

COUNCIL SUMMONS

You are hereby summoned to attend the First Annual Meeting of the COUNCIL OF THE CITY AND COUNTY OF SWANSEA to be held in the Council Chamber, Guildhall, Swansea on Thursday, 25 May 2017 at 4.00 pm.

The following business is proposed to be transacted:

1. Election of Presiding Member for 2017-2018 Municipal Year.
2. Election of Deputy Presiding Member for 2017-2018 Municipal Year.
3. Apologies for Absence.
4. Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests
5. Minutes. 1 - 6
To approve & sign the Minutes of the previous meeting(s) as a correct record.
6. Public Presentation - Hafod Primary (Peace Mala Award)
7. Announcements of the Presiding Member/Head of Paid Service.
8. Election of the Leader of the Council.
9. Names of Councillors that the Leader of the Council has chosen to be Members of the Cabinet. (For Information)
10. Constitutional Matters 2017-2018. 7 - 37
11. Amendments to the Council Constitution. 38 - 40
12. Common Seal.



Huw Evans
Head of Democratic Services
Guildhall,
Swansea.

Wednesday, 17 May 2017

To: All Members of the Council

CITY AND COUNTY OF SWANSEA

MINUTES OF THE COUNCIL

HELD AT COUNCIL CHAMBER, GUILDHALL, SWANSEA ON
THURSDAY, 20 APRIL 2017 AT 5.00 PM

PRESENT: Councillor J P Curtice (Deputy Presiding Member) Presided

Councillor(s)	Councillor(s)	Councillor(s)
J C Bayliss	P M Black	M C Child
R A Clay	U C Clay	A C S Colburn
D W Cole	A M Cook	S E Crouch
P Downing	N J Davies	A M Day
C R Evans	C R Doyle	V M Evans
R Francis-Davies	W Evans	E W Fitzgerald
C A Holley	F M Gordon	J E C Harris
D H Hopkins	P R Hood-Williams	B Hopkins
M H Jones	L James	Y V Jardine
J W Jones	A J Jones	S M Jones
M B Lewis	E J King	E T Kirchner
A S Lewis	R D Lewis	D J Lewis
P M Matthews	C E Lloyd	K E Marsh
H M Morris	P N May	P M Meara
C L Philpott	J Newbury	D Phillips
C Richards	J A Raynor	I M Richard
R C Stewart	P B Smith	R V Smith
C Thomas	D G Sullivan	G J Tanner
M Thomas	C M R W D Thomas	L G Thomas
L V Walton	L J Tyler-Lloyd	G D Walker
	T M White	

Apologies for Absence

Councillor(s): C Anderson, J A Hale, T J Hennegan, P Lloyd, R J Stanton and D W W Thomas

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

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

The Interim 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:

Councillors

- 1) Councillors A M Day, A J Jones, J A Raynor and C Richards declared a Personal Interest in Minute 178 "Welsh in Education Strategic Plan 2017-2020";
- 2) Councillors P M Black, C A Holley and L G Thomas declared a Personal and Prejudicial Interest in Minute 179 "Lord Mayor and Deputy Lord Mayor Protocol" and withdrew from the meeting prior to its consideration;
- 3) Councillors S E Crouch, P M Meara and D Phillips declared a Personal Interest in Minute 181 "Councillors Questions".

Officers

- 1) Martin Nicholls declared a personal interest in Minute 177 "Chief Executive Arrangements".

171. **MINUTES.**

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

- 1) Ordinary Meeting of Council held on 23 March 2017.

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

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

173. **ANNOUNCEMENTS OF THE PRESIDING MEMBER.**

1) Presiding Member, Councillor D W W Thomas Hospital

The Deputy Presiding Member stated that the Presiding Member, Councillor D W W Thomas is currently in hospital recovering from a broken ankle. On behalf of the Council, she wished him best wishes and a speedy recovery.

2) Councillors Not Seeking Re-election on 4 May 2017

The Deputy Presiding Member stated that the following Councillors have chosen not to seek re-election at the forthcoming Local Government Election on 4 May 2017. The Political Group Leaders and the Deputy Presiding Members paid tribute to these Councillors and thanked them for serving their communities and the residents of Swansea during their terms of Office as Councillors.

Minutes of the Council (20.04.2017)
Cont'd

Councillor	Council	Term of Office		Lord Mayor
		From	To	
John C Bayliss	CCS	03.05.2012	Present	N/A
R (Bob) A Clay	CCS	04.07.2013	Present	N/A
Uta C Clay	CCS	03.05.2012	Present	N/A
David W Cole	CCS	03.05.2012	Present	N/A
Andrew J Jones	CCS	03.05.2012	Present	N/A
David J Lewis	CCS	03.05.2012	Present	N/A
Paul M Meara	CCS	01.05.2008	Present	N/A
John Newbury	SCC	07.05.1987	31.03.1996	2015-2016
	CCS	04.05.1995	Present	
Ioan M Richard	LVBC	14.11.1985	31.03.1996	2011-2012
	CCS	04.05.1995	Present	
R June Stanton	SCC	05.05.1988	31.03.1996	2013-2014
	WGCC	04.05.1989	31.03.1996	
	CCS	04.05.1995	Present	
Ceinwen Thomas	SCC	23.05.1990	31.03.1996	2014-2015
	CCS	04.05.1995	Present	
C Miles R W D Thomas	CCS	21.10.2010	Present	N/A
Neil M Woollard	CCS	03.05.2012	Present	N/A

Key:

CCS	City and County of Swansea
LVBC	Lliw Valley Borough Council
SCC	Swansea City Council
WGCC	West Glamorgan County Council

3) National Animation Film Award “Go Forward”

The Deputy Presiding Member congratulated the young people, Child and Family Services and Winding Snake Productions, whose animation Go Forward has been crowned Best Animation: 13 and Over at this year's Into Film Awards.

Go Forward, was written and directed by 15 young people from Swansea and translates their experiences of the ups and downs of the journey children and young people who are looked after can have to adulthood. The film sees three young people aged 6, 12 and 16 navigate their way through a complex video game-like world.

The young people were shortlisted from over 300 nominations in their category, and received their award in a glitzy ceremony filled with celebrities at Leicester Square in London in March.

Actor and Judge of the award, Stephen Mangan describes the film as 'Wonderful and imaginative, technically highly accomplished. It has a great script and you really got a sense of each of the children very quickly. It is positive and uplifting and I enjoyed the constant forward motion animation. Clearly a huge amount of thought and care has been taken over it. I loved Josh's jiggly legs! A great achievement'.

This film has been a fantastic opportunity to support young people to have their voices heard and to share their experiences with other young people, practitioners and the public.

She offered congratulations on behalf of the Council to all involved including staff. We are all immensely proud and look forward to watching your film later.

4) Amendments / Corrections to the Council Summons

The Deputy Presiding Member stated that the Council Summons needed to be amended as follows:

Item 10 "Welsh in Education Strategic Plan 2017-2020".
Page 24, Paragraph 1.4. Amend "2020" to read "2050".

174. ANNOUNCEMENTS OF THE LEADER OF THE COUNCIL.

1) Swansea Bay City Region Deal

The Leader of the Council provided an update on the Swansea Bay City Region Deal.

2) Councillor Christine Richards – Standing Down as Cabinet Member

The Leader of the Council thanked Councillor Christine Richards, Deputy Leader of the Council and Cabinet Member for Children and Young People for her hard work and dedication to the Authority over the years. He stated that Councillor Richards had decided to stand down as a Cabinet Member and to return to back bench politics.

He stated that she would be remembered for her mantra "We need to get joined up around kids".

175. PUBLIC QUESTIONS.

No questions were asked.

176. PUBLIC PRESENTATION - LOOKED AFTER LEARNERS - 2017 INTO FILM AWARDS "GO FORWARD".

The Deputy Presiding Member showed the film "Go Forward" that she referred to under her earlier announcements.

Councillors C Richards and J A Raynor gave thanks for the presentation.

177. **CHIEF EXECUTIVE ARRANGEMENTS.**

The Corporate Director (Resources) submitted a report which sought continuity in respect of the post of the Chief Executive following the end of the temporary arrangements which lapse on 31 May 2017 and to allow the Council elected in May 2017 to decide on the appointment of a permanent Chief Executive.

RESOLVED that:

- 1) Phil Roberts be approved in post as Chief Executive until 31 October 2017.

178. **WELSH IN EDUCATION STRATEGIC PLAN 2017-2020.**

The Education Cabinet Member submitted a report which sought the adoption of the final Welsh in Education Strategic Plan (WESP) 2017-2020 and permission to submit the final statutory WESP 2017-2020 to Welsh Government for its approval.

RESOLVED that:

- 1) The final Welsh in Education Strategic Plan (WESP) 2017-2020 be adopted;
- 2) The final statutory WESP 2017-2020 be submitted to Welsh Government for its approval.

179. **LORD MAYOR AND DEPUTY LORD MAYOR PROTOCOL.**

The Head of Democratic Services submitted a report which addressed the issues raised at the Constitution Working Group held on 6 February 2017. The report sought approval to add Councillor P M Black back onto the list of Councillors in line to be Lord Mayor and agreement for the change to the exclusion periods listed in the protocol.

RESOLVED that:

- 1) Councillor P M Black be re-added to the list of Councillors in line to be Lord Mayor and that he be considered for Deputy Lord Mayor in 2018-2019;
- 2) The proposed Lord Mayor and Deputy Lord Mayor Protocol as outlined in Appendix 2 of the report be adopted.

180. **AMENDMENTS TO THE CONSTITUTION.**

The Presiding Member, 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

The proposed changes related to the following areas of the Council Constitution:

- i) Part 2 "Articles of the Constitution", Article 12 "Officers";

- ii) Part 3 “Responsibility for Functions, “Scheme of Delegation”.

RESOLVED that:

- 1) The functions of the Proper Officer referred to in Article 12.5.2 and 12.5.3 of the Council Constitution be amended to reflect that it allows either the Chief Executive and / or the Head of Democratic Services to conduct the following functions:
- i) Witness and receipt of declarations of Office (Section 83 of the Local Government Act 1972);
 - ii) Receipt of declaration of resignation of office (Section 84 of the Local Government Act 1972);
 - iii) Convening of meeting of Council to fill casual vacancy in the Office of Chairman (Section 88 of the Local Government Act 1972);
 - iv) Receipt of notice of casual vacancy from 2 local government electors (Section 89 of the Local Government Act 1972).
- 2) Part 3 “Responsibility for Functions, “Scheme of Delegation”, “Local Choice Functions – J25” be amended to read as follows:

No.	Function	Delegation of Function
J25	Functions in respect of approval by a local authority under section 51 or a determination by a local authority under section 53 of the School Standards and Organisation (Wales) Act 2013.]	Cabinet

181. **COUNCILLORS' QUESTIONS.**

1) Part A ‘Supplementary Questions’

Fifteen (15) 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’

No (0) Part B ‘Questions not requiring Supplementary Questions’ were submitted.

The meeting ended at 6.25 pm

CHAIR

Joint Report of the Monitoring Officer and Head of Democratic Services

Annual Meeting of Council – 25 May 2017

CONSTITUTIONAL MATTERS 2017-2018

Purpose:	To inform Council of all necessary Constitutional matters in order to enable the efficient and lawful operation of Council.
Policy Framework:	Council Constitution.
Consultation:	Access to Services, Legal, Finance.
Recommendation(s)	It is recommended that:
1)	The Council Bodies and the Number of Allocated Seats as listed in Appendix E be appointed for the Municipal Year 2017-2018;
2)	The “ Leader and Deputy Leader of the Council ” be paid a Band 1, Group A, Senior Salary : <ul style="list-style-type: none"> • Leader of the Council (£53,100); • Deputy Leader of the Council (£37,100).
3)	The “ Executive Members ” be paid a Band 2, Group A, Level 1, Senior Salary (£32,100): <ul style="list-style-type: none"> • Cabinet Members x 8.
4)	The “ Committee Chairs ” be paid a Band 3, Group A, Level 1, Senior Salary (£22,100): <ul style="list-style-type: none"> • Chair of General Licensing Committee; • Chair of Planning Committee; • Chair of Policy Development and Delivery Committee 1; • Chair of Policy Development and Delivery Committee 2; • Chair of Policy Development and Delivery Committee 3; • Chair of Policy Development and Delivery Committee 4; • Chair of Policy Development and Delivery Committee 5; • Chair of Scrutiny Programme Committee.
5)	The Independent Remuneration Panel for Wales (IRP) determination that the “ Leader of the Largest Opposition Political Group ” must be paid a Band 4, Senior Salary (subject to the 10% rule) (£22,100) be noted;
6)	The following positions be paid a Level 1, Civic Salary (subject to them not already being in receipt of a Senior Salary): <ul style="list-style-type: none"> • Lord Mayor (£24,100); • Deputy Lord Mayor (£18,100).
7)	A Presiding Member and Deputy Presiding Member be re-established

	and that they Chair Meetings of Council. These posts will not receive a Senior Salary;
8)	The Committees listed in Appendix C be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 for the Municipal Year 2017-2018 in order to allow greater representation on these Committees by the Opposition Political Groups;
9)	Councillors be allocated to serve on Council Bodies in line with the nominations received from the Political Groups;
10)	The Leader of the Council' decision to allocate Councillors to sit on Outside Bodies be noted;
11)	The adoption of the Council Constitution which may be viewed at www.swansea.gov.uk/constitution be reaffirmed including those relating to the terms of reference of the 5 x Policy Development and Delivery Committee and any amendments made at this meeting;
12)	The Council Bodies Diary 2017-2018 as listed in Appendix E be confirmed and adopted;
13)	A Chair of the Democratic Services Committee be elected;
14)	Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;
15)	The Councillors Handbook which may be viewed at www.swansea.gov.uk/CllrsHandbook be reaffirmed;
16)	The list of Member Champion Area and Responsible Councillor be noted;
17)	The new mileage distances take effect immediately;
18)	Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.
Report Author: Huw Evans Finance Officer: Carl Billingsley Legal Officer: Tracey Meredith Access to Services Officer: Phil Couch	

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"). Additionally, the Independent

Remuneration Panel for Wales (IRP) determines the remuneration available to Councillors and Co-opted Members.

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

2. Independent Remuneration Panel for Wales (IRP)

- 2.1 The IRP Annual Report of February 2017 sets out the new framework for Councillor and Co-opted Member remuneration. The IRP determinations are included in this report. Nineteen (19) of the 72 City and County of Swansea Councillors are eligible to receive a Senior Salary payment.

- 2.2 The IRP have prescribed payment levels for Basic Salary, Civic Salary, Senior Salary (**Appendix A**) and the Fees for Co-opted Member (with Voting Rights) of Local Authorities (**Appendix B**).

- 2.3 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.

- 2.4 A Council can consider whether to pay a Senior Salary to **Leaders of the Other Political Groups** if they have 10% or more of the total number of Council seats in their Political Group. However, if Council resolve to make such a payment, it would be taken from the nineteen Senior Salaries permitted within the Authority.

- 2.5 Under Section 154 of the Local Government (Wales) Measure 2011, any Councillor or Co-opted Member may elect to forego any part of their entitlement to a salary, allowance or fee by giving notice in writing to the Monitoring Officer.

3. Senior Salaries

- 3.1 The Senior Salary includes the Basic Salary.

- 3.2 The IRP state that each Council should decide whether to pay Senior Salaries. It is proposed that the following be paid Senior Salaries:

1)	Leader of the Council;
2)	Deputy Leader of the Council;
3)	Cabinet Members x 8 ;
4)	Chair of General Licensing Committee;
5)	Chair of Planning Committee;
6)	Chair of Policy Development and Delivery Committee 1;
7)	Chair of Policy Development and Delivery Committee 2;
8)	Chair of Policy Development and Delivery Committee 3;
9)	Chair of Policy Development and Delivery Committee 4;
10)	Chair of Policy Development and Delivery Committee 5;
11)	Chair of Scrutiny Programme Committee.

- 3.3 The IRP have determined that each Individual Authority must decide if there is any variation in the level of responsibility and workload stemming from each Cabinet Portfolio. Council must decide whether to pay a Cabinet Member and if payable should it be at Level 1 or Level 2.

Remuneration of Executive (Cabinet) Members (Inclusive of Basic Salaries)		
	Level 1	Level 2
Group A	£32,100	£28,900

- 3.4 The Leader of the Council sets the Cabinet Portfolios and appoints the Cabinet. He has stated that he has created each Cabinet Portfolio so that they have the same level of responsibility, importance and workload.
- 3.5 The IRP have determined that each Individual Authority must decide if there is any variation in the level of responsibility and workload stemming from the work of a Committee Chair. Council must decide whether to pay a Chair of Committee and if payable should it be at Level 1 or Level 2.

Remuneration of Chair of Committees (Inclusive of Basic Salaries)		
	Level 1	Level 2
Group A	£22,100	£20,100

- 3.6 The terms of reference of the Committees that will attract Senior Salaries have been drafted to ensure that they have the same level of responsibility, importance and workload.

4. Civic Salary

- 4.1 The Civic Salary includes the Basic Salary.
- 4.2 The IRP determined that Authorities are permitted to pay a Civic Salary to the Civic Head & 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 a Senior Salary and Civic Salary payment.
- 4.3 Council must decide whether to remunerate the Civic Head and the Deputy Civic Head. If Council agrees to remunerate them, then it must consider at what Level they should be remunerated as set out below:

Remuneration of Civic Heads and Deputy Civic Heads (Inclusive of Basic Salaries)		
	Civic Heads	Deputy Civic Heads
Level 1	£24,100	£18,100
Level 2	£21,600	£16,100
Level 3	£19,100	£14,100

- 4.4 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. This question is considered up the “Presiding Member” section of the report.
- 4.5 The IRP state that each Council should decide whether to pay Civic Salaries. It is proposed that the following be paid Civic Salaries:

1)	Lord Mayor;
2)	Deputy Lord Mayor.

5. Presiding Member

- 5.1 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.
- 5.2 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 may affect the level that the remuneration of the Civic Head / Deputy Civic Head is set.
- 5.3 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.
- 5.4 The Authority may also appoint a Deputy Presiding Member; however this post would not be remunerated.
- 5.5 Previous Annual Meetings of Council have resolved to appoint a Presiding Member and a Deputy Presiding Member. Council is asked to review its latest decision and to determine whether to continue with a Presiding Member or not.

6. Annual Meeting of Council

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

7. Political Balance / Committee Proportionality

- 7.1 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.

7.2 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.

7.3 The Ruling Group have liaised with the Head of Democratic Services in order to outline its view on the structure and size of Council Bodies. Based on this guidance, relevant proportional calculations have been made by the Head of Democratic Services and those calculations have been shared with all Political Groups. This process culminates with this report to Council seeking approval to the structure and size of Council Bodies.

8. Appointment of Committees and Other Council Bodies and their Sizes

8.1 The Council Bodies and the Number of Allocated Seats (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 D**. It is proposed that these Council Bodies be established.

8.2 In the event of any changes made to the size of these Council Bodies then it will necessitate the recalculation of Political Balance.

8.3 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**.

9. Terms of Reference of the 5 x Policy Development and Delivery Committees

9.1 It is proposed that the Terms of Reference for the 5 x Policy Development and Delivery Committees be as follows:

“Terms of Reference

- 1) To drive the development of the Council’s main Corporate Policies for consideration and adoption by Cabinet and or Council as appropriate.

Notes:

- i) PD&D Committees may co-opt others on to the Committee either for a topic or for a term if the Committee consider that will assist their role.”

10. Allocation of Councillors to the Council Bodies

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

10.2 The list showing the allocation of Councillors will be included in the minutes of the Annual Meeting of Council.

11. Allocation of Councillors to Outside Bodies

11.1 The Leader of the Council has allocated Councillors to sit on Outside Bodies.

11.2 The list showing Councillors and their allocation to Outside Bodies will be included in the minutes of the Annual Meeting of Council.

12. Democratic Services Committee

12.1 The Local Government (Wales) Measure 2011 states that a Democratic Services Committee and Chair must be appointed by Council. The Committee Chair must be an Opposition Member.

12.2 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 permitted to sit on this Committee.

12.3 Council will need to determine who to elect as Chair of the Democratic Services Committee.

13. Council Bodies Diary 2017-2018

13.1 Section 6 "Timing of Council Meetings" of the Local Government (Wales) Measure 2011 places a duty on Authorities 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.

13.2 Council at its meeting on 23 March 2017 resolved that the "Timing of Council Meeting Survey" be conducted in Autumn / Winter 2017. The intention being to allow all newly elected Councillors an opportunity to get a feel for life as a Councillor and for them to understand its associated time pressures prior to asking them to complete the survey.

13.3 The previous Councillors Survey was considered in preparing the Council Bodies Diary. The Council Bodies Diary 2017-2018 is shown as **Appendix E**.

14. Co-opted Members

14.1 The IRP has confirmed that 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.

14.2 Travelling time to and from the place of the meeting can be included in the claims for payments to Co-opted Members (up to the maximum of the daily rate).

- 14.3 The Head of Democratic Services 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.
- 14.4 Meetings eligible for the payment of the fee 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 by the Head of Democratic Services.
- 14.5 It is proposed to maintain payments to Co-opted Members at a maximum of 20 full days' payments per Municipal Year.

15. Councillors Handbook

- 15.1 The Councillors Handbook www.swansea.gov.uk/CllrsHandbook provides a one stop guidance document for Councillors containing sections on Financial Information, Support Services, Protocols and Role Descriptions.

16. Appointment of Chairs & Vice Chairs of Committees

- 16.1 Following the close of the Annual Meeting of Council, a number of Committees shall meet in order to elect Chairs and Vice Chairs to those Committees.

17. Member Champions

- 17.1 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.
- 17.2 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 (Council on 17 January 2013).
- 17.3 Member Champions are appointed by the Leader of the Council. The Leader of the Council informs Council of whom he has appointed to the Member Champion roles. The Leader of Council has appointed as follows:

Member Champion Area	Responsible Councillor
Access to Services	To be confirmed
Armed Forces	June E Burtonshaw
Biodiversity & Renewables	To be confirmed
Carers	To be confirmed
Children and Young People (Lead Member for Children and Young People's Services – As defined by the Children Act 2004)	To be confirmed

Diversity	To be confirmed
Domestic Abuse	To be confirmed
Health and Wellbeing	To be confirmed
Healthy Cities	To be confirmed
Language (including Welsh)	To be confirmed
LGBT+ (Lesbian, Gay, Bisexual and Transgender +)	To be confirmed
Local Business and Enterprise	To be confirmed
Older People	To be confirmed
Race, Religion, Belief and Heritage	To be confirmed
United Nations Convention on the Rights of the Child (UNCRC)	To be confirmed

19. Review of Councillors Mileage Distances

- 19.1 Council, at its meeting on 3 December 2009 resolved to conduct a review of Councillors home to Civic Centre, single and return journeys using the RAC website (RAC Route Planner). Appendix E sets out the Councillors Mileage Distances to be used for the new Council term 2017-2022.

18. Equality and Engagement Implications

- 18.1 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.

19. Financial Implications

- 19.1 All financial impacts of this report are contained within existing budgets.

20. Legal Implications

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

Background Papers: None

Appendices:

Appendix A	Basic Salary, Civic Salary and Senior Salary Payments. (Group A Councils) as Prescribed by IRP - February 2017
Appendix B	Fees for Co-opted Member (with Voting Rights) of Local Authorities as Prescribed by the IRP - February 2017.
Appendix C	Proposed Exemption from Committee Balance Rules.
Appendix D	Council Bodies & Number of Allocated Seats 2017-2018.
Appendix E	Councillors Mileage Distances
Appendix F	Council Bodies Diary 2017-2018.

Appendix A

Basic Salary, Civic Salary and Senior Salary Payments (Group A Councils) as Prescribed by IRP - February 2017

Basic Salary	£13,400
Senior Salaries (inclusive of Basic Salary)	
Band 1	
Leader of the Council	£53,100
Deputy Leader of the Council	£37,100
Band 2	
Executive Member (Cabinet Member) Level 1	£32,100
Executive Member (Cabinet Member) Level 2	£28,900
Band 3	
Committee Chairs Level 1	£22,100
Committee Chairs Level 2	£20,100
Band 4	
Leader of the Largest Opposition Political Group *1	£22,100
Band 5	
Leader of Other Political Groups *2	£17,100
Civic Salaries (inclusive of Basic Salary)	
Civic Head (Mayor / Chair of Council) Level 1	£24,100
Civic Head (Mayor / Chair of Council) Level 2	£21,600
Civic Head (Mayor / Chair of Council) Level 3	£19,100
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) Level 1	£18,100
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) Level 2	£16,100
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) Level 3	£14,100

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.

Appendix B

Fees for Co-opted Member (with Voting Rights) of Local Authorities As Prescribed by the IRP – February 2017

Chair of Standards Committee and Chair of Audit Committee	4 Hours and Over	£256
	Up to 4 Hours	£128
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
Community / Town Councillors sitting on Principal Council Committees	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 allow the following membership: Leader & Deputy Leader of the Ruling Group and Largest Opposition Group, Leader only of other Political Groups and 3 other Labour Councillors.
 - 1.2 **Standards Committee.** This is made up of 5 Independent Members, 3 Councillors and 1 Community / Town Councillor. 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 Planning Committee and General Licensing Committee are represented on it.
 - 1.3 **Corporate Parenting Board.** Council is asked to exempt this from the Committee Balance Rules in order to allow the following membership: 5 Ruling Group Cllrs (Labour), 2 Largest Opposition Group Cllrs (Lib Dem & Ind Opposition), 1 Representative from each other Political Group (Conservative and Uplands).
 - 1.4 **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 Castle, Gorseinon, Killay North, Kingsbridge, Loughor Lower, Loughor Upper, Oystermouth, Sketty, St. Thomas, Townhill and Uplands Electoral Wards are represented on it.
 - 1.7 **Constitution Working Group.** Council is asked to exempt this from the Committee Balance Rules in order to allow the following membership and representation by each Political Group: Presiding Member, Deputy Presiding Member, Leader & Deputy Leader of Ruling Group & Largest Opposition Group, Leader of other Political Groups & Cabinet Member with responsibility for Constitutional Matters.

Council Bodies & Number of Allocated Seats 2017-2018

Appendix D

Body	Seats	Comments	Status
Council	72	Automatically Proportional	
Cabinet	10	Not Part of PR Calculations	SS
Committees			
Appeals & Awards	7		
Appointments	13		
Audit	13	Chaired by an Independent Person. 1 Ind Person & 13 Cllrs.	
Chief Exec Appraisal & Remuneration	9	Leader & Deputy Leader of Ruling Group and Largest Opposition Group, Leader only of other Political Groups and 3 other Labour.	XPR
Chief Officers Disciplinary	13	At least 1 member of Cabinet must sit on this Cttee but no more than 50% of the Cttee are permitted to be Cabinet Members	
Chief Officers Disciplinary Appeals	13	At least 1 member of Cabinet must sit on this Cttee but no more than 50% of the Cttee are permitted to be Cabinet Members	
Democratic Services	17	Chair must be an Opposition Councillor and appointed by Council.	
Family Absence Complaints		As per Council of 12 August 2014	
Policy Development and Delivery 1	13		SS
Policy Development and Delivery 2	13		SS
Policy Development and Delivery 3	13		SS
Policy Development and Delivery 4	13		SS
Policy Development and Delivery 5	13		SS
JCC	7		
General Licensing	12		SS
<i>General Licensing Sub</i>	3	Drawn proportionally from General Licensing Cttee.	
Statutory Licensing	12		
<i>Statutory Licensing Sub</i>	3	Drawn proportionally from Statutory Licensing Cttee.	
Pension Fund	6	Chaired by the Cabinet Member with responsibility for Finance.	
Planning	12	1. Membership between 11 & 21. 2. Quorum is 50%. 3. Only 1 Cllr from an Electoral Ward may sit on the Cttee. 4. Use of Substitute Members prohibited.	SS
Scrutiny Programme	17		SS
Standards	9	Standards Committee (Wales) Regulations 2001. 5 Ind, 3 CCS Cllrs & 1 C/T Cllr	XPR
West Glamorgan Archives	5	Independent Chair	
Panels, Forums, Groups etc			
Admissions Panel	6		
Armed Forces Community Covenant Signatories Panel	1	Armed Forces Member Champion	XPR
Challenge Panel	13	Must contain Leader of Largest Opposition Political Group (Chair) and Leader of the Second Largest Political Group (Vice Chair).	
Community / Town Councils Forum	12	All Cabinet Members, Chair of Planning and Chair of General Licensing.	XPR
Corporate Parenting Board	9	5 Ruling Group Cllrs , 2 Largest Opposition Group Cllrs, 1 Representative from each other Political Group.	XPR
Constitution Working Group	9	Presiding Member, Deputy Presiding Member, Leader & Deputy Leader of Ruling Group & Largest Opposition Group, Leader of other Political Groups & Cabinet Member with responsibility for Constitutional Matters.	XPR
Development Advisory Group (DAG)	3	This is a Cabinet Body.	XPR
External Funding Panel	10	This is a Cabinet Body. All Cabinet Members to have a vote.	XPR
Gower AONB Partnership Group	6	Chaired by Chair of Planning Committee	
<i>Sustainable Development Fund Panel</i>	2	Chaired by Chair of Planning Committee	
<i>Sustainable Development Fund Appeal Panel</i>	1		
LA Governor Panel	13	Independent Chair. 1 Ind Person & 13 Cllrs.	
Local Pension Board	1		
Social Services Rota Visits Group	13		
Standards Cttee Vacancy Panel	3		
Swansea Student Liaison Forum (SSLF)	23	Relevant Cabinet Member & Cllrs with student issues within their Electoral Ward.	XPR
Trustees Panel	17		
West Wales Valuation Tribunal Joint Appointments Panel	2		

SS - Committees that attract Senior Salary

XPR - Bodies exempt from Proportionality.

Councillor Mileage for Expense Claim Forms - Civic Centre (SA1 3SN)

Last Name	First Name(s)	Postcode	CC 1 Way Actual	CC 1 Way rounded up / down	CC Return Actual	CC Return rounded up / down
Anderson	Cyril	SA5 8QB	2.70	3	5.50	6
Black	Peter	SA5 8QL	2.83	3	5.62	6
Burtonshaw	June	SA2 0FE	3.29	3	6.85	7
Child	Mark	SA3 5PX	4.02	4	7.75	8
Crouch	Sybil	SA1 6JJ	1.31	1	2.85	3
Curtice	Jan	SA4 6BB	7.32	7	14.89	15
Davies	Nick	SA1 6XR	1.73	2	3.24	3
Day	Mike	SA2 8AW	3.30	3	6.32	6
Downing	Philip	SA4 8PP	12.09	12	22.74	23
Doyle	Ryland	SA7 0HY	5.92	6	11.85	12
Durke	Mike	SA5 5DT	3.86	4	8.22	8
Evans	Ceri	SA6 6LQ	6.40	6	13.08	13
Evans	Mandy	SA1 7DQ	3.14	3	6.27	6
Evans	William	SA4 4BJ	6.76	7	13.85	14
Fitzgerald	Wendy	SA4 9BU	7.42	7	14.75	15
Francis-Davies	Robert	SA2 0TN	1.98	2	4.14	4
Gallagher	Steve	SA2 7AA	2.61	3	5.74	6
Gibbard	Louise	SA2 7XQ	5.09	5	10.39	10
Gordon	Fiona	SA1 1UA	0.81	1	1.63	2
Griffiths	Kevin	SA4 8LN	9.97	10	20.20	20
Hale	Joe	SA1 8HP	1.81	2	3.59	4
Helliwell	David	SA2 9LY	2.58	3	5.71	6
Hennegan	Terry	SA5 5PU	4.46	4	8.81	9
Holley	Christopher	SA5 8EH	3.36	3	6.49	6
Hood-Williams	Paxton	SA4 3PG	7.11	7	13.68	14
Hopkins	Beverley	SA1 2LU	2.03	2	3.93	4
Hopkins	David	SA1 2LU	2.03	2	3.93	4
James	Lynda	SA3 3JY	6.04	6	11.78	12
James	Oliver	SA1 6SG	3.12	3	6.77	7
Jardine	Yvonne	SA7 9TS	5.58	6	11.17	11
Jones	Jeff	SA2 7AH	3.75	4	7.64	8
Jones MBE	Lyndon	SA4 3AY	5.37	5	11.30	11
Jones	Mary	SA2 7AH	3.75	4	7.64	8
Jones	Peter	SA2 9AR	2.19	2	4.35	4
Jones	Susan	SA4 3DG	6.47	6	13.07	13
King	Elliott	SA6 6TW	6.83	7	13.43	13
Kirchner	Erika	SA1 6XW	1.74	2	3.14	3
Langstone	Myles	SA3 4JF	5.64	6	11.56	12
Lewis	Andrea	SA5 9DG	3.80	4	7.59	8
Lewis	Mike	SA5 9DG	3.80	4	7.59	8
Lewis	Richard	SA3 1LQ	14.62	15	28.95	29
Lewis	Wendy	SA5 4RD	4.34	4	9.24	9
Lloyd	Clive	SA1 8DN	1.63	2	3.25	3
Lloyd	Paul	SA1 7LG	4.32	4	8.69	9
Mann	Irene	SA2 0QY	1.04	1	2.54	3

Councillor Mileage for Expense Claim Forms - Civic Centre (SA1 3SN)

Last Name	First Name(s)	Postcode	CC 1 Way Actual	CC 1 Way rounded up / down	CC Return Actual	CC Return rounded up / down
Matthews	Penny	SA7 9TR	5.23	5	10.51	11
May	Peter	SA2 0AH	0.93	1	1.99	2
Morris	Hazel	SA5 7EH	3.62	4	7.21	7
Phillips	David	SA1 6JJ	1.31	1	2.85	3
Philpott	Cheryl	SA2 9EY	3.10	3	6.16	6
Pritchard	Sam	SA6 7PR	4.26	4	8.70	9
Pugh	Alyson	SA7 0HB	5.93	6	11.90	12
Raynor	Jennifer	SA2 7UX	5.05	5	10.23	10
Richards	Christine	SA4 6TS	8.80	9	17.81	18
Roberts	Kelly	SA6 6JS	5.82	6	11.66	12
Rowlands	Brigitte	SA8 4RT	13.63	14	27.32	27
Sherwood	Mary	SA2 0HW	1.23	1	2.42	2
Smith	Paulette	SA8 4DA	8.50	9	17.03	17
Smith	Robert	SA4 4HE	6.19	6	12.64	13
Stevens	Andrew	SA4 4FD	8.20	8	17.28	17
Stewart	Robert	SA6 6TH	5.93	6	11.89	12
Sullivan	Gareth	SA5 7JE	7.80	8	15.40	15
Sykes	Mo	SA6 5DY	6.59	7	13.20	13
Tanner	Gloria	SA6 7HW	4.45	4	8.87	9
Thomas	Des	SA3 5RJ	4.66	5	9.02	9
Thomas	Graham	SA5 9PW	2.99	3	6.06	6
Thomas	Mark	SA4 3FJ	8.76	9	17.49	17
Thomas	Will	SA3 4PQ	5.10	5	10.22	10
Tyler-Lloyd	Linda	SA2 8EQ	2.76	3	5.50	6
Walker	Gordon	SA6 5ER	8.22	8	15.53	16
Walton	Lesley	SA1 6AD	1.30	1	2.36	2
White	Mike	SA1 2PP	2.77	3	5.36	5

Councillor Mileage for Expense Claim Forms - Guildhall (SA1 4PE)

Last Name	First Name(s)	Postcode	GH 1 Way Actual	GH 1 Way rounded up / down	GH Return Actual	GH Return rounded up / down
Anderson	Cyril	SA5 8QB	2.44	2	4.91	5
Black	Peter	SA5 8QL	2.65	3	5.34	5
Burtonshaw	June	SA2 0FE	2.58	3	5.24	5
Child	Mark	SA3 5PX	3.46	3	6.97	7
Crouch	Sybil	SA1 6JJ	0.74	1	1.60	2
Curtice	Jan	SA4 6BB	6.58	7	13.57	14
Davies	Nick	SA1 6XR	1.47	1	2.79	3
Day	Mike	SA2 8AW	2.76	3	5.54	6
Downing	Philip	SA4 8PP	9.92	10	21.16	21
Doyle	Ryland	SA7 0HY	6.68	7	13.24	13
Durke	Mike	SA5 5DT	3.44	3	6.89	7
Evans	Ceri	SA6 6LQ	6.25	6	12.74	13
Evans	Mandy	SA1 7DQ	3.92	3	7.65	8
Evans	William	SA4 4BJ	6.12	6	12.32	12
Fitzgerald	Wendy	SA4 9BU	6.66	7	13.06	13
Francis-Davies	Robert	SA2 0TN	1.24	1	2.56	3
Gallagher	Steve	SA2 7AA	2.19	2	4.44	4
Gibbard	Louise	SA2 7XQ	4.50	5	9.10	9
Gordon	Fiona	SA1 1UA	1.74	2	3.33	3
Griffiths	Kevin	SA4 8LN	9.54	10	18.87	19
Hale	Joe	SA1 8HP	2.59	3	4.98	5
Helliwell	David	SA2 9LY	2.16	2	4.38	4
Hennegan	Terry	SA5 5PU	4.14	4	8.36	8
Holley	Christopher	SA5 8EH	3.06	3	6.10	6
Hood-Williams	Paxton	SA4 3PG	6.12	6	12.30	12
Hopkins	Beverley	SA1 2LU	1.89	2	3.78	4
Hopkins	David	SA1 2LU	1.89	2	3.78	4
James	Lynda	SA3 3JY	5.49	5	11.01	11
James	Oliver	SA1 6SG	2.69	3	5.44	5
Jardine	Yvonne	SA7 9TS	6.34	6	12.54	13
Jones	Jeff	SA2 7AH	2.77	3	5.60	6
Jones MBE	Lyndon	SA4 3AY	4.95	5	9.97	10
Jones	Mary	SA2 7AH	2.77	3	5.60	6
Jones	Peter	SA2 9AR	1.50	2	3.05	3
Jones	Susan	SA4 3DG	5.44	5	10.96	11
King	Elliott	SA6 6TW	6.68	7	13.09	13
Kirchner	Erika	SA1 6XW	1.64	2	2.96	3
Langstone	Myles	SA3 4JF	5.39	5	11.10	11
Lewis	Andrea	SA5 9DG	3.40	3	6.84	7
Lewis	Mike	SA5 9DG	3.40	3	6.84	7
Lewis	Richard	SA3 1LQ	14.17	14	28.37	28
Lewis	Wendy	SA5 4RD	3.92	4	7.91	8
Lloyd	Clive	SA1 8DN	2.41	2	4.62	5
Lloyd	Paul	SA1 7LG	5.12	5	10.15	10
Mann	Irene	SA2 0QY	0.62	1	1.31	1
Matthews	Penny	SA7 9TR	6.17	6	12.20	12
May	Peter	SA2 0AH	0.47	0	1.01	1

Morris	Hazel	SA5 7EH	3.54	4	7.06	7
Phillips	David	SA1 6JJ	0.74	1	1.60	2
Philpott	Cheryl	SA2 9EY	1.99	2	4.05	4
Pritchard	Sam	SA6 7PR	4.18	4	8.34	8
Pugh	Alyson	SA7 0HB	6.71	7	13.28	13
Raynor	Jennifer	SA2 7UX	4.07	4	8.23	8
Richards	Christine	SA4 6TS	8.05	8	16.15	16
Roberts	Kelly	SA6 6JS	5.11	5	11.33	11
Rowlands	Brigitte	SA8 4RT	13.48	13	26.98	27
Sherwood	Mary	SA2 0HW	0.73	1	1.47	1
Smith	Paulette	SA8 4DA	8.31	8	16.61	17
Smith	Robert	SA4 4HE	5.44	5	10.96	11
Stevens	Andrew	SA4 4FD	7.77	8	15.95	16
Stewart	Robert	SA6 6TH	5.77	6	11.51	12
Sullivan	Gareth	SA5 7JE	4.82	5	9.62	10
Sykes	Mo	SA6 5DY	6.44	6	12.86	13
Tanner	Gloria	SA6 7HW	4.35	4	8.68	9
Thomas	Des	SA3 5RJ	4.10	4	8.24	8
Thomas	Graham	SA5 9PW	2.80	3	5.79	6
Thomas	Mark	SA4 3FJ	8.06	8	16.19	16
Thomas	Will	SA3 4PQ	4.85	5	9.77	10
Tyler-Lloyd	Linda	SA2 8EQ	2.51	3	5.04	5
Walker	Gordon	SA6 5ER	8.03	8	15.23	15
Walton	Lesley	SA1 6AD	0.89	1	1.88	2
White	Mike	SA1 2PP	2.69	3	5.20	2

May 2017

June 2017

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		

May 2017

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
1 May BANK HOLIDAY	2	3	4 LOCAL GOVT ELECTIONS	5	6	7
8	9	10	11 09:15 Councillor Market Place Event	12	13	14
15 Page 24	16	17	18	19	20	21
22	23	24	25 16:00 Annual Council	26 14:00 Ceremonial Council (Lord Mayor)	27	28
29 BANK HOLIDAY	30 School Half Term	31	1 Jun	2	3	4

June 2017

July 2017

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
31						

June 2017

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		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 May	30	31	1 Jun 14:00 Corporate Briefing	2 School Half Term	3	4
5	6 14:00 Planning	7	8	9	10	11
12 10:00 SDF Panel	13	14 14:00 External Funding Panel 16:00 Policy Development & Delivery Ctte 1	15 10:00 Policy Development & Delivery Ctte 2 14:00 Cabinet	16 10:00 General Licensing 11:00 Archives	17	18
19 14:00 Policy Development & Delivery Ctte 3	20 14:00 Audit	21 14:00 Policy Development & Delivery Ctte 4	22 14:00 LA Governor 17:00 Council	23	24	25
26 19:00 Gower AONB (Annual Meeting)	27	28 16:00 Policy Development & Delivery Ctte 5	29	30	1 Jul	2

July 2017

August 2017						
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			

July 2017						
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
31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Jun	27	28	29	30	1 Jul	2
3 09:30 Corporate Parenting	4 14:00 Planning	5 14:00 External Funding Panel	6 14:00 Corporate Briefing	7 09:35 Standards	8	9
10 16:30 Scrutiny Programme	11 14:00 Audit	12 16:00 Policy Development & Delivery Ctte 1	13 10:00 Pension Fund 14:00 Policy Development & Delivery Ctte 2	14 10:00 General Licensing	15	16
17 14:00 Policy Development & Delivery Ctte 3	18 10:30 JCC	19 14:00 Policy Development & Delivery Ctte 4	20 14:00 Cabinet	21	22	23
24 14:00 Armed Forces 17:00 Community Town Councils	25 17:00 Democratic Services	26 16:00 Policy Development & Delivery Ctte 5	27 10:00 Local Pension Board 14:00 LA Governor 17:00 Council	28	29	30
31	1 Aug	2	3	4	5	6

August 2017

September 2017

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	

August 2017

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
31 Jul	1 Aug 14:00 Planning	2 14:00 External Funding Panel	3 14:00 Corporate Briefing	4	5	6
7	8 14:00 Audit	9 16:00 Policy Development & Delivery Ctte 1	10 14:00 Policy Development & Delivery Ctte 2	11 10:00 General Licensing	12	13
14 16:30 Scrutiny Programme	15	16 14:00 Policy Development & Delivery Ctte 4	17 14:00 Cabinet	18	19	20
21 14:00 Policy Development & Delivery Ctte 3	22	23 16:00 Policy Development & Delivery Ctte 5	24 14:00 LA Governor 17:00 Council	25	26	27
28 Bank Holiday	29	30	31	1 Sep	2	3

September 2017

September 2017							October 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Aug	29	30	31	1 Sep	2	3
4 09:30 Corporate Parenting	5 14:00 Planning	6 14:00 External Funding Panel	7 14:00 Corporate Briefing	8 10:00 General Licensing	9	10
11 10:00 SDF Panel 16:30 Scrutiny Programme	12	13 16:00 Policy Development & Delivery Ctte 1	14 10:00 Pension Fund 14:00 Policy Development & Delivery Ctte 2	15 11:00 Archives	16	17
18 14:00 Policy Development & Delivery Ctte 3	19 10:30 JCC	20 14:00 Policy Development & Delivery Ctte 4	21 14:00 Cabinet	22	23	24
25 14:00 Armed Forces 19:00 Gower AONB	26 14:00 Audit	27 16:00 Policy Development & Delivery Ctte 5	28 10:00 Local Pension Board 14:00 LA Governor 17:00 Council	29	30	1 Oct

October 2017

November 2017

October 2017

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
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
25 Sep	26	27	28	29	30	1 Oct
2	3 14:00 Planning	4 14:00 External Funding Panel	5 14:00 Corporate Briefing	6 09:35 Standards	7	8
9 16:30 Scrutiny Programme	10 14:00 Audit	11 16:00 Policy Development & Delivery Ctte 1	12 14:00 Policy Development & Delivery Ctte 2	13 10:00 General Licensing	14	15
16 14:00 Policy Development & Delivery Ctte 3	17	18 14:00 Policy Development & Delivery Ctte 4	19 14:00 Cabinet	20	21	22
23 17:00 Student Liaison	24	25 16:00 Policy Development & Delivery Ctte 5	26 14:00 LA Governor 17:00 Council	27	28	29
30 School Half Term	31 17:00 Democratic Services	1 Nov	2	3	4	5

November 2017

November 2017							December 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Oct	31	1 Nov	2	3	4	5
		14:00 External Funding Panel	School Half Term 14:00 Corporate Briefing			
6	7	8	9	10	11	12
09:30 Corporate Parenting	14:00 Planning	16:00 Policy Development & Delivery Ctte 1	14:00 Policy Development & Delivery Ctte 2	10:00 General Licensing		
13	14	15	16	17	18	19
16:30 Scrutiny Programme		14:00 Policy Development & Delivery Ctte 4	14:00 Cabinet			
20	21	22	23	24	25	26
14:00 Policy Development & Delivery Ctte 3	10:30 JCC	16:00 Policy Development & Delivery Ctte 5	14:00 LA Governor 17:00 Council			
27	28	29	30	1 Dec	2	3
			10:00 Pension Fund 14:00 Corporate Briefing			

December 2017

January 2018

December 2017

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 Nov	28	29	30	1 Dec	2	3
4 14:00 Armed Forces	5 14:00 Planning	6 14:00 External Funding Panel	7 14:00 Policy Development & Delivery Ctte 2	8 10:00 General Licensing	9	10
11 10:00 SDF Panel 16:30 Scrutiny Programme 19:00 Gower AONB	12 14:00 Audit	13 16:00 Policy Development & Delivery Ctte 1	14 10:00 Local Pension Board 14:00 Cabinet 15:00 LA Governor 17:00 Council	15 11:00 Archives	16	17
18 14:00 Policy Development & Delivery Ctte 3	19	20 14:00 Policy Development & Delivery Ctte 4 16:00 Policy Development & Delivery Ctte 5	21	22	23	24
25 Christmas Day	26 Boxing Day	27 School Christmas Holidays Extra Statutory Day	28	29	30	31

January 2018

February 2018

January 2018

Mo	Tu	We	Th	Fr	Sa	Su
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19	20	21	22	23	24	25
26	27	28				

Mo	Tu	We	Th	Fr	Sa	Su
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Jan 18 New Years Day	2	3 School Christmas Holidays	4 14:00 Corporate Briefing...	5	6	7
8 09:30 Corporate Parenting 16:30 Scrutiny Programme	9 14:00 Planning	10 14:00 External Funding Panel 16:00 Policy Development & Delivery Ctte 1	11 14:00 Policy Development & Delivery Ctte 2	12 09:35 Standards 10:00 General Licensing	13	14
15 14:00 Policy Development & Delivery Ctte 3	16	17 14:00 Policy Development & Delivery Ctte 4	18 14:00 Cabinet	19	20	21
22 17:00 Student Liasion	23 10:30 JCC	24 16:00 Policy Development & Delivery Ctte 5	25 14:00 LA Governor 17:00 Council	26	27	28
29 17:00 Community Town Councils	30 17:00 Democratic Services	31 10:00 Local Pension Board	1 Feb	2	3	4

February 2018

February 2018

March 2018

Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

Mo	Tu	We	Th	Fr	Sa	Su
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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 Jan	30	31	1 Feb	2	3	4
			14:00 Corporate Briefing			
5	6	7	8	9	10	11
	14:00 Planning	14:00 External Funding Panel	10:00 Policy Development & Delivery Ctte 2 14:00 Cabinet (Budget)	10:00 General Licensing		
12	13	14	15	16	17	18
16:30 Scrutiny Programme	14:00 Audit	16:00 Policy Development & Delivery Ctte 1	14:00 Cabinet			
19	20	21	22	23	24	25
14:00 Policy Development & Delivery Ctte 3		14:00 Policy Development & Delivery Ctte 4 School Half Term	14:00 LA Governor 17:00 Council			
26	27	28	1 Mar	2	3	4
14:00 Armed Forces		16:00 Policy Development & Delivery Ctte 5				

March 2018

March 2018

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	

April 2018

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Feb	27	28	1 Mar 14:00 Corporate Briefing	2	3	4
5 09:30 Corporate Parenting	6 14:00 Planning	7 14:00 External Funding Panel	8 14:00 Policy Development & Delivery Ctte 2	9 10:00 General Licensing	10	11
12 10:00 SDF Panel 16:30 Scrutiny Programme	13	14 16:00 Policy Development & Delivery Ctte 1	15 10:00 Pension Fund 14:00 Cabinet	16 11:00 Archives	17	18
19 14:00 Policy Development & Delivery Ctte 3	20 10:30 JCC	21 14:00 Policy Development & Delivery Ctte 4	22 14:00 LA Governor 17:00 Council	23	24	25
26 09:30 Corporate Parenting 19:00 Gower AONB	27	28 16:00 Policy Development & Delivery Ctte 5	29 10:00 Local Pension Board	30 Good Friday	31 School Easter Holidays To 14 Apr. →	1 Apr

April 2018

May 2018

April 2018

Mo	Tu	We	Th	Fr	Sa	Su
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29	30	31				

Mo	Tu	We	Th	Fr	Sa	Su
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Mar	27	28	29	30	31	1 Apr
2	3	4	5	6	7	8
Easter Monday	14:00 Planning	14:00 External Funding Panel	School Easter Holidays	09:35 Standards		School Easter Holidays
9	10	11	12	13	14	15
16:30 Scrutiny Programme	14:00 Audit	16:00 Policy Development & Delivery Ctte 1	School Easter Holidays	10:00 General Licensing		
16	17	18	19	20	21	22
14:00 Policy Development & Delivery Ctte 3	14:00 Policy Development & Delivery Ctte 4	14:00 Policy Development & Delivery Ctte 5	14:00 Cabinet			
23	24	25	26	27	28	29
17:00 Student Liaison	17:00 Democratic Services	16:00 Policy Development & Delivery Ctte 5	14:00 LA Governor	17:00 Council		
30	1 May	2	3	4	5	6

May 2018

June 2018

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

May 2018

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
30 Apr	1 May 14:00 Planning	2	3 14:00 Corporate Briefing	4	5	6
7 Bank Holiday	8	9	10	11 10:00 General Licensing	12	13
14 16:30 Scrutiny Programme	15	16	17 14:00 Cabinet	18 14:00 Ceremonial Council (Lord Mayor)	19	20
21	22	23	24 16:00 Annual Council	25	26	27
28 Bank Holiday	29	30	31	1 Jun	2	3

Agenda Item 11.

Joint Report of the Presiding Member, Monitoring Officer and Head of Democratic Services

Annual Meeting of Council – 25 May 2017

AMENDMENTS TO THE COUNCIL CONSTITUTION

Purpose:	To make amendments in order to simplify, improve and / or add to the Council Constitution.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal
Recommendation(s):	It is recommended that: 1) The changes to the Council Constitution as outlined in Paragraph 4 of the report together with any further consequential changes be adopted.
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Sherill Hopkins

1. Introduction

- 1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. A number of issues have arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendments set out below should be made to the Constitution.

2. Delegated Minor Corrections to the Council Constitution

- 2.1 There are no delegated minor corrections to the Council Constitution.

3. Amendments to the Council Constitution

- 3.1 This report outlines a suggested amendment to the Council Constitution. The amendments are within the following area of the Council Constitution:
- a) Part 3 - Responsibility for Functions – Terms of Reference.

4. Part 3 - Responsibility for Functions – Terms of Reference – Planning Committee

4.1 Council at its meeting on 28 January 2016 reaffirmed that Councillors had to receive planning training prior to attending the Planning Committee as a member. It is proposed that a line as outlined in paragraph 4.3 be added to the Planning Committee' Terms of Reference.

4.2 The following legislation has recently come into force:

- i) Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017. (Section 39 of the Planning (Wales) Act 2015);
- ii) Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017.

4.3 The Authority is already compliant with this legislation. However the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 also provides that Authorities **must** include in their standing orders the requirements of the legislation. Therefore as the standing orders have to be amended it is proposed that the following is added to the Planning Committee' Terms of Reference:

“Note:

- 1) Pursuant to the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017**
 - i) Each meeting of the Planning Committee must have a quorum of 50% to make decisions; and
 - ii) The use of Substitute Members is prohibited.
- 2) Pursuant to the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017. (Section 39 of the Planning (Wales) Act 2015)**
 - i) The Planning Committee must contain no fewer than 11 members and no more than 21 members, but no more than 50% of the Authority Members (rounded up to the nearest whole number);
 - ii) Where wards have more than one elected member, only one member may sit on the Planning Committee, in order to allow other ward members to perform the representative role for local community interests.”
- 3) Councillors must receive planning training prior to attending the Planning Committee as a member.**

5. Equality and Engagement Implications

- 5.1 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.

6. Financial Implications

- 6.1 There are no financial impacts associated with this report.

7. Legal Implications

- 7.1 There are no legal implications associated with this report other than those identified within it.
- 7.2 The amended version of the Council Constitution will be available at www.swansea.gov.uk/constitution

Background Papers: None

Appendices: None.