

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

DEMOCRATIC SERVICES COMMITTEE

At: Committee Room 3A, Guildhall, Swansea

On: Tuesday, 18 October 2016

Time: 5.00 pm

Chair: Councillor Peter Black

Membership:

Councillors: R A Clay, A C S Colburn, J P Curtice, N J Davies, J A Hale, J W Jones, E T Kirchner, D J Lewis, K E Marsh, G Owens and L V Walton

AGENDA

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1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
3 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 3
4 Councillors' Broadband And Telephone, ICT And Mobile Phone Allowances - May 2017 & Beyond.	4 - 13
5 Independent Remuneration Panel For Wales (IRPW) Draft Annual Report 2017-2018 - Consultation.	14 - 23
6 Workplan.	

Next Meeting: Tuesday, 20 December 2016 at 5.00 pm



Huw Evans
Head of Democratic Services
Wednesday, 12 October 2016

Contact: Democratic Services - (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
TUESDAY, 28 JUNE 2016 AT 5.00 PM

PRESENT: Councillor P M Black (Chair) Presided

Councillor(s)

A C S Colburn
J W Jones
K E Marsh

Councillor(s)

N J Davies
E T Kirchner
G Owens

Councillor(s)

J A Hale
D J Lewis
L V Walton

Officer(s)

Sarah Caulkin	Head of Information & Business
Huw Evans	Head of Democratic Services
Jo Harley	ICT Strategic Performance Manager
Allison Lowe	Democratic Services Officer
Tracey Meredith	Deputy Head of Legal & Democratic Services and Deputy Monitoring Officer

1 **ELECTION OF VICE CHAIR FOR THE MUNICIPAL YEAR 2016 - 2017.**

RESOLVED that Councillor N J Davies be elected Vice-Chair for the 2016-2017 Municipal Year.

2 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R A Clay and J P Curtice.

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

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

4 **MINUTES.**

RESOLVED that the Minutes of the Democratic Services Committee held on 15 March 2016 be approved and signed as a correct record.

5 **COUNCILLORS ICT - MAY 2017 & BEYOND.**

Sarah Caulkin, Interim Chief Transformation Officer and Jo Harley, ICT Strategic Performance Manager provided a presentation outlining the Future Provision of ICT for Councillors from May 2017 onwards.

They outlined the current arrangements, Digital Strategy for Councillors, what currently works well, together with the known issues that had been identified.

The next steps would be:

- To attend all Political Group meetings to discuss future provision;
- Report back to the Democratic Services Committee on 27 September 2016 with recommendations;
- Recommendations be reported to Council and then Cabinet in December 2016;
- Roll out and training 2017;
- Digital strategy roll out for Councillors.

The Chair thanked the Officers for the informative presentation.

RESOLVED that the presentation be noted.

6 **COUNCILLORS - SELF SERVICE.**

The Head of Democratic Services reported on the Authority's intention to move Councillors to the ISIS Self Service package.

Councillor self-service would allow Councillors to view, amend and apply for things via ISIS. This would include:

- Payslips, P60's and P11d's;
- Changes to personal details (address, bank, etc.);
- Car Parking Permits;
- Mileage and Expenses Claims.

Training would be provided to all Councillors in order to manage this process of change.

In addition, he highly recommended that all Councillors under the age of 75 consider "opting in" to the Councillors Pension Scheme.

The Chair referred to the Modern.gov app and stated that he was using that app to read the agenda. He stated that he had been using the app for many years and suggested that it be widely rolled out to Councillors and the public. The Modern.gov app could lead to a reduction in printing. He also stated that he had asked the Scrutiny Manager to use Modern.gov as it was vital that they used the Authority's standard platform.

He concluded by asking the Head of Democratic Services to emphasise to the Scrutiny Manager the importance of using Modern.gov and also to offer an opt out of hard copy agendas to Councillors.

RESOLVED that:

- 1) The report be noted;

- 2) The Scrutiny Panels and other aspects of the Scrutiny process be added to the Modern.gov system;
- 3) The Head of Democratic Services contact all Councillors in order to try and encourage them to opt out of hard copies of agendas and to embrace the digital format of Modern.gov.

7 **WORKPLAN.**

RESOLVED that the Workplan for 2016-2017 be approved as follows:

27 September 2016	Councillors ICT – May 2017 and beyond
27 September 2016	Councillors Induction Programme 2017
20 December 2016	Councillors Induction Programme 2017

The meeting ended at 5.37 pm

CHAIR

Agenda Item 4

Report of the Head of Democratic Services & Chief Transformation Officer

Democratic Services Committee – 18 October 2016

COUNCILLORS' BROADBAND AND TELEPHONE, ICT AND MOBILE PHONE ALLOWANCES - MAY 2017 & BEYOND

Purpose:	To review the “Councillors ICT – May 2012 and Beyond” policy thereby ensuring that Councillors are provided with an ICT provision suited to their needs and is compliant with the determinations of the Independent Remuneration Panel for Wales (IRPW).
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that the Democratic Services Committee support the report and its recommendations and recommend its adoption to Cabinet.
1)	The report be forwarded to Council prior to Cabinet in order to obtain any additional comments from Councillors;
2)	The current arrangements for Councillors to purchase their own ICT equipment be continued;
3)	Access to Office 365 to enable cloud technology for more resilient, secure information sharing system, subject to successful pilot be noted;
4)	The Councillors’ ICT Allowance as outlined within the report be noted;
5)	The Councillors’ Broadband and Telephone Allowance as outlined within the report be noted;
6)	The Councillors’ Mobile Phone Allowance as outlined within the report be noted;
7)	The section relating to Councillors’ Self Service be noted.
Report Author:	Huw Evans & Jo Harley
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Phil Couch

1. Introduction

- 1.1 As part of the role of Councillors, Broadband, ICT and Voice Communications equipment and systems are essential in enabling that their responsibilities are delivered effectively and securely.

- 1.2 The current “Councillors ICT - May 2012 and Beyond” policy arrangements have been reviewed prior to the Local Government Elections scheduled for May 2017. The review allows for new technologies to be made available and to align Councillors role to the new Digital strategy of the Authority. Councillors will be leading the way in the Authority wide rollout of a new Digital culture ambition aiming to make Swansea a lead Authority in the UK.
- 1.3 This report also seeks to review the Councillors’ Broadband and Telephone Allowance and the Councillors’ Mobile Phone Allowance.
- 1.4 This approach links with the determinations of the Independent Remuneration Panel for Wales (IRPW) by which the Authority is bound. Details of the latest IRPW Annual Report and other information may be viewed on their website. <http://gov.wales/irpwsb/home/publication/?lang=en>

2. Supporting the Work of Local Authority Members – IRPW Determinations

- 2.1 Determinations 6 and 7 of the IRPW Annual Report of February 2016 state:

“Determination 6: The Panel has determined that each Authority, through its Democratic Services Committee, must ensure that all of its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information”;

“Determination 7: The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members’ salaries by the respective Authority as a contribution towards cost of support which the Authority has decided necessary for the effectiveness and / or efficiency of members.”

3. Current ICT Arrangements

- 3.1 Currently the Authority provides each Councillor with an ICT Allowance in order to enable them to fulfil their duties. The ICT Allowance allows Councillors to purchase their own equipment. The ICT Allowance should be used to purchase items such as desktop or laptop PC, Tablet Computer, Printer and Software), ICT Peripherals (such as storage, backup facilities, printer paper and ink) and ICT Support to Councillors”.
- 3.2 This current arrangement allows the flexibility that Councillors requested prior to the Local Government Elections in May 2012. It effectively provides bring your own device (BYOD) technology to Councillors, which was an innovative decision 4 years ago. Councillors are able to purchase which ever device they find beneficial for their work.

3.3 The Authority provides the technology for the Councillors to use to access their emails and files. The options enabled are CITRIX for files and emails and webmail for emails. Due to the decision to enable BYOD also required a separate WIFI connection to be installed to access these systems from within the Authority's main buildings.

4. Consultation Process for Review of Councillors' ICT Arrangements

4.1 In order to ensure that all Councillors views were considered as part of the review of the Councillors ICT – May 2012 and Beyond policy, the Democratic Services Committee discussed the issue and instructed the Head of Democratic Services and Chief Transformation Officer to liaise directly with the Political Groups on the Council. During September 2016, meetings took place with the Labour and Liberal Democrat Political Groups and discussions with the Independent and Conservative Political Group Leaders regarding the ICT requirements of Councillors.

4.2 Councillors were briefed on how the new Digital Strategy would provide Councillors with increased functionality taking advantage of new cloud technology. This would enable secure information sharing opportunities as part of the increased partnership working. The Digital Strategy is putting in place new infrastructure to support the principals of self service and mobile working.

4.3 Councillors have agreed that the current flexible arrangement, of purchasing their own equipment, is the preferred option post May 2017 election. The principle of Councillors being able to use the equipment for their personal use, without the restrictions that a corporate device would impose, is also welcomed.

4.4 Councillors referred to the recognised limitations of CITRIX and Webmail and these will be addressed through a pilot of Office 365 which is cloud technology. This pilot is currently being progressed in the Information and Business Change Section. It is proposed that this is rolled out to a pilot group of Councillors from January 2017.

4.5 Office 365 has many benefits as it is a web-based version of Microsoft Office which will provide increased resilience and shared service options for partnership. Benefits to using Office 365?

- a) Anytime, Anywhere Access – Email, important documents, contact and calendar on nearly any device from almost anywhere;
- b) Easy to Use – it works seamlessly with the programs a lot of people know and use most, including Outlook, Word, Excel and PowerPoint;
- c) Ability to work either online or offline – Office 365 provides users with the ability to work online or offline via office desktop applications on your PC.

4.6 Another issue raised by Councillors was the perceived lack of support from the Authority in relation to the devices that Councillors themselves purchased. Councillors were reminded that they should use an element of their Councillors' ICT Allowance to fund such support from a Third Party provider. This will enable Councillors to receive the relevant technical support for the device(s) they purchased. Guidelines are provided and will be updated to assist technical support arrangements in the future.

5. Councillors' ICT Allowance

5.1 The Authority currently pays a Councillors' ICT Allowance to all Councillors providing:

- a) Councillors produce a receipt proving their purchase of relevant ICT items. Relevant ICT items being desktop or laptop PC, Tablet Computer, Printer and Software, ICT Peripherals (such as storage, backup facilities, printer paper and ink) and ICT Support to Councillors.

5.2 The Councillors' ICT Allowance shall be subject to Tax and National Insurance deductions. **Appendix 1** shows the Councillors' ICT Allowance Claim Form.

5.3 The Councillors' ICT Allowance is as follows:

In the Year immediately following the election of the Councillor	£1,008
Each Year Thereafter (Councillor may take this in advance from Year 2, i.e. £800 (£200 x 4 year Remaining Term of Office). The Authority will not pay any additional monies until following next Local Government Election (Currently scheduled for May 2022)	£200 p.a. (£800) over the term.

5.4 The Authority recommends that an element of the Councillors' ICT Allowance be used to purchase an ICT support service. **ICT Support is defined as:** Either an ad-hoc or fixed contract with a third party (Not the Authority) aimed at providing ICT support should any element of your ICT equipment fail.

5.5 Councillors ICT Support will not be provided by the Authority other than issues directly linked to the Authorities systems, such as Password Reset and General Guidelines when an external ICT Support supplier is required to deal with any issues that occur.

5.6 The software package used by the City and County of Swansea is Microsoft Office. The Authority therefore recommends that Councillors ensure that any device that they purchase is compatible with Microsoft Office. Without such software Councillors may not be able to open certain documents sent to them by the Authority and in turn the Authority may not be able to open documents which the Councillor sends them.

5.7 Should a Councillor cease to remain a Councillor the Councillors' ICT Allowance shall cease and any ICT Support contract taken out by the Councillor shall remain the sole responsibility of the Councillor as will any repayments. Please also refer to the section relating to **“What happens if a Councillor ceases to remain a Councillor?”**

6. Councillors' Broadband and Telephone Allowance

6.1 The Authority currently pays a monthly Broadband and Telephone Allowance to all Councillors providing:

- a) Councillors produce proof on an annual basis of their Broadband and Telephone connection at their home;
- b) Councillors are not in receipt of a payment for Broadband and Telephone at their home from a third party such due to their employment or other election.

6.2 The Councillors' Broadband and Telephone Allowance shall be subject to Tax and National Insurance deductions.

6.3 The Councillors' Broadband and Telephone Allowance is currently set at £25 per Councillor per month. This is split as £15 Broadband and £10 Telephone. It is not proposed to amend the amount of this Allowance.

6.4 The Councillors' Broadband and Telephone Allowance shall:

- a) Only be paid once per Councillor household (i.e. if there are 2 or more Councillors living at the address then only one person shall receive the payment);
- b) Not be paid to a Councillor who does not have Broadband at their home address. If a Councillor does not have Broadband at home then they shall be paid £10 per month towards their Council related telephone calls.

6.5 Should a Councillor cease to remain a Councillor the Councillors' Broadband and Telephone Allowance shall cease and any Broadband / Telephone contract taken out by the Councillor shall remain the sole responsibility of the Councillor as will any repayments. Please also refer to the section relating to **“What happens if a Councillor ceases to remain a Councillor?”**

7. Councillors' Mobile Phone Allowance

- 7.1 The Authority currently pays a monthly Councillors' Mobile Phone Allowance to qualifying Councillors in order to supplement their mobile phone bills due their increased use for Council business providing:
- a) Councillors produce proof on an annual basis of their Mobile Phone contract.
- 7.2 The Councillors' Mobile Phone Allowance shall be subject to Tax and National Insurance deductions.
- 7.3 There are 12 Qualifying Councillors: Cabinet Members, Presiding Member and the Leader of the Largest Opposition Group. The Councillors' Mobile Phone Allowance is currently set at £25 per Qualifying Councillor per month.
- 7.4 The Councillors' Mobile Phone Allowance is payable from the date when the Councillor is appointed by Council / Leader of the Council to a Qualifying Councillor position.
- 7.5 Should a Councillor cease to remain a Councillor the Councillors' Mobile Phone Allowance shall cease and any Mobile Phone contract taken out by the Councillor shall remain the sole responsibility of the Councillor as will any repayments. Please also refer to the section relating to **“What happens if a Councillor ceases to remain a Councillor?”**

8. What happens if a Councillor ceases to remain a Councillor?

- 8.1 If a Councillor ceases to remain a Councillor for whatever reason during their term of office, the Authority will immediately cease payment of any Allowance that the Councillor had previously been entitled to in their role as a Councillor.
- 8.2 Any contract taken out by the Councillor during their period as a Councillor will be the sole responsibility of that individual. The Authority will not make any payments towards the remaining period of the contract(s).
- 8.3 Any ICT equipment and ICT support purchased during a Councillors time as a Councillor shall automatically become the property of that Councillor. The Authority shall have no legal claim to it.
- 8.4 Should the Councillor cease to be a Councillor within the first 12 months of being elected the Councillor must repay the balance of the £1,008 on a complete month pro rata basis. This paragraph is waived should a Councillor die during their term of Office.

9. Data Protection Act / Security Advice (Anti-Virus, Anti-Spam, Firewall and Encryption)

- 9.1 Councillors are likely to handle personal information about individuals; as such they have a number of legal obligations to protect that information under the Data Protection Act 1998. Should a Councillor fail to comply with this Act then they would be liable to a fine of up to £5,000. The Authority pays the fee for each Councillor to be a registered Data Controller.
- 9.2 The Authority strongly advises that Councillors install Anti-Virus, Anti-Spam and Encryption software on any PC, Laptop, Tablet, Mobile Phone etc. used for Councillor Business. The use of a personal Firewall should also be considered. For advice in this area, Councillors should take appropriate security advice from their external ICT Support provider.

10. Claiming of Allowances and Providing Receipts / Proof of Purchase

- 10.1 **Claiming the Councillors' Broadband and Telephone Allowance.** Councillors must produce proof of Broadband and Telephone connection at their home on an annual basis in order to receive this monthly allowance. Proof shall be required during May / June each year and should be given to the Cabinet Office / Democratic Services Team as appropriate.
- 10.2 **Claiming the Councillors' Mobile Phone Allowance.** Councillors must produce proof of their Mobile Phone Contract on an annual basis in order to receive this monthly allowance. Proof shall be required during May / June each year and should be given to the Cabinet Office / Democratic Services Team as appropriate.
- 10.3 Failure to provide proof of a Broadband / Telephone / Mobile Phone contract during May / June each year will result in payments being stopped until proof is provided. The Authority shall not backdate any payments beyond 3 months.
- 10.4 **Claiming the Councillors' Broadband and Telephone Allowance.** Councillors should purchase the ICT equipment they require and complete the Councillors' ICT Allowance Claim Form as shown in **Appendix 1**. The Claim Form should be returned to the Cabinet Office / Democratic Services Team as appropriate.

11. Councillors Self Service

- 11.1 The Democratic Services Committee at its meeting on 28 June 2016 received and noted an information report reminding Councillors of the Authorities "Sustainable Swansea - Fit for the Future" programme.

- 11.2 The objectives of Sustainable Swansea - Fit for the Future are:
- To transform services;
 - To deliver better outcomes for residents;
 - To achieve financial sustainability.
- 11.3 In order to achieve objectives, Councillors will need to play their role in the change agenda and embrace Oracle. Oracle is the Authority's integrated HR, payroll, finance, procurement stores and job costing system. It is used across the Authority in every Service Unit.
- 11.4 Councillor Self Service will allow Councillors to view, amend and apply for things via Oracle including:
- Payslips, P60's and P11d's;
 - Changes to personal details (address, bank etc.);
 - Car Parking Permits;
 - Mileage and Expenses Claims.
- 11.5 By encouraging Councillors to use Oracle Self Service, it will reduce printing costs, save administration time and costs. All of which will assist the Authority in managing its financial deficit. Oracle Self Service will also allow Councillors to update their information in real time.
- 11.6 With immediate effect, no new Councillor shall receive a paper payslip and will be required to use the Self Service on Oracle. All current Councillors will be encouraged to shift to the Self Service system; however it will be compulsory from the Annual Meeting of Council in May 2017.
- 11.7 The shift to Oracle Self Service Mileage and Expenses Claims will also commence in May 2017; however a number of Councillors will be invited to start using the system sooner, so that the process can be trialled.
- 11.8 Training will be provided to all Councillors in order to manage this process of change. User Guides are available on the Authority's StaffNet site <http://www.swansea.gov.uk/staffnet/mileageandexpenses>
- 11.9 This approach compliments the Authority's Digital Strategy.

12. Equality and Engagement Implications

- 12.1 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.

13. Financial Implications

13.1 Each of the Allowances referred to in this report shall be subject to Tax and National Insurance deductions.

13.2 The proposals outlined in the report are contained within existing budgetary constraints.

14. Legal Implications

14.1 The proposals identified are in accordance with relevant legislation.

Background Papers: None.

Appendices: **Appendix 1** – Councillors' ICT Allowance Claim Form.

Agenda Item 5

Report of the Head of Democratic Services

Democratic Services Committee – 18 October 2016

INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT 2017-2018 - CONSULTATION

Purpose:	To consult with the Democratic Services Committee relating to the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2017-2018 and to comment on determinations made. The comments will form a report to Council followed by a formal reply to the IRPW by their deadline of 28 November 2016.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The views of the Committee are sought.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Phil Couch

1. Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRPW) is the body tasked with setting the remuneration levels for Councils in Wales. Each year, they publish a Draft Annual Report which is circulated for consultation.
- 1.2 Their Draft Annual Report is currently out for consultation. The consultation period closes on 28 November 2016.
- 1.3 The final IRPW report will be published in February 2017.
- 1.4 This report sets out the determinations affecting the City and County of Swansea and proposes responses if necessary.
- 1.5 The full IRPW Draft Annual Report may be viewed at <http://gov.wales/docs/dsjlg/publications/161003-irp-draft-report-en.pdf>

2. Determinations within the IRPW Draft Annual Report 2017-2018

- 2.1 The IRPW Draft Annual Report 2017-2018 contains 51 Determinations in all. A large number of these determinations don't directly affect the City and County of Swansea and as such they are omitted from this report.

2.2 An “Extract of the Determinations of the IRPW Draft Annual Report 2016 and Comments of the City and County of Swansea” is appended as **Appendix A**. The appendix sets out the determinations together with initial comments which are intended to stimulate debate and ultimately a formal response to the IRPW consultation.

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 The IRPW determination to increase Basic Salary by £100 per Councillor will add £7,200 per annum. This can be accommodated within existing budget resources.

5. Legal Implications

5.1 There are no specific legal implications associated with this report.

Background Papers: None.

Appendices:

Appendix A	Extract of the Determinations of the IRPW Draft Annual Report 2016 and Comments of the City and County of Swansea.
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Extract of the Determinations of the IRPW Draft Annual Report 2016 and Comments of the City and County of Swansea

NOTE: For ease this report only outlines the salary figures of Group A Council's to which the City and County of Swansea belongs.

Section 3 - Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Determination 1	Basic Salary in 2017/18 for elected members of principal councils shall be £13,400.
Comments	This is a rise of £100. No comment.
Determination 2	The Panel has determined that senior salary levels in 2017/18 for members of principal councils shall be as set out in Table 2 (of the IRPW Report). <i>The proposed and current levels are outlined below for ease.</i>
Comments	The Authority remains concerned at the two levels of payments for Cabinet members and Committee Chairs created in February 2016. The Authority believes that a Leader of a Council would create a balanced Cabinet with collective responsibility. No Cabinet Member is more or less important to the decision making process. Whilst it may appear that some Portfolios are smaller than others, those with smaller budgets will face difficulties as a smaller budget could quite easily mean more drastic outcomes. Equally Council has created Committees with a balanced workload. Determination 2 of the IRPW would have the following effect:
	As Senior Salaries include the Basic Salary element, they have all raised by £100 in line with determination 1. There has been no further change to Senior Salaries. No comment.

Senior Salaries (inclusive of basic salary) - Group A Councils	Proposed 2017/18		Current 2016/17	
Band 1				
Leader	£53,100		£53,000	
Deputy Leader	£37,100		£37,000	
Band 2	Level 1	£32,100	Level 1	£32,000
Executive Members (up to a maximum of 4 or 5 if no Deputy Leader)	Level 2	£28,900	Level 2	£28,800
Other Executive Members (to statutory maximum)				
Band 3	Level 1	£22,100	Level 1	£22,000
Committee Chairs (if remunerated)	Level 2	£20,100	Level 2	£20,000
Band 4				
Leader of the Largest Opposition Group	£22,100		£22,000	
Band 5				
Leader of Other Political Groups	£17,100		£17,000	

Determination 3	The Panel has determined that (where paid) Civic Salaries at the following levels are payable (Table 3 of the IRPW Report) and will be applied by principal Councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
Comments	As Civic Salaries include the Basic Salary element, they have all raised by £100 in line with determination 1. There has been no further change to Civic Salaries. No comment.

Civic Salaries (inclusive of basic salary)	Proposed 2017/18		Current 2016/17	
Responsibility Level	Civic Leader	Dep Civic Leader	Civic Leader	Dep Civic Leader
Level 1	£24,100	£18,100	£24,000	£18,000
Level 2	£21,600	£16,100	£21,500	£16,000
Level 3	£19,100	£14,100	£19,000	£14,000

Determination 4	The Panel has determined that, where appointed and if remunerated, a Presiding Member must be paid a Band 3 Level 1 Senior Salary. This post will count towards the cap.
Comments	The Presiding Member within the City and County of Swansea is not remunerated. Agreed
Determination 5	The Panel has determined that the post of deputy presiding member will not be remunerated.
Comments	No Change. Agreed
Determination 6	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.
Comments	No Change. Agreed
Determination 7	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.
Comments	No Change. Agreed
Determination 8	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Comments	Further clarification has been sought from the IRPW regarding this determination. However, it seems to imply that subject to IRPW approval, Authority's would be allowed to exceed their Senior Salary Cap (currently) 19 in Swansea providing the total number of Senior Salaries cannot exceed 50% of the membership. Agreed.

Section 4 - Joint Overview and Scrutiny Committees (JOSC)

Determination 9	The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 Level 2 senior salary that remunerates a committee chair of a principal authority (£6,700).
Comments	No Change. Agreed
Determination 10	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £3,350.
Comments	No Change. Agreed
Determination 11	The chair of a sub committee of a JOSC is eligible for a salary of £1,675.
Comments	No Change. Agreed
Determination 12	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.
Comments	No Change. Agreed
Determination 13	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
Comments	No Change. Agreed
Determination 14	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
Comments	No change. Agreed
Determination 15	A deputy chair of a JOSC or sub committee is not eligible for payment.
Comments	No Change. Agreed

Determination 16	Co-optees to a JOSOC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
Comments	No Change. Agreed

Section 5 - Pension provision for Elected Members of Principal Councils

Determination 17	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Comments	No Change. Agreed

Section 6 – Entitlement to Family Absence

Determination 18	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
Comments	No Change. Agreed

Determination 19	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
Comments	No Change. Agreed

Determination 20	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
Comments	No change. Agreed

Determination 21	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
Comments	No Change. Agreed

Determination 22	When an authority agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.
Comments	No Change. Agreed

Determination 23	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
Comments	No Change. Agreed

Section 7 - Payments to Members of National Park Authorities

Determinations 24-30 relate to the National Park Authorities. The Authority has no comments on those determinations.

Section 8 - Payments to Members of Welsh Fire and Rescue Authorities

Determinations 31-37 relate to the National Park Authorities. The Authority has no comments on those determinations.

Section 9 - Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire and Rescue Authorities

Determination 38	Principal Councils, NPAs and FRAs must pay the following fees to Co-opted Members (who have voting rights)
Comments	No Change. Agreed

Chairs of Standards, and Audit Committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of Standards Committee who also Chair Standards Committees for Community / Town Councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of Standards Committees; Education Scrutiny Committee, Crime and Disorder Scrutiny Committee and Audit Committee	£198 (4 hours and over) £99 (up to 4 hours)

Determination 39	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
Comments	No Change. Agreed

Determination 40	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
Comments	No Change. Agreed

Determination 41	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
Comments	No Change. Agreed

Determination 42	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Comments	No Change. Agreed

Section 10 – Reimbursement of Costs of Care

Determination 43	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.
Comments	The Authority welcomes the Panel’s change to use the term “reimbursement of costs of care” to replace care allowance , as a result of discussion with the WLGA leadership.

Section 10 - Payments to Members of Community and Town Councils

Determinations 44 - 51 relate to Community / Town Councils. The Authority has no comments on those determinations.