



City and County of Swansea

## Minutes of the **Democratic Services Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Monday, 7 November 2022 at 4.00 pm

**Present:** Councillor L James (Chair) Presided

**Councillor(s)**

P N Bentu  
K M Griffiths  
E T Kirchner  
L V Walton

**Councillor(s)**

A Davis  
J A Hale  
W G Lewis

**Councillor(s)**

M Durke  
M Jones  
J D McGettrick

**Officer(s)**

Allison Lowe  
Huw Evans  
Debbie Smith

Democratic Services Officer  
Head of Democratic Services  
Deputy Chief Legal Officer

**Apologies for Absence**

Councillor(s): N/A

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### 8 **Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, the following interests were declared:

Councillors P N Bentu, A Davis, M Durke, K M Griffiths, J A Hale, L James, M Jones, E T Kirchner, W G Lewis, J D McGettrick and L V Walton declared a personal interest in minute 12 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024 – Consultation".

### 9 **Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 11 July 2022 be approved and signed as a correct record.

### 10 **Timing of Council Meetings - Survey.**

The Head of Democratic Services presented a report to discuss the Timing of Council Meetings – Survey. The Committee discussed the survey and proposed that it be re-ordered prior to it being circulated to Councillors.

**Resolved** that the Timing of Meetings survey be approved subject to the questions being re-ordered.

**11 Councillors Annual Report.**

The Head of Democratic Services presented a report to inform Councillors of their right to produce a Councillors Annual Report.

**Resolved** that the report be noted and circulated to all Councillors.

**12 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024 - Consultation.**

The Head of Democratic Services presented a report to consult and comment on the Committee and for them to comment on the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024. The comments of the Democratic Services Committee would lead to a Council report proposing a formal reply to the IRPW.

**Resolved** that the Democratic Services Committee:

- 1) Notes the IRPW draft Annual Report 2022-2023 proposals;
- 2) Recommends the consultation response to Council on 1 December 2022.

**13 Work Plan 2022-2023. (Verbal)**

The Head of Democratic Services outlined the Work Plan as follows:

- 1) Revisit the Induction Programme (to include attendance statistics);
- 2) Councillor Training Programme (beyond Induction).

**Resolved** that the work plan be noted.

The meeting ended at 4.46 pm

**Chair**