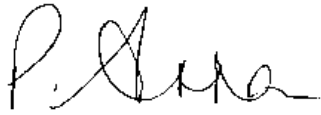


## COUNCIL SUMMONS

You are hereby summoned to attend the Annual Meeting of the COUNCIL OF THE CITY AND COUNTY OF SWANSEA to be held in the Council Chamber, Civic Centre, Swansea on Thursday, 8 May 2014 at 5.00 pm

The following business is proposed to be transacted:

1. To elect the Chair of Council for the 2014-2015 Municipal Year.
2. To elect the Vice Chair of Council for the 2014-2015 Municipal Year.
3. Apologies for Absence.
4. Disclosures of Personal and Prejudicial Interest. 1 - 2
5. Minutes. 3 - 9  
To approve and sign as a correct record the Minutes of the Ordinary Meeting of Council held on 15 April 2014.
6. To receive any announcement from the Chair of Council and / or Head of Paid Service.
7. To receive for information the names of Councillors that the Leader of the Council has chosen to be Members of the Cabinet.
8. Councillors Handbook. 10 - 14
9. Constitutional Matters: 15 - 45
  - Appoint Council Bodies;
  - Decide the Size of these Council Bodies;
  - Decide the Allocation of Seats to these Council Bodies;
  - Receive nominations and appoint Councillors to serve on these Council Bodies;
  - Councillors Handbook;
  - To reaffirm the adoption of the Council Constitution;
  - Programme of Ordinary Meetings of the Council and other Council Bodies for the ensuing Municipal Year.
10. Councillor Training Programme 2014-2015. 46 - 49
11. To receive for information the names of those Councillors that the Leader of the Council has agreed to sit on the Various Outside Bodies.
12. School Organisation Proposals - Change to Executive Functions. 50 - 53



Patrick Arran  
Head of Legal, Democratic Services & Procurement,  
Civic Centre,  
Swansea  
**Wednesday 30 April 2014**

**To: All Members of the Council**

## Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

### Councillors

**Councillors Interests are made** in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

**NOTE:** You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
  - i) Disclose orally both the interest concerned and the existence of the dispensation; and
  - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

## **Officers**

### **Financial Interests**

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE MEETING OF COUNCIL

HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, SWANSEA ON  
TUESDAY, 15 APRIL 2014 AT 5.00 PM

**PRESENT:** Councillor D W W Thomas (Chair of Council) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J C Bayliss	T J Hennegan	D Phillips
P M Black	C A Holley	C L Philpott
N S Bradley	P R Hood-Williams	J A Raynor
J E Burtonshaw	B Hopkins	T H Rees
M C Child	D H Hopkins (Vice Chair)	I M Richard
R A Clay	Y V Jardine	C Richards
U C Clay	M H Jones	N M Ronconi-Woollard
A C S Colburn	A J Jones	P Sangha
D W Cole	S M Jones	P B Smith
A M Cook	J W Jones	R C Stewart
J P Curtice	R D Lewis	D G Sullivan
N J Davies	D J Lewis	G J Tanner
A M Day	A S Lewis	M Theaker
P Downing	C E Lloyd	C Thomas
C R Doyle	P Lloyd	C M R W D Thomas
V A Evans	K E Marsh	L G Thomas
W Evans	P M Matthews	M Thomas
E W Fitzgerald	P M Meara	L J Tyler-Lloyd
R Francis-Davies	H M Morris	G D Walker
F M Gordon	J Newbury	T M White
J A Hale	B G Owen	
J E C Harris	G Owens	

215. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors S E Crouch, W J F Davies, L James, E T Kirchner, R V Smith, R J Stanton and L V Walton.

216. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

The Head of Legal, Democratic Services and Procurement gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

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

- (1) Councillors P M Black, A M Day, P Downing, E W Fitzgerald, A J Jones, J W Jones, M H Jones, S M Jones, H M Morris, G Owens, J A Raynor, D G Sullivan, M Theaker, L G Thomas and T M White declared a Personal Interest in Minute No. 223 - Welsh in Education Strategic Plan 2014-2017.
- (2) Councillors J C Bayliss, N S Bradley, N J Davies, V M Evans, C A Holley, A S Lewis, C Richards and M Theaker declared a Personal Interest in Minute No. 224 - Leisure Partnerships Annual Report.
- (3) Councillors J C Bayliss, P M Black, N S Bradley, J E Burtonshaw, M C Child, RA Clay, U C Clay, A C S Colburn, D W Cole, A M Cook, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, V M Evans, W Evans, E W Fitzgerald, R Francis-Davies, F M Gordon, J A Hale, J E C Harris, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, Y V Jardine, A J Jones, J W Jones, M H Jones, S M Jones, A S Lewis, D J Lewis, R D Lewis, C E Lloyd, P Lloyd, K E Marsh, P M Matthews, P M Meara, H M Morris, J Newbury, B G Owen, G Owens, D Phillips, C L Philpott, J A Raynor, T H Rees, I M Richard, C Richards, N M Ronconi-Woollard, P Sangha, P B Smith, R C Stewart, D G Sullivan, G J Tanner, M Theaker, C Thomas, C M R W D Thomas, D W W Thomas, M Thomas, L G Thomas, L J Tyler-Lloyd, G D Walker and T M White declared a Personal Interest in Minute No. 225 - Members Indemnity for Code of Conduct Complaint Hearings.
- (4) Councillor J E Burtonshaw declared a Personal Interest in Minute No. 227 - Councillor Questions.
- (5) Councillor J Newbury declared a Personal Interest in Minute No. 228 - Scrutiny Dispatches.

217. **MINUTES.**

**RESOLVED** that the following Minutes be approved and signed as a correct record:

- 1) Ordinary Meeting of Council held on 18 March 2014.

218. **ANNOUNCEMENTS OF THE CHAIR OF THE COUNCIL.**

**1) Swansea & West Wales Occupational Safety Group**

The Chair of Council was pleased to announce that the City and County of Swansea had recently been presented two awards by the Swansea and West Wales Occupational Safety Group.

He congratulated Debra Hobby (Social Services) for winning the Chairman's Award "Employee of the Year" for her work on fire safety and the Control of Substances Hazardous to Health (COSHH).

He also congratulated the Corporate Health, Safety & Wellbeing Service for received an award for Outstanding Safety Performance in 2013.

**2) West Wales under 16s Football Tournament – Cockett Colts**

The Chair of Council was pleased to announce that the Cockett Colts won the West Wales under 16s Football Tournament held recently in Llanelli. He stated that this was the second year that the team has won the title. He also congratulated their Coach Christopher Stokes.

**3) British Swimming Championships – Jazz Carlin**

The Chair of Council congratulated Jazz Carlin for setting the fastest 800m freestyle time in the world this year at the British Swimming Championships. In the process she broke her own Welsh record finishing in 8 minutes 18.36 seconds.

**219. ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.**

**1) Implementation of Single Status on 1 April 2014**

The Deputy Leader of the Council stated that the City and County of Swansea had implemented its Single Status agreement on 1 April 2014. This ensured that the Authority complied with the Equal Pay Act.

**220. PUBLIC QUESTIONS.**

A number of questions were asked by members of the public. The relevant Cabinet Member responded accordingly. Those questions requiring a written response are listed below:

- 1) Lis Davies asked the Learning and Skills Cabinet Member questions in relation to Minute 223 “Welsh in Education Strategic Plan 2014-2017”.

Page 18, Paragraph 4 makes mention of a Welsh in Education Grant.

- a) Has the council received any such grant funding? [If yes];
- b) What was the total amount of grant funding awarded for 2013-2014?
- c) Which schools were the recipients of the grant funding?
- d) How will the introduction of the Welsh Education Strategic Plan benefit those children living in Swansea who are being denied the opportunity to take the full course Welsh GCSE through normal educational channels and are having to take twilight classes, after school?

The Learning and Skills Cabinet Member stated that a written response would be provided.

- 2) Lis Davies asked the Head of Legal, Democratic Services and Procurement questions in relation to Minute 225 “Members Indemnity for Code of Conduct Complaints Hearings”.

Page 109, Paragraph 4.2, Legal Implications states:

*“It remains the case that where an indemnity is provided and the Member is not successful in the matter, the indemnity must be repaid as per the Form of Indemnity”.*

- a) How many Councillors have applied for indemnities?
- b) What is the total amount paid out to each claim?
- c) How many indemnity claims have been repaid?

The Head of Legal, Democratic Services and Procurement stated that a written response would be provided.

221. **PUBLIC PRESENTATION - NONE.**

No Public Presentations were received.

222. **MEMBERSHIP OF COMMITTEES.**

The Citizen, Community Engagement and Democracy Cabinet Member stated that an amended report had been circulated.

She referred to the report stating that the Leader of the Council had not made any changes to the Authority's Outside Bodies.

**RESOLVED** that the membership of the Council Bodies listed below be amended as follows:

**1) Appointments Committee**

Remove Councillor E T Kirchner.  
Add Councillor R Francis-Davies.

Remove Councillors J E Burtonshaw and M Theaker.  
Add 2 x Relevant Cabinet Members as identified by the Leader of the Council.

Note: The Leader of the Council will identify the Relevant Cabinet Members based on their portfolio relevance to the post that is being appointed to.

**2) Area 2 Development Control Committee**

Remove Councillor N M Ronconi-Woollard.  
Add Councillor A S Lewis.

**3) Joint Consultative Committee (JCC)**

Remove Councillor E T Kirchner.  
Add Councillor R Francis-Davies.

**4) Scrutiny Programme Committee**

Remove Councillor R Francis-Davies.  
Add Councillor T J Hennegan.

223. **WELSH IN EDUCATION STRATEGIC PLAN 2014-2017.**

The Learning and Skills Cabinet Member submitted a report which sought the adoption of the final Welsh In Education Strategic Plan (WESP) 2014-2017. It also sought permission to submit the final statutory Welsh in Education Strategic Plan (WESP) 2014-2017 to Welsh Government for its approval.

**RESOLVED** that:

- 1) The final Welsh in Education Strategic Plan 2014-2017 be adopted;



- 2) The final Welsh in Education Strategic Plan 2014-2017 be submitted to the Welsh Government for its approval.

**Note:** Councillor P M Meara asked the Learning and Skills Cabinet Member the following questions:

- a) Page 17, Paragraph 3 refers to Partneriaeth Addysg Cymraeg Abertawe (PACA).
- i) Is PACA a decision making body?
  - ii) Are there any Elected representatives on PACA?
  - iii) What are the Authority's Scrutiny arrangements for PACA?
- b) The data used in this report is based on that provided by the Fisher Family Trust.
- i) How effective and reliable is that data?

The Learning and Skills Cabinet Member stated that a written response would be provided.

#### 224. LEISURE PARTNERSHIPS ANNUAL REPORT.

The Regeneration Cabinet Member submitted a report which advised Council of the partnership operations of key facilities within the Culture, Tourism, Sport and Leisure portfolio.

**RESOLVED** that:

- 1) The report be noted.

**Note:** The Regeneration Cabinet Member was asked the following questions:

- a) Councillor P R Hood-Williams referred to Page 102, Paragraph 4.8 "Liberty Stadium" which states "*Before any distribution of profit could be considered the Company would have to be in a position of net profitability taking account of past accumulated losses. There is therefore considerable progress to be made in terms of profitability before any distribution could be made.*"
- i) How much has the loss been and what is the current amount of the loss i.e. how much is left?
  - ii) The actual income 2012-2013 from the Swans is £1,306,544 and from the Ospreys is £207,450. The turnover of the Swans and Ospreys is far higher. How is the income amount therefore calculated?
- b) Councillor M H Jones asked what the Board of the Wales National Pool Swansea had done and were doing in order to offset the difficult challenges it faced following the removal of its International Training Camps (ITC) status?

The Regeneration Cabinet Member stated that a written response would be provided.

225. **MEMBERS INDEMNITY FOR CODE OF CONDUCT COMPLAINT HEARINGS.**

The Head of Legal, Democratic Services and Procurement submitted a report which sought consideration of the recommendations of the Standards Committee that the indemnity for professional representation available to Members involved in defending breach of Code of Conduct matters be capped at a maximum figure of £20,000 per Member per case.

**RESOLVED** that:

- 1) A cap of £20,000 per Member per case for Members involved in breach of Code of Conduct matters be imposed;
- 2) The Form of Indemnity attached at Appendix A of the report and previously approved by Council be amended as highlighted to reflect the maximum indemnity.

226. **AMENDMENTS TO THE CONSTITUTION.**

The Chair of Council, Monitoring Officer and Head of Democratic Services jointly submitted a report which sought to make amendments in order to simplify, improve and / or add to the Council Constitution in relation to the following areas:

- 1) Part 4 – Council Procedure Rules;
- 2) Part 4 – Access to Information Procedure Rules;
- 3) Part 4 – Cabinet Procedure Rules;
4. Part 4 - Contract Procedure Rules;
- 5) Part 4 – Joint Negotiating Committee (JNC) Officer Appointment Procedure Rules.

**RESOLVED** that the changes to the Council Constitution as outlined in Paragraph 3 of the report be adopted subject to the amendments proposed to the JNC Officer Appointment Procedure Rules” being amended so as to maintain the changes but to be redrafted.

227. **COUNCILLORS' QUESTIONS.**

1) **Part A ‘Supplementary Questions’**

Five (5) Part A ‘Supplementary Questions’ were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

No supplementary questions required a written response.

2) **Part B ‘Questions not requiring Supplementary Questions’**

Three (3) Part B ‘Questions not requiring Supplementary Questions’ were submitted.

228. **SCRUTINY DISPATCHES.**

The Chair of the Scrutiny Programme Committee submitted an information report which provided Council with a progress report on various scrutiny activities.

229. **WRITTEN RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING OF COUNCIL.**

The Head of Legal, Democratic Services and Procurement submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

230. **COUNCIL DIARY 2014/2015. (TO BE CONFIRMED AT THE ANNUAL MEETING OF COUNCIL ON 8 MAY 2014)**

The Head of Democratic Services submitted an information report setting out the draft Council Diary 2014-2015.

231. **COMMON SEAL.**

**RESOLVED** that the Common Seal be affixed to any document necessary to bring into effect any decisions passed or confirmed at the meeting.

The meeting ended at 6.23 pm

**CHAIR**

# Agenda Item 8.

## Report of the Head of Democratic Services

Annual Meeting of Council – 8 May 2014

### COUNCILLORS HANDBOOK

#### Summary

<b>Purpose:</b>	To update the Councillors Handbook following its review by the Democratic Services Committee.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To update the Councillors Handbook and to implement the recommendations of the Democratic Services Committee.
<b>Consultation:</b>	Finance, Legal and Democratic Services Committee.
<b>Recommendation(s):</b>	The Democratic Services Committee recommended that:  <ol style="list-style-type: none"><li>1) The telephone element (currently £10) of the Broadband and Telephone Allowance (currently £25) be paid to each City and County of Swansea Councillor within the household;</li><li>2) The Approved Duties list be amended so that Councillors can also claim mileage allowance for meetings with Officers below the rank of Chief Executive / Directors / Chief Operating Officers / Head of Service providing it is not relating to a Political, Private or Personal matter;</li><li>3) The ability to claim for one alcoholic drink with dinner will no longer be allowed;</li><li>4) Should any changes to salary, allowances etc. be determined by the Independent Remuneration Panel for Wales then the Head of Democratic Services be authorised to make the amendments to the Handbook without the need to report back to Council; however an e-mail must be sent to all Councillors advising them of the change.</li></ol>
<b>Report Author:</b>	Huw Evans
<b>Finance Author:</b>	Carl Billingsley
<b>Legal Officer:</b>	Patrick Arran

#### 1. Introduction

- 1.1 In line with a resolution of the Annual Meeting of Council on 9 May 2013, the Democratic Services Committee undertook a review of the Councillors Handbook.

## **2. Proposed Amendments**

- 2.1 Attached as **Appendix 1** to this report is an Extract from the Councillors Handbook.
- 2.2 For ease the paragraphs below refer to the actual paragraph within the Councillor Handbook.
- 2.3 **Paragraph 4.1.5 “Broadband and Telephone Allowance”**. The Democratic Services Committee recommended that this restriction be removed and the telephone element be allowed for each Councillor within a household.
- 2.4 **Paragraph 6.3.1 “Approved Duties”**. This paragraph has been amended to reflect the fact that Councillors often meet with Officers below the rank of Chief Executive / Director / Chief Operating Officer / Head of Service.
  - 2.4.1 In addition any qualifying meeting may now be convened at the request of the Councillor rather than payment previously only being allowed if requested by the Officer.
- 2.5 **Paragraph 15.1.2 Subsistence**. The Democratic Services Committee recommends no alcoholic drink with dinner can be reclaimable.

## **3. Financial Implications**

- 3.1 The amendments outlined in this report will have little impact on the overall expenditure for Councillors allowances which will consequently remain fully funded from within existing resources.

## **4. Legal Implications**

- 4.1 The amendments outlined in this report comply with the determinations of the Independent Remuneration Panel for Wales (IRPW).

**Background Papers:** As referred to within report

**Appendices:** Extract from Councillors Handbook.

## Extract from the Councillors Handbook

### 4. Allowances

#### 4.1 Broadband and Telephone Allowance

4.1.1 The Broadband and Telephone Allowance is paid to those Councillors that use Broadband in order to carry out their role and responsibilities. The current amount is set out in **Appendix A**.

4.1.2 In order to receive the Broadband and Telephone Allowance, a Councillor must provide evidence to the Cabinet Office / Member Support Unit that they actually receive and pay for a Broadband and Telephone Service. Such evidence must be provided on an annual basis.

4.1.3 A copy of the bill will suffice as evidence. The bill must be provided either:

- a) During March / April in a non-Local Government election year (The bill must be a bill that will show Broadband and Telephone provision from April of the relevant financial year); or
- b) Within 3 months of them being elected as a Councillor.

4.1.4 Should a Councillor provide evidence outside of those periods referred to in 4.1.3 above then payments will be backdated by no more than 3 months providing the Councillor provides evidence that they were receiving and paying for a Broadband and Telephone Service during that period.

4.1.5 Only one Broadband and Telephone Allowance will be given per Councillor household.

4.1.6 Should a Councillor cease to remain a Councillor, the Broadband and Telephone Allowance will cease and any Broadband and Telephone contract taken out by the Councillor will remain the sole responsibility of the Councillor as will any repayments.

### 6. Approved Duties

6.1 Councillors are able to claim for travel and subsistence expenses incurred when undertaking an 'Approved Duty' at rates not in excess of those fixed by the Independent Remuneration Panel for Wales (IRPW).

6.2 Approved duties are defined by the Independent Remuneration Panel for Wales (2014-2015 Annual Report).

**Comment [Huw1]:** DS Cttee – 04.09.2013 & 02-04-2014. Telephone Allowance Restriction be removed and the telephone element of the allowance be allowed for each Cllr within the household.

No reason to amend the Broadband element.

## APPENDIX 1

- a) Attendance at a meeting of the Council or of any Committee or Sub Committee of the Council or of any other body to which the Council makes appointments or nominations or of any Committee or Sub Committee of such a body.
- b) Attendance at any other meeting the holding of which is authorised by the Council or a Committee or Sub Committee of the Council, or a Joint Committee of the Council and one or more Councils, or a Sub Committee of such a Joint Committee provided that at least two members of the Council have been invited and where the Council is divided into political groupings at least two such groups have been invited.
- c) Attendance at a meeting of any association of Councils of which the Council is a member.
- d) Attendance at any training or development event approved by the Council.
- e) Any other duty approved by the Council or duty of a class approved by the Council for the discharge of its functions or any of its Committees or Sub Committees.

### 6.3 Examples where meetings would constitute an approved duty:

- 6.3.1 Meetings between Councillors and Officers to cover a specific item of Council business (including Electoral Division issues) at which there are at least the Chief Executive / Chief Officer or Head of Service present. These meetings MUST will be convened by letter or email. This means that Councillors cannot simply turn up unannounced to attend an Officers meeting. The meeting must be pre-arranged and also must deal with a topic area covered by the approved duties, i.e. it cannot be political, private or personal.

**Comment [Huw2]:** DS Cttee – 04.09.2013 & 02-04-2014. Restriction be amended to include more junior Officers within CCS i.e. Highways, Planning, Scrutiny etc.

- 6.4 **Attendance at Meetings** - Councillors must sign the Attendance Book and check the published minutes to ensure that their presence was recorded; otherwise they will be deemed not to have attended meetings. For ease of reference Councillors are required to print their name along with their signature.
- 6.5 **Representation on Outside Bodies** – Councillors are not allowed to claim for meetings of 'Outside Bodies' unless they are the named representative or the named substitute. In the event that a Councillor is requested by the whips to represent the Authority instead of the named representative or substitute then the Councillor concerned must ensure that the Head of Legal, Democratic Services and Procurement has been informed accordingly and authorised any claim. When claiming for attendance at Outside Bodies the onus is on the Councillor to be able to provide adequate evidence of attendance at the meetings

## APPENDIX 1

claimed for. Members Support Unit / Cabinet Office will check all entries on claims.

- 6.6 Examples where meetings would **NOT** constitute an approved duty:
- Political, Political Group Private Matters / Personal Meetings;
  - Electoral Division Meetings where Officers are not present;
  - An Invitation to a function;
  - School Governors meetings (Unless you are appointed as the Local Authority (LA) Representative – See 6.7 below)).
- 6.7 In respect of School 'Governors' meetings any expenses incurred must be claimed direct from the school (LA Governor Panel meetings exempt).
- 6.8. In respect of Civic Duties for the Lord Mayor or Deputy Lord Mayor, these must be claimed for direct from the Lord Mayor's Office.

### 15. Subsistence

- 15.1 Councillors are able to claim for subsistence expenses incurred when undertaking an Approved Duty. Subsistence is paid in addition to the Basic, Civic and Senior Salaries **and are subject to the following rules:**
- 15.1.1 **Subsistence within the Authority's area will NOT be paid.**
- 15.1.2 **Subsistence for approved duties outside the Authority's area are** payable up to a maximum as shown in **Appendix A**. Payment will only be made for food and non-alcoholic beverages. ~~Only one alcoholic drink with dinner will be reclaimable.~~ Claims for "incidental items" such as newspapers or alcoholic drinks with meals will NOT be allowed.
- 15.1.3 Subsistence is payable only where receipts are attached to the claim form. These must be itemised receipts not just a credit card receipt. **Claims without a receipt will not be authorised.**
- 15.1.4 Where meetings are held on the same day both inside and outside the Authority's area then subsistence is payable for the outside meeting only.



# Agenda Item 9.

## Joint Report of the Monitoring Officer and Head of Democratic Services

Annual Meeting of Council – 8 May 2014

### CONSTITUTIONAL MATTERS 2014-2015

<b>Purpose:</b>	To inform Council of all necessary Constitutional matters that need attending to.
<b>Policy Framework:</b>	Council Constitution.
<b>Reason for Decision:</b>	To enable the efficient and lawful operation of Council.
<b>Consultation:</b>	Legal, Finance.
<b>Recommendation(s)</b>	It is recommended that:
1)	The Council Bodies and the Number of Seats allocated to them as listed in <b>Appendix E</b> be appointed for the Municipal Year 2014-2015;
2)	The following positions be paid a <b>Civic Salary</b> : <ul style="list-style-type: none"><li>• Lord Mayor;</li><li>• Deputy Lord Mayor.</li></ul>
3)	The Civic Salary for the Lord Mayor be set at Band a) which the IRPW has set at £24,000;
4)	The Civic Salary for the Deputy Lord Mayor be set at Band a) which the IRPW has set at £18,000;
5)	A Presiding Member and Deputy Presiding Member be established and that they Chair Council Meetings. These posts will not receive a Senior Salary;
6)	The following positions be paid a <b>Senior Salary</b> : <ul style="list-style-type: none"><li>• Leader of the Council;</li><li>• Deputy Leader of the Council;</li><li>• Cabinet Members <b>x 8</b>;</li><li>• Chair of Development Management and Control Committee;</li><li>• Chair of Executive Support Committees <b>x 4</b>;</li><li>• Chair of General Licensing Committee;</li><li>• Chair of Scrutiny Programme Committee.</li></ul>
7)	The Independent Remuneration Panel for Wales (IRPW) determination that the Leader of the Largest Opposition Political Group must be paid a Senior Salary (subject to the 10% rule) be noted;
8)	The Role Description for the Chairs of the Executive Support Committees as listed in Appendix E be adopted;

9)	The Terms of Reference of the Executive Support Committees be adopted;
10)	The Committees listed in <b>Appendix C</b> be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 for the Municipal Year 2014-2015 in order to allow greater representation from the Opposition Political Groups;
11)	Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups;
12)	The adoption of the Council Constitution which may be viewed at <a href="http://www.swansea.gov.uk/constitution">www.swansea.gov.uk/constitution</a> be reaffirmed including any amendments made at this meeting;
13)	The Council Bodies Diary 2014-2015 as listed in <b>Appendix F</b> be confirmed and adopted;
14)	An Opposition Councillor be elected as Chair of the Democratic Services Committee;
15)	Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;
16)	The Councillors Handbook which may be viewed at <a href="http://www.swansea.gov.uk/CllrsHandbook">www.swansea.gov.uk/CllrsHandbook</a> be reaffirmed;
17)	Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.
<p><b>Report Author:</b> Huw Evans</p> <p><b>Finance Officer:</b> Carl Billingsley</p> <p><b>Legal Officer:</b> Patrick Arran</p> <p><b>Access to Services Officer:</b> Euros Owen</p>	

## 1. Introduction

1.1 In dealing with the discharge of its business the Council operates within a legal framework established by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007, the Local Government (Wales) Measure 2011 and other relevant legislation (“the legislation”). In addition the Independent Remuneration Panel for Wales (IRPW) determines the remuneration available to Councillors.

1.2 This report seeks to address the requirements of the legislation and the Council Constitution in one report.

## **2. Independent Remuneration Panel (IRPW) for Wales**

2.1 The IRPW Annual Report of February 2014 sets out the new framework for Councillor and Co-opted Member remuneration for 2014-2015. The IRPW determinations have been subsumed into this report.

2.2 The IRPW determined that 19 of the 72 City and County of Swansea Councillors are eligible for payment of a Senior Salary.

2.3 The IRPW also determined that Authorities are permitted to pay a Civic Salary to the Civic Head and Deputy Civic Head (Lord Mayor and Deputy Lord Mayor). These payments do not count towards the 19 permitted Senior Salaries. A Councillor may not be in receipt of both payments.

### **2.4 Civic Head / Deputy Civic Head and Presiding Member**

2.4.1 The IRPW also determined that each Council must decide whether or not to remunerate the Civic Head and the Deputy Civic Head and if it agrees to remunerate them at what level they should be remunerated at from the Civic Salary Band set out below:

<b>Remuneration of Civic Heads and Deputy Civic Heads (Inclusive of Basic Salaries)</b>		
	<b>Civic Heads</b>	<b>Deputy Civic Heads</b>
a)	£24,000	£18,000
b)	£21,500	£16,000
c)	£19,000	£14,000
d)	No Remuneration	No Remuneration

2.4.2 Prior to deciding whether or not and / or at what level the Civic Heads should be remunerated, the question 'Who should Chair Council?' needs to be addressed.

2.4.3 The Local Government (Democracy) (Wales) Act 2013 allows Councils to appoint an additional post of Presiding Member whose role it will be to Chair meetings of the whole Council. Where appointed, there would be a consequential reduction in the responsibilities of the respective Civic Head.

2.4.4 As such the Authority must decide whether to appoint a Presiding Member to Chair Council or to allow the Civic Head to do so. This decision will impact on the level that the remuneration of the Civic Head / Deputy Civic Head is set at.

2.4.5 If a Presiding Member is appointed, and if Council resolves to remunerate the post then the position would be paid at a Band 3 Senior Salary Level in line with the Committee Chairs. If remunerated, this would count towards the maximum allowed of 19 Senior Salaries.

2.4.6 The Authority may also appoint a Deputy Presiding Member; however this post would not be remunerated.

2.5 The IRPW have prescribed actual payment levels for Basic Salary, Civic Salary and Senior Salary. The prescribed levels for the salaries are outlined in **Appendix A** to this report.

2.6 The IRPW state that each Council should decide whether to pay Civic / Senior Salaries. It is proposed that the following be paid Civic / Senior Salaries:

**a) Civic Salaries**

i)	Lord Mayor;
ii)	Deputy Lord Mayor.

**b) Senior Salaries**

i)	Leader of the Council;
ii)	Deputy Leader of the Council;
iii)	Cabinet Members <b>x 8</b> ;
iv)	Chair of Development Management and Control Committee;
v)	Chair of Licensing Committee;
vi)	Chair of Scrutiny Programme Committee;

2.7 The IRPW Annual Report – February 2014 determined that a Council **must** pay a Senior Salary to the Leader of the Largest Opposition Political Group subject to them having 10% or more of the total number of Council seats in their Political Group.

2.8 As previously stated, the Authority is permitted 19 Senior Salaries. This proposal utilises 14 of the permitted 19.

2.9 The IRPW have prescribed the Fees for Co-opted Member (with Voting Rights) of Local Authorities. These are outlined in **Appendix B** to this report.

### **3. Annual Meeting of Council**

3.1 The Authority's Council Constitution which is based on the legislation outlines what needs to be considered at the Annual Meeting of Council (Council Procedure Rule 8). This report seeks to address those requirements.

#### **4. Political Balance / Committee Proportionality**

- 4.1 Council is required to decide the allocation of seats to Political Groups in accordance with the Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended. A simple explanation of these rules was presented to the Annual Meeting of Council on 24 May 2012.
- 4.2 The Standards Committee is exempt from the above legislation as outlined in Section 12 “Allocation of seats to Political Groups” of the Standards Committee (Wales) Regulations 2001.
- 4.3 The Ruling Group of the Authority have liaised with the Head of Democratic Services in order to outline its view on the structure and size of the Council Bodies. Based on this guidance, relevant proportional calculations have been made by the Democratic Services Team and those calculations have been shared with all other Political Groups. This process culminates with this report to Council seeking approval to the structure and size of Council Bodies.

#### **5. Appointment of Committees and Other Council Bodies and their Sizes**

- 5.1 The Council Bodies and the Number of Seats allocated to them (in accordance with Political Balance Rules contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 (SI 1553/90) as amended are listed in **Appendix F**. It is proposed that these Council Bodies be established.
- 5.2 Should any changes be made to the size of these Council Bodies then it will necessitate the recalculation of Political Balance.
- 5.3 A number of Committees are exempted from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. A list outlining such bodies is shown at **Appendix C**.

## 6. Executive Support Committees

- 6.1 The Council has adopted a detailed and wide ranging portfolio of policy priorities that affect all Council services and activities and seek a substantial change in the way the Council affects its business and the philosophy that should underpin that.
- 6.2 This is an extensive programme that will require intensive work and involvement of Cabinet Members to bring into effect. As such there is need for Cabinet Members to have a far wider remit and workload than traditionally has been the case and they need a significant level of support.
- 6.3 The work of a Cabinet Member is very demanding and in the current climate of austerity, innovative ideas and smarter ways of working are needed. As such it will be recommended that Council set up 4 x Executive Support Committees chaired by a Councillor who will have primary responsibility for providing support to Cabinet Members. As such the Executive Support Committee Chairs will assist the Cabinet in driving the Council's Policy Commitment Agenda as adopted by Council on 26 July 2012 and carrying out other tasks as determined by the Leader of the Council.
- 6.4 The role of Executive Support Chairs is not to reduce the workload or the accountability of a Cabinet Member, but is to lead and drive specific areas of work forward and to develop policies aimed at helping the authority and the citizens of Swansea. They will Chair meetings with Officers, Councillors and other stakeholders and be expected to develop these policy agenda items for delivery by the Cabinet.
- 6.5 Furthermore, the Authority wishes to utilise the Chair posts to provide a wider range of Councillors to be engaged in the strategic direction of the Council. The proposed role description of the Chair of an Executive Support Committee is attached as **Appendix E**. It is comprehensive and will provide Council with a clear insight into the proposed role.
- 6.6 The setting of Senior Salaries is a function of the Independent Remuneration Panel for Wales (IRPW). The categories of role for which a Senior Salary are to be paid are set out in the annual report of the IRPW. In addition, under FAQ's the IRPW say this:

***“Does a local authority have total discretion in determining members who receive a Senior Salary?”***

*For 2013-2014 the IRP has defined, for politically balanced reasons, one position where a Senior Salary must be paid: Leader of the Largest Opposition Group. In all other respects the local authority has discretion on determining members who receive a Senior Salary as long as the total number in receipt of a Senior Salary remains within the maximum proportion of the council membership that can be paid a Senior Salary as set out in each Annual Report of the Panel.”*

- 6.7 The IRPW view is set out below and we are complying with that guidance:

*“Within the existing remuneration framework there is opportunity for Councils to create remunerated posts for Members who Chair Committees. ...the Chair roles in existence across Wales are diverse and include, Chairing specific task orientated groups, regulatory committees and other member groups. It remains a matter for each Council how these are structured and whether or not posts are remunerated. These options remain open and appear relevant to your Authority as it seeks to remunerate the roles you describe”.*

- 6.8 In line with the view of the IRPW, it is recommended that 4 Committees of Council be established in order to cover one or more of the portfolios set out below. Should the portfolio names change then the role of the Executive Support Committees will mirror them.

<b>Cabinet Portfolios</b>	
Anti-Poverty	Place
Citizen, Community Engagement & Democracy	Regeneration
Finance & Resources	Sustainability
Learning & Skills	Target Areas
Opportunities for Children and Young People	Wellbeing

- 6.9 Four (4) Councillors will sit on each of the 4 Committees and their membership will be in line with political balance rules.
- 6.10 The Committees will meet on a quarterly basis.
- 6.11 The Chairs of the Executive Support Committees will be titled ‘Executive Support Chair’.

6.12 The Chairs of the Executive Support Committees will receive Senior Salaries.

6.13 The terms of reference shall be as follows:

“To advise the relevant Cabinet Member as appropriate on matters relating to the Policy Commitments adopted by Council within any portfolio.”

## **7. Allocation of Councillors to the Council Bodies**

7.1 Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups.

## **8. Democratic Services Committee**

8.1 The Local Government (Wales) Measure 2011 (The Measure) states that a Democratic Services Committee and Chair must be appointed by Council. It also states that the Council shall appoint an Opposition Member to Chair the Committee.

8.2 The Leader of the Council shall not sit on this Committee. No more than one Cabinet Member shall sit on this Committee. Co-opted Members are not allowed to sit on this Committee.

## **9. Council Bodies Diary 2014-2015**

9.1 Section 6 “Timing of Council Meetings” of the Local Government (Wales) Measure 2011 places a duty on Authority’s to conduct a survey of its Councillors in relation to the timing of its Meetings. The Measure states that such a survey should be undertaken at least once in each Council term.

9.2 The Authority carried out an online Councillors Survey between May and June 2012. The results of this survey were presented to Council on 14 June 2012.

9.3 The Leader of the Council made a commitment in 2012 that Council Meetings should be more accessible to members of the public.

9.4 The Councillors Survey and the Leader of the Council’s commitment were considered in preparing the Council Bodies Diary. The Council Bodies Diary 2014-2015 is shown as **Appendix F**.

9.5 A table showing the Approximate Frequency Cycle of Council Bodies is shown at **Appendix D**.



## 10. **Member Champions**

- 10.1 Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business although they may not be the responsibility of any individual or Committee.
- 10.2 Member Champions, (sometimes called Lead Members or Councillor Champions) in addition to their other Council responsibilities make sure that the issue or group that they are championing are taken into account when Council policy is being developed and decisions are made. Further information relating to Member Champions may be found within the 'Member Champions' report that was presented to Council on 17 January 2013.
- 10.3 Member Champions are appointed by the Leader of the Council. It is deemed best practice that the Leader of the Council informs Council of whom he has appointed to the Member Champion roles.
- 10.4 The current list of Member Champions and their associated topic areas as appointed by the Leader of the Council is as follows:

<b>Member Champion Area</b>	<b>Responsible Councillor</b>
Armed Forces	June E Burtonshaw
Biodiversity	Sybil E Crouch
Carers	Paulette B Smith
Children and Young People (Lead Member for Children and Young People's Services – As defined by the Children Act 2004)	Will Evans
Councillor Support and Development	Christine Richards
Disabled People	Paul Lloyd
Gender, Gender Reassignment and Sexual Orientation	Jane E C Harris
Health and Wellbeing	John C Bayliss
Healthy Cities	Mark C Child
Language (including Welsh)	Paul M Meara
Older People	Jan P Curtice
Race, Religion, Belief and Heritage	Pearleen Sangha

## 11. **Co-opted Members**

- 11.1 It is proposed to maintain payments to Co-opted Members at a maximum of 20 full days payments per Municipal Year.

## **12. Councillors Handbook**

- 12.1 The Councillors Handbook provides a one stop guidance document for Councillors. The Handbook contains sections on Financial Information, Support Services, Protocols and Role Descriptions.
- 12.2 The Councillors Handbook which may be viewed at [www.swansea.gov.uk/CllrsHandbook](http://www.swansea.gov.uk/CllrsHandbook) needs to be reaffirmed annually by Council.

## **13. Appointment of Chairs & Vice Chairs**

- 13.1 Following the close of the Annual Meeting of Council, a number of Committees shall meet in order to conduct the business of electing Chairs and Vice Chairs to these Committees.

## **14. Equality and Engagement Implications**

- 14.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **15. Financial Implications**

- 15.1 The financial impact of this report will be contained within existing budgets.

## **16. Legal Implications**

- 16.1 There are no legal implications associated with this report other than those identified within it.

**Background Papers:** None

### **Appendices:**

<b>Appendix A</b>	Actual Payment Levels for Basic Salary, Civic Salary and Senior Salary (Group A Council's) as Prescribed by the IRPW – February 2014.
<b>Appendix B</b>	Fees for Co-opted Member (with Voting Rights) of Local Authorities as Prescribed by the IRPW – February 2014
<b>Appendix C</b>	Proposed Exemption from Committee Balance Rules.
<b>Appendix D</b>	Approximate Frequency of Meetings.
<b>Appendix E</b>	Chair of Executive Support Committee Role Description;
<b>Appendix F</b>	Council Bodies & Number of Seats Allocated to them 2014-2015.
<b>Appendix G</b>	Council Bodies Diary 2014-2015.

## Appendix A

### Actual Payment Levels for Basic Salary, Civic Salary and Senior Salary (Group A Councils) as Prescribed by the IRPW – February 2014

<b>Basic Salary</b>	£13,300
<b>Senior Salaries (inclusive of Basic Salary)</b>	
<b>Band 1</b>	
Leader of the Council	£53,000
Deputy Leader of the Council	£37,000
<b>Band 2</b>	
Executive Member (Cabinet Member)	£32,000
<b>Band 3</b>	
Committee Chairs	£22,000
Leader of the Largest Opposition Political Group *1	£22,000
<b>Band 4</b>	
Leader of Other Political Groups *2	£17,000
<b>Civic Salaries (inclusive of Basic Salary) *3</b>	
Civic Head (Mayor / Chair of Council) – <b>Band a</b>	£24,000
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) – <b>Band a</b>	£18,000

#### Note:

- \*1 **Leader of the Largest Opposition Political Groups** – They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group. If the 10% rule is achieved then the payment is automatic.
- \*2 **Leaders of the Other Political Groups** – They are only entitled to a Senior Salary if they have 10% or more of the total number of Council seats in their Political Group and Council resolve to remunerate them.
- \*3 **Civic Head / Deputy Civic Head** – The IRPW have clearly stated that the Lord Mayor / Deputy Lord Mayor of the City and County of Swansea must be the Civic Head / Deputy Civic Head. This means that the Chair of Council / Vice Chair of Council shall not be allowed a Civic Salary or a Senior Salary.

## Appendix B

### Fees for Co-opted Member (with Voting Rights) of Local Authorities As Prescribed by the IRPW – February 2014

Chair of Standards Committee and Chair of Audit Committee	4 Hours and Over	£256
	Up to 4 Hours	£128
Ordinary Members of Standards Committee who also Chair Standards Committee for Community and Town Councils	4 Hours and Over	£226
	Up to 4 Hours	£113
Ordinary Members of Standards Committee; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	4 Hours and Over	£198
	Up to 4 Hours	£99

## Appendix C

### Proposed Exemption from Committee Balance Rules

1. A number of Committees are exempt from the Local Government (Committees and Political Groups) Regulations 1990 as they are covered by other separate legislation. Council also has the right to exempt a Committee from the legislation providing that it has the unanimous backing of all Councillors voting at the meeting. The following is a list of the Committees covered by separate legislation together with a reference to that legislation and those proposed to be exempted by Council.
  - 1.1 **Chief Executive's Appraisal and Remuneration Committee.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that each Political Group Leader is represented on it.
  - 1.2 **Standards Committee.** This is made up of 5 Independent Members and 4 Councillors. By virtue of Section 53 (10) of the Local Government Act 2000 a Standards Committee and the Standards Committees (Wales) Regulations 2001, the Standards Committee is not required to comply with Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to Political Groups).
  - 1.3 **Community / Town Councils Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that only the Cabinet Members and Chairs of Development Management and Control Committee and General Licensing Committee are represented on it.
  - 1.4 **Corporate Parenting Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that a representative of each Political Group is represented on it.
  - 1.5 **Gypsy Traveller Liaison Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that a representative of each Political Group is represented on it.
  - 1.6 **Student Liaison Forum.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that the Relevant Cabinet Member and the Councillors from the following Electoral Divisions Castle, Gorseinon, Killay North, Kingsbridge, Loughor Lower, Loughor Upper, Oystermouth, Sketty, St. Thomas, Townhill and Uplands are represented on it.
  - 1.7 **Constitution Working Group.** Council is asked to exempt this from the Committee Balance Rules in order to ensure that the Chair of Council and each Political Group Leader and Deputy is represented on it.

### Approximate Frequency of Meetings

**a) 6 Monthly**

- Community / Town Councils Forum.

**b) 12 Weekly Cycle**

- Executive Support Committees;
- Pension Fund Committee;
- West Glamorgan Archives Committee.

**c) 8 Weekly Cycle**

- Corporate Parenting Forum;
- Democratic Services Committee;
- Development Management & Control Committee;
- Rights of Way & Commons Sub Committee;
- Joint Consultative Committee.

**d) 6 Weekly Cycle**

- Standards Committee.

**e) 4 Weekly Cycle**

- Council;
- Cabinet;
- Appeals and Awards Committee;
- Area 1 & 2 Development Control Committees;
- Audit Committee;
- Equalities Committee;
- Local Authority (LA) Governor Appointments Panel;
- General Licensing Committee;
- Scrutiny Programme Committee.

**f) Other Cycle**

Not all Council Bodies are listed in the cycles above. This is often due to the fact that these bodies are simply called on an ad hoc basis.

## EXECUTIVE SUPPORT COMMITTEE CHAIRS - ROLE DESCRIPTION

### 1. Accountabilities

- a) To the Leader of the Council;
- b) To Cabinet;
- c) To Council.

### 2. Role Purpose and Activity

#### 2.1 Providing Portfolio Guidance and Assistance to the Cabinet Member

- a) To assist the Cabinet Member in giving political direction to Officers working on Cabinet portfolios;
- b) To gain the respect of Officers within the Cabinet portfolio, provide support to Officers and Cabinet Members in the implementation of portfolio programmes;
- c) To assist the Cabinet Member in providing leadership in the portfolio;
- d) To liaise and work closely with the Chair of the Scrutiny Programme Committee and the Scrutiny Enquiry Panel Conveners and to comment on reports as necessary;
- e) To assist the Cabinet Member in ensuring the performance of their portfolio;
- f) To have an overview of the performance management, efficiency and effectiveness of the portfolio.

#### 2.2 Contributing to the setting of the Strategic Agenda and Work Programme for the portfolio

- a) To work with Officers to formulate policy documents both strategic and statutory. Ensuring that the political will of the majority is carried to and through Cabinet;
- b) To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

#### 2.3 Providing representation for the Portfolio

- a) To fully support the Cabinet Member when they have to provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

## **EXECUTIVE SUPPORT COMMITTEE CHAIRS - ROLE DESCRIPTION**

### **Cont'd**

#### **2.4 Reporting and Accounting**

- a) To report as appropriate to the Leader of the Council, Council, Cabinet, Chair of the Scrutiny Programme Committee, regulatory bodies and the media;
- b) To be the deputy political spokesperson;
- c) To appear with the Cabinet Member if necessary before the Scrutiny Programme Committee in respect of matters within the portfolio.

#### **2.5 Taking an active part in Cabinet meetings and Decision Making**

- a) To show an interest in and support for the portfolio of others;
- b) To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.

#### **2.6 Leading Partnerships and Community Leadership**

- a) To assist the Cabinet Member in giving leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities;
- b) To negotiate and broker in cases of differing priorities and disagreement;
- c) To act as a leader to the local community by showing vision and foresight.

#### **2.7 Internal Governance, Ethical Standards and Relationships**

- a) To promote and support good governance of the Council and its affairs;
- b) To provide community leadership and active citizenship;
- c) To promote and support open and transparent government;
- d) To support, and adhere to respectful, appropriate and effective relationships with employees of the Council;
- e) To adhere to the Member's Code of Conduct, Member / Officer Protocol and the highest standards of behaviour in public office.

#### **2.8 Providing leadership and direction**

- a) To provide confident and effective management of meetings to facilitate inclusively, participation and clear decision making;
- b) To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- c) To communicate on behalf of the Leader of the Council and Cabinet on Council Strategies, Policies, Services and Procedures.



### **3. Values**

#### **3.1 To be committed to the values of the Council and the following values in public office:**

- a) Openness and transparency;
- b) Honesty and integrity;
- c) Tolerance and respect;
- d) Equality and fairness;
- e) Appreciation of cultural difference;
- f) Sustainability;
- g) Inclusive leadership.

**Council Bodies & Number of Seats Allocated To Them 2014-2015**

**Appendix F**

Body	Seats	Comments	Status
Council	72	Not Part of PR Calculations	
Cabinet	10	Not Part of PR Calculations	SS
<b>Committees</b>			
Appeals & Awards	7		
Appointments	12		
Area 1 Development Control	35		
Area 2 Development Control	37		
Audit	12		
Ch. Exec Appraisal & Remuneration	X	Not Part of PR. Membership shall be 8. Leader & Deputy Leader of the Council, 3 other Labour, All other Political Group Leaders (Lib Dem, Ind and Con).	XPR
Chief Officers Disciplinary	12	All Political Groups must be represented on this (CCS Rule)	
Chief Officers Disciplinary Appeals	12	All Political Groups must be represented on this (CCS Rule)	
Democratic Services	12	Chair must be an Opposition Councillor and appointed by Council.	
Development Management & Control	72	Subject to review pending a report to council on the implications of the WAO statutory recommendation.	SS
<i>Rights of Way &amp; Commons Sub</i>	12		
Executive Support 1	4		SS
Executive Support 2	4		SS
Executive Support 3	4		SS
Executive Support 4	4		SS
Equalities	12		
JCC	7		
General Licensing	12		SS
<i>General Licensing Sub</i>	X	Membership shall be 3. Drawn proportionally from General Licensing Cttee.	
Statutory Licensing	12		
<i>Statutory Licensing Sub</i>	X	Membership shall be 3. Drawn proportionally from Statutory Licensing Cttee.	
Pension Fund	6		
Scrutiny Programme	16		SS
Standards	X	There is no requirement for this Committee to be Proportional as outlined in the Standards Committee (Wales) regulations 2001.	XPR
<i>Community / Town Councils Standards Sub</i>	0		
West Glamorgan Archives	5		
<b>Panels, Forums etc</b>			
Admissions Panel	6		
Challenge Panel	12	Must contain Leader of Largest Opposition Political Group (Chair) and Leader of the Second Largest Political Group (Vice Chair).	
LA Governor Appointment Panel	12		
Standards Cttee Vacancy Panel	3		
Trustees Panel	17		
West Wales Valuation Tribunal Joint Appointments Panel	2		
Community / Town Councils Forum	X	Not Part of PR. Membership shall be 12 - All Cabinet Members, Chair of Development Management and Control and Chair of General Licensing.	XPR
Corporate Parenting Forum	X	Not Part of PR. Membership shall be 10 - 7 Labour, 1 Lib Dem, 1 Ind & 1 Con.	XPR
Gower AONB Partnership Group	6		
<i>Sustainable Development Fund Panel</i>	2		
Gypsy Traveller Liaison Forum	X	Not Part of PR. Membership shall be 8 - 5 Labour, 1 Lib Dem, 1 Ind & 1 Con.	XPR
Student Liaison Forum	X	Not Part of PR. Membership shall be 23 - Based on the Relevant Cabinet Member and the Cllrs that have student issues within their Electoral Division.	XPR
Constitution Working Group	X	Not Part of PR. Membership shall be 9 - Chair of Council, Leader & Deputy Leader of the Council and All other Political Group Leaders and Deputy Leaders.	XPR
LDP Advisory Group	12		
Social Services Rota Visits Group	15		

**Senior Salaries - Cttees that attract Senior Salaries are Marked with SS in final column**

**Bodies exempt from Proportionality, don't form part of the "Total Number of Seats Calculations". Marked by Shading and by XPR in final column**

# May 2014

June 2014

May 2014

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 Apr	29	30	1 May	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 Jun

28 Apr - 4 May

5 - 11 May

12 - 18 May

19 - 25 May

26 May - 1 Jun

1 MAY DAY BANK HOLIDAY

17:00 Cabinet

17:00 Annual Meeting of Council

14:00 Ceremonial Council

EUROPEAN ELECTIONS

SPRING BANK HOLIDAY

14:00 Area 1

10:00 General Licensing

# June 2014

June 2014

July 2014

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Mo	Tu	We	Th	Fr	Sa	Su
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>26 May</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Jun</b>
	<b>3</b> 14:00 Area 2 17:00 Cabinet	<b>4</b> 17:00 Equalities	<b>5</b>	<b>6</b> 09:30 Appeals & Awards 09:30 Standards	<b>7</b>	<b>8</b>
<b>9</b> 09:30 Corporate Parenting 16:30 Scrutiny Programme	<b>10</b>	<b>11</b>	<b>12</b> 14:00 LA Governor 16:00 Audit	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> 17:00 Council	<b>18</b> 14:00 Rights of Way	<b>19</b> 17:00 Dev Mgt & Ctrl	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b> 17:00 Student Liaison 19:00 Gower AONB Annual Meeting	<b>24</b> 14:00 Area 1	<b>25</b>	<b>26</b> 10:30 JCC	<b>27</b> 10:00 General Licensing	<b>28</b>	<b>29</b>
<b>30</b>	<b>1 Jul</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

26 - 31/5

2 - 7/6

9 - 14/6

16 - 21/6

23 - 28/6

30/6 - 5/7

# July 2014

July 2014

August 2014

Mo	Tu	We	Th	Fr	Sa	Su
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>30 Jun</b>	<b>1 Jul</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	14:00 Area 2 17:00 Cabinet	17:00 Equalities	10:00 Pension Fund	09:30 Appeals & Awards		
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
16:30 Scrutiny Programme		17:00 Democratic Services	14:00 LA Governor 16:00 Audit			
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	17:00 Council			09:30 Standards		
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	14:00 Area 1			10:00 General Licensing		
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Aug</b>	<b>2</b>	<b>3</b>
	14:00 Area 2 17:00 Cabinet	17:00 Equalities				

30 Jun - 6 Jul

7 - 13 Jul

14 - 20 Jul

21 - 27 Jul

28 Jul - 3 Aug

# August 2014

August 2014

September 2014

Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>28 Jul</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Aug</b>	<b>2</b>	<b>3</b>
				09:30 Appeals & Awards		
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
09:30 Corporate Parenting 16:30 Scrutiny Programme			14:00 LA Governor 16:00 Audit			
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
	17:00 Council	14:00 Rights of Way	17:00 Dev Mgt & Ctrl			
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	14:00 Area 1		10:30 JCC	10:00 General Licensing		
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<input type="checkbox"/> BANK HOLIDAY	14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards 09:30 Standards		

28 Jul - 3 Aug

4 - 10 Aug

Page 36 11 - 17 Aug

18 - 24 Aug

25 - 31 Aug

# September 2014

September 2014

October 2014

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26
		29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1 Sep</b> 16:30 17:00 Scrutiny Programme	<b>2</b>	<b>3</b> 17:00 Democratic Services	<b>4</b> 14:00 LA Governor 16:00 Audit	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> 17:00 Student Liaison	<b>9</b> 17:00 Council	<b>10</b>	<b>11</b>	<b>12</b> 11:00 Archives	<b>13</b>	<b>14</b>
<b>15</b> 17:00 Community Town Council Forum	<b>16</b> 14:00 Area 1	<b>17</b>	<b>18</b> 10:00 Pension Fund	<b>19</b> 10:00 General Licensing	<b>20</b>	<b>21</b>
<b>22</b> 19:00 Gower AONB	<b>23</b> 14:00 Area 2 17:00 Cabinet	<b>24</b> 17:00 Equalities	<b>25</b>	<b>26</b> 09:30 Appeals & Awards	<b>27</b>	<b>28</b>
<b>29</b> 09:30 Corporate Parenting 16:30 Scrutiny Programme	<b>30</b>	<b>1 Oct</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

1 - 7 Sep

8 - 14 Sep

Page 37

15 - 21 Sep

22 - 28 Sep

29 Sep - 5 Oct

# October 2014

October 2014

November 2014

Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Sep	30	1 Oct	2	3	4	5
			14:00 LA Governor 16:00 Audit			
6	7	8	9	10	11	12
	17:00 Council	14:00 Rights of Way	17:00 Dev Mgt & Ctrl	09:30 Standards		
13	14	15	16	17	18	19
	14:00 Area 1		10:30 JCC	10:00 General Licensing		
20	21	22	23	24	25	26
	14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards		
27	28	29	30	31	1 Nov	2
16:30 Scrutiny Programme		17:00 Democratic Services	14:00 LA Governor 16:00 Audit			

29 Sep - 5 Oct

6 - 12 Oct

Page 38  
13 - 19 Oct

20 - 26 Oct

27 Oct - 2 Nov



# November 2014

November 2014

December 2014

Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Oct	28	29	30	31	1 Nov	2
3	4 17:00 Council	5	6	7	8	9
10	11 14:00 Area 1	12	13	14 10:00 General Licensing	15	16
17	18 14:00 Area 2 17:00 Cabinet	19 17:00 Equalities	20	21 09:30 Appeals & Awards 09:30 Standards	22	23
24	25 09:30 Corporate Parenting Programme 16:30 Scrutiny Programme	26	27 14:00 LA Governor 16:00 Audit	28	29	30

27 Oct - 2 Nov

3 - 9 Nov

Page 39

10 - 16 Nov

17 - 23 Nov

24 - 30 Nov

# December 2014

December 2014

January 2015

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1 Dec</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	17:00 Council	14:00 Rights of Way	10:00 Pension Fund 17:00 Dev Mgt & Ctrl			
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
17:00 Student Liaison 19:00 Gower AONB	14:00 Area 1		10:30 JCC	10:00 General Licensing 11:00 Archives		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	14:00 Area 2 17:00 Cabinet	17:00 Equalities		09:30 Appeals & Awards		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
16:30 Scrutiny Programme			CHRISTMAS DAY	BOXING DAY		
<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Jan 15</b>	<b>2</b>	<b>3</b>	<b>4</b>
29 Dec - 4 Jan						

1 - 7 Dec

8 - 14 Dec

Page 40  
15 - 21 Dec

22 - 28 Dec

29 Dec - 4 Jan

# January 2015

February 2015

January 2015

Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Dec	30	31	1 Jan 15	2	3	4
			NEW YEARS DAY	EXTRA STATUTORY DAY		
5	6 17:00 Council	7	8	9 09:30 Standards 10:00 General Licensing	10	11
12	13 14:00 Area 1	14 17:00 18:00 Democratic Services	15 16:00 Audit	16 09:30 Appeals & Awards	17	18
19	20 09:30 Corporate Parenting 16:30 Scrutiny Programme	21 17:00 Equalities	22	23	24	25
26	27	28 14:00 Rights of Way	29 14:00 LA Governor	30	31	1 Feb

29 Dec - 4 Jan

5 - 11 Jan

12 - 18 Jan

19 - 25 Jan

26 Jan - 1 Feb

# February 2015

February 2015

March 2015

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>26 Jan</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Feb</b>
<b>2</b>	<b>3</b> 17:00 Council	<b>4</b>	<b>5</b> 10:30 JCC 17:00 Dev Mgt & Ctrl	<b>6</b> 10:00 General Licensing	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> 14:00 Area 1	<b>11</b>	<b>12</b> 16:00 Audit	<b>13</b> 09:30 Appeals & Awards 09:30 Standards	<b>14</b>	<b>15</b>
<b>16</b> 16:30 Scrutiny Programme	<b>17</b> 14:00 Area 2 17:00 Cabinet	<b>18</b> 17:00 Equalities	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b> 17:00 Community Town Council Forum	<b>24</b>	<b>25</b>	<b>26</b> 14:00 LA Governor	<b>27</b>	<b>28</b>	<b>1 Mar</b>

26 Jan - 1 Feb

2 - 8 Feb

Page 42  
9 - 15 Feb

16 - 22 Feb

23 Feb - 1 Mar

# March 2015

March 2015

April 2015

Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>23 Feb</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>1 Mar</b>
<b>2</b> 17:00 Student Liaison	<b>3</b> 17:00 Council	<b>4</b>	<b>5</b>	<b>6</b> 10:00 General Licensing	<b>7</b>	<b>8</b>
<b>9</b> 19:00 20:00 Gower AONB	<b>10</b> 14:00 Area 1	<b>11</b> 17:00 18:00 Democratic Services	<b>12</b> 10:00 11:00 Pension Fund 16:00 Audit	<b>13</b> 09:30 Appeals & Awards 11:00 Archives	<b>14</b>	<b>15</b>
<b>16</b> 09:30 Corporate Parenting 16:30 Scrutiny Programme	<b>17</b> 14:00 Area 2 17:00 Cabinet	<b>18</b> 17:00 Equalities	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> 14:00 Rights of Way	<b>26</b> 14:00 LA Governor	<b>27</b> 09:30 Standards	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> 17:00 Council	<b>1 Apr</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

23 - 28/2

2 - 7/3

Page 43

16 - 21/3

23 - 28/3

30/3 - 4/4

# April 2015

April 2015

May 2015

Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>30 Mar</b>	<b>31</b>	<b>1 Apr</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			10:30 JCC 17:00 Dev Mgt & Ctrl	GOOD FRIDAY		
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
EASTER MONDAY	14:00 Area 1		16:00 Audit	09:30 Appeals & Awards 10:00 General Licensing		
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
16:30 Scrutiny Programme	14:00 Area 2 17:00 Cabinet	17:00 Equalities				
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		17:00 Democratic Services	14:00 LA Governor			
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1 May</b>	<b>2</b>	<b>3</b>
	14:00 Area 1 17:00 Council					

30 Mar - 5 Apr

6 - 12 Apr

Page 44  
13 - 19 Apr

20 - 26 Apr

27 Apr - 3 May

# May 2015

June 2015

May 2015

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Apr	28	29	30	1 May	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27 Apr - 3 May

4 - 10 May

11 - 17 May

18 - 24 May

25 - 31 May

1 MAY DAY BANK HOLIDAY

1 PARLIAMENTARY ELECT

14:00 Area 2  
17:00 Cabinet

10:00 General Licensing

17:00 Annual Meeting

14:00 Ceremonial Meeting

1 SPRING BANK HOLIDAY

# Agenda Item 10.

## Report of the Head of Democratic Services

Annual Council – 8 May 2014

### COUNCILLOR TRAINING PROGRAMME 2014-2015

<b>Purpose:</b>	To create a Councillor Training Programme 2014-2015 following consultation with the Democratic Services Committee.
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	To adopt a training programme for Councillors based on those needs identified by Councillors.
<b>Consultation:</b>	Finance, Legal, Democratic Services Committee
<b>Recommendation(s):</b>	It is recommended that: 1) The Councillor Training Programme 2014-2015 be adopted.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Patrick Arran
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

- 1.1 Training and Personal Development is vital for Councillors. It will help them to progress, improve and to carry out their role as Councillor as effectively as possible. Training is the process of acquiring the essential skills required for a certain role. Personal Development puts emphasis on broader skills, which are applicable in a wide range of situations such as decision making and creative thinking.
- 1.2 Section 7 “Training and Development of Members of a Local Authority” of the Local Government (Wales Measure 2011 places a duty on Local Authorities to secure the provision of reasonable training and development opportunities for its Members.
- 1.3 Training is also a requirement of the Welsh Local Government Association (WLGA) Member Support and Development Charter which the City and County of Swansea is committed to achieving (Council – 18 October 2012 - Minute 102 “Wales Charter for Member Support and Development”).



- 1.4 In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. This TNA also asked about training styles. The responses were reviewed by the Democratic Services Committee on 10 July 2013. This information was then used to prepare the draft Councillor Training Programme 2013-2014. As not all of the subjects were included in the 2013-2014 programme, they have been rolled over into the 2014-2015 programme.
- 1.5 In addition, Personal Development Reviews were carried out between May 2013 and January 2014 and a list of the training requirements were considered by the Democratic Services Committee.

## 2. Councillor Training Programme 2014-2015

- 2.1 The Democratic Services Committee considered the level of interest declared by Councillors and chose the highest scoring ones to form the Training Programme 2014-2015. The topics being:
- Area Development Control Committee
  - **Councillor Seminars?**
  - Data Protection and Councillors responsibility as Data Controllers
  - Defamation against Councillors
  - Financial Governance
  - Freedom of Information
  - Pre and Post decision Scrutiny (to be presented by external provider)
  - **Regional Working / collaboration?**
- 2.2 In addition, Councillors have been provided access to the Authorities on-line learning site called Learning Pool, <http://swansea.learningpool.com/>. There are a variety of courses available for Councillors to access such as:
- Basic Child Awareness
  - Carers
  - Display Screen Equipment
  - Fire Safety Awareness
  - Introduction to Office 2010
  - Risk Management
  - Stress Management
  - What is Dementia
- 2.3 Learning Pool courses can be accessed at any time and do not need to be diarised for the Councillor Training Programme.
- 2.4 The proposed Councillor Training Programme 2014-2015 dates and times is attached as **Appendix A** of the report.

2.5 The list of courses detailed, does not preclude the provision of other training, particularly should any new legislation / regulation require it.

### **3. Equality and Engagement Implications**

3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

### **4. Financial Implications**

4.1 Any costs that arise will be minimal and will be met from within existing budget.

### **5. Legal Implications**

5.1 None.

**Background Papers:** None.

**Appendices:**

<b>Appendix A</b>	Councillor Training Programme 2014-2015
-------------------	---

## Councillor Training Programme 2014-2015

Day	Date	Time	Location	Event	Officer	Number
Thursday	03.07.2014	3.30 pm	Committee Room 2	Freedom of Information	Janet Hooper	Max 34
Thursday	03.07.2014	5.00 pm	Committee Room 2	Data Protection (including ICO role as data controller)	Janet Hooper	Max 34
Wednesday	23.07.2014	3.30 pm	Committee Room 2	Data Protection (including ICO role as data controller)	Janet Hooper	Max 34
Wednesday	23.07.2014	5.00 pm	Committee Room 2	Freedom of Information	Janet Hooper	Max 34
Thursday	14.08.2014	3.00 pm	Meeting Room 3	How to get the most out of your tablet / smart phone	Paul Lamprey	Max 12
Thursday	28.08.2014	5.00 pm	Meeting Room 3	How to get the most out of your tablet / smart phone	Paul Lamprey	Max 12
Thursday	18.09.2014	3.30 pm	Committee Room 1	Defamation	Patrick Arran	Max 34
Thursday	25.09.2014	5.30 pm	Committee Room 1	Defamation	Patrick Arran	Max 34
Wednesday	15.10.2014	2.00 pm	Committee Room 2	Financial Governance	Jeff Dong & external consultants	Max 34
	November			Improving How we do Scrutiny	Centre for Public Scrutiny Cymru	
	January			Development Control	Ryan Thomas	
	February			To be confirmed		
	March			To be confirmed		
	April			To be confirmed		

# Agenda Item 12.

## Report of the Cabinet Member for Learning & Skills

Annual Meeting of Council – 8 May 2014

### SCHOOL ORGANISATION EXECUTIVE FUNCTIONS

<b>Purpose:</b>	To seek confirmation on whether Cabinet or Council will decide on school organisation proposals should a decision be required following objection during the Statutory Notice period.
<b>Policy Framework:</b>	To establish a new procedure as per requirements of The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013
<b>Reason for Decision:</b>	New regulations require local determination on school organisation proposals. The Council need to agree where determination will be made in Swansea.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommend that: -  1) Council determines future school organisation proposals should a decision be required following objection during the Statutory Notice period.
<b>Report Author:</b>	Kelly Small
<b>Finance Officer:</b>	Sue Rees
<b>Legal Officer:</b>	Janet Hooper
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013 requires local determination of certain school organisation proposals should objections be received during the Statutory Notice period.
- 1.2 Prior to the introduction of these new regulations Welsh Ministers would determine proposals following objection.

## **2. School Organisation**

- 2.1 The Welsh Government has introduced a new School Organisation Code (document number 006/2013), which supersedes any previous guidance issued by the Welsh Government on school organisation.
- 2.2 The Code makes it clear that those proposing school organisational changes “should place the interests of learners above all others” and “should give paramount importance to the likely impact of the proposals on the quality of:
- outcomes (standards and wellbeing);
  - provision (learning experiences, teaching, care support and guidance, and learning environment); and
  - leadership and management (leadership, improving quality, partnership working and resource management).”
- 2.3 The Code outlines the procedure that must be followed when a Local Authority proposes a school reorganisation. This includes a consultation period on the proposal followed by a period of Statutory Notice. Previously, if a Council published a Statutory Notice in respect of a proposed change to school organisation and an objection was received, the proposal would automatically be referred to the Welsh Government for determination.
- 2.4 The new Code now allows for local determination of school organisation proposals to which objections have been received, and The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013 amends The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2007 to give discretion to whether the approval or determination of school organisation proposals under Sections 51 or 53 of the School Standards and Organisation (Wales) Act 2013 are the responsibility of the executive.
- 2.5 Proposals will still require approval by the Welsh Ministers if:
- they affect sixth form education;
  - they have been made by a proposer other than the relevant local authority and an objection has been made by that local authority.

All other school organisation proposals fall to the local authority to determine, noting that the local authority will only be required to determine proposals made by persons other than itself if an objection to those proposals has been made and not withdrawn in writing within the prescribed period.

- 2.6 Where proposals have been approved or rejected by a local authority the following bodies may, within 28 days of the decision, refer the matter to the Welsh Ministers for determination:
- another local authority affected by the proposals;
  - the appropriate religious body for any school affected;
  - the governing body of a voluntary or foundation school subject to the proposals;
  - a trust holding property on behalf of a voluntary or foundation school subject to the proposals; and
  - a further education institution affected by the proposals.
- 2.7 Where a school has fewer than 10 registered pupils at the January statutory census point the Act introduces a new streamlined procedure to bring about closure. The general requirement for consultation which applies to all other proposals is waived in this circumstance. The proposer is now only required to issue a notice of closure and to determine the proposal. Proposals to discontinue a small school may not be referred to the Welsh Ministers. There are no schools with under 10 registered pupils in the City and County of Swansea.
- 2.8 Section 5.5 of the School Organisation Code states “Executives or Cabinets are already responsible for overseeing school organisation planning, including decisions to consult on and to publish school organisation proposals and will have a well developed understanding of school organisation issues. This understanding, combined with their more general experience of decision making and the fact that they are democratically accountable to the local electorate, makes executives well placed to decide whether or not contested school organisation proposals should be approved”. Local authorities are, however, able to establish alternative decision making processes if they wish through a local decision making committee. The statutory School Organisation Code notes if local authorities choose to do this “they will need to consider carefully how they will ensure that such bodies deliver fair and robust decision making”.
- 2.9 The City and County of Swansea has had extensive experience of school organisation proposals over past years and its Cabinet is well placed to accept the new statutory responsibility to determine specified proposals. The establishment of a separate local decision making committee would introduce new governance arrangements without this experience and would give rise to additional administrative demands, costs and risks.
- 2.10 Scrutiny Committee can be consulted at an appropriate stage in the development and consultation of school organisation proposals, as will all individual elected members for the school(s) or areas(s) served by the school(s) concerned.

### **3. General Issues**

- 3.1 Local determination is a requirement of the School Organisation Code and The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013 allow for this determination.

### **4.0 Equality and Engagement Implications**

The Equality Impact Assessment (EIA) process will be followed for every school organisation proposal prior to seeking Cabinet approval to go out for public consultation. The process is not relevant to this report, which seeks to change the executive function (as per the legislative requirements).

### **5. Financial Implications**

- 5.1 There are no financial implications associated with this report, unless the outcome is to establish a local determination panel. If that were to happen, a separate report would be required to identify the source of funding.

### **6. Legal Implications**

- 6.1 Part 3 of the School Standards and Organisation (Wales) Act 2013 (the Act) significantly changes responsibilities for the determination of school organisation proposals. Previously all school organisation proposals which drew objections during the statutory consultation process had to be referred to the Welsh Ministers for determination. The Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) (Amendment) Regulations 2013 add the responsibility to determine school organisation proposals under the Act to the schedule of functions set out in the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 which may be (but need not be) the responsibility of an authority's Executive. The Council are therefore required to determine who makes this determination.

#### **Background Papers:**

School Organisation Code 006/2013

#### **Appendices:**

None