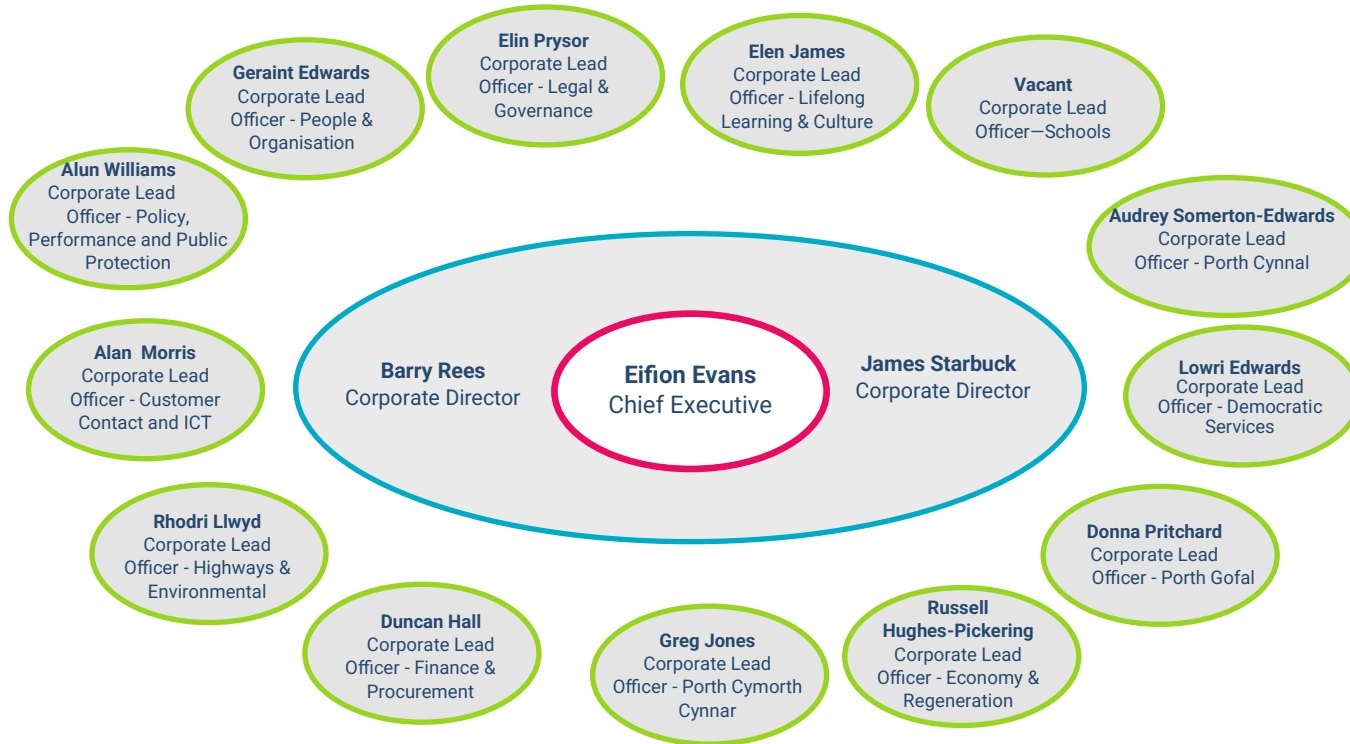
You can apply for assistance towards:

- Assistive aids, equipment and software, adaptations to equipment and training in its use
- Travel around the constituency if you cannot use public transport.
- Personal assistance
- Communication support workers such as BSL, Interpreters, Palantypists and Lip speakers

You can download an information leaflet and application form here: <https://www.disabilitywales.org/projects/access-to-elected-office-fund-wales/>



Our Leadership Group



How do you go about standing as a

You or your agent (if you have one) will need to complete a nomination form which can be found on the 'Elections and Electoral Registration' page of the Ceredigion County Council website. You will need to submit the form shortly after the date of issue of the Notice of Election.

The nomination period begins on 13 September 2024, and closes at 4pm on 20 September 2024.

The forms are available on the Council's website.

You will need to arrange an appointment by contacting: returningofficer@ceredigion.gov.uk, or you can telephone the main reception on [01545 570881](tel:01545570881), and ask the service to contact you.



The nomination process

If you have been selected by a party as a candidate or are standing as an independent candidate, you must ensure that you are officially 'nominated' and give your nomination permission in writing.

If you are a candidate for a registered political party, you must also submit a certificate from the party's nominating officer, authorizing you and your use of the party's description and emblem. If you are independent, you can only describe yourself as 'independent' (or a bilingual version) or not provide a description at all.

Candidates can have an election 'agent'. This is the person legally responsible for running your campaign and negotiating with the council. Candidates can also be their own agent. If no election agent is appointed, then the candidate automatically becomes their own agent.

Further information can be found on the Electoral Commission website.



Contact details:

Ceredigion County Council
Penmorfa
Aberaeron
Ceredigion
SA46 0PA

Tel: 01545 570881

e-mail: returningofficer@ceredigion.gov.uk

The information contained in this document will be revised as information is made available.





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