



## 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, 7 November 2017

**Time:** 5.00 pm

**Chair:** Councillor Peter Black

#### Membership:

Councillors: N J Davies, M Durke, L S Gibbard, K M Griffiths, J A Hale, S M Jones, E T Kirchner, W G Lewis, I E Mann, S Pritchard, C Richards, K M Roberts, B J Rowlands, G J Tanner, L J Tyler-Lloyd and L V Walton

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### Agenda

### Page No.

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|----------|---|----------------|
| <b>1</b> | <b>Apologies for Absence.</b>   |                |
| <b>2</b> | <b>Disclosures of Personal and Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a> |                |
| <b>3</b> | <b>Minutes.</b><br>To approve & sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 3</b>   |
| <b>4</b> | <b>Councillor Training. (Presentation)</b><br><i>Andrew Francis, Corporate Training</i>   |                |
| <b>5</b> | <b>Review of Councillor Induction Programme 2017.</b>   | <b>4 - 15</b>  |
| <b>6</b> | <b>Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2018-2019 - Consultation.</b>  | <b>16 - 26</b> |
| <b>7</b> | <b>Review of Councillors Handbook.</b>  | <b>27 - 38</b> |
| <b>8</b> | <b>Workplan 2017-2018.</b>  |                |

**Next Meeting:** Tuesday, 30 January 2018 at 5.00 pm

*Huw Evans*

**Huw Evans**

**Head of Democratic Services**

**Tuesday, 31 October 2017**

**Contact: Democratic Services - (01792) 636923**

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## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
TUESDAY, 25 JULY 2017 AT 5.00 PM

**PRESENT:** Councillor P M Black (Chair) Presided

**Councillor(s)**

N J Davies  
K M Griffiths  
E T Kirchner  
L J Tyler-Lloyd

**Councillor(s)**

M Durke  
J A Hale  
W G Lewis  
L V Walton

**Councillor(s)**

L S Gibbard  
S M Jones  
S Pritchard

**Officer(s)**

Huw Evans  
Allison Lowe  
Debbie Smith

Head of Democratic Services  
Democratic Services Officer  
Interim Deputy Head of Legal, Democratic Services and  
Business Intelligence.

**Apologies for Absence**

Councillor(s): K M Roberts and B J Rowlands

1 **ELECTION OF VICE CHAIR FOR THE MUNICIPAL YEAR 2017-2018.**

**RESOLVED** that Councillor Wendy Lewis be elected Vice Chair for the 2017-2018 Municipal Year.

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

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

3 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee held on 20 December 2016 be approved and signed as a correct record.

4 **DEMOCRATIC SERVICES COMMITTEE - OVERVIEW (VERBAL).**

The Head of Democratic Services provided a verbal overview of the role of the Democratic Services Committee due to there being several newly elected Councillors on the Committee.

He explained that that both his role as Head of Democratic Services and the Democratic Services Committee had been formed as a result of the Local Government (Wales) Measure 2011 and outlined the requirements of each role.

Discussions centred around the following issues:

- Training and Development, including Induction training;
- Support for Councillors;
- IT requirements / issues;
- Councillors Handbook;
- Annual Reports;
- Local Democracy Bill;
- Independent Remuneration Panel for Wales;
- The Committee acting in a “Shop Steward” capacity for all Councillors;
- The role of the Head of DS in relation to Overview and Scrutiny;
- Modern.gov, including use of the “app”.

**RESOLVED** that the update be noted.

5 **DEMOCRATIC SERVICES ANNUAL REPORT 2016-2017.**

The Head of Democratic Services provided the Democratic Services Annual Report for the period 19 May 2016 to 24 May 2017. The report outlined the work of the Committee during that period.

He outlined the work that the Committee had undertaken the previous Municipal Year including:

- Councillor ICT – May 2017 & Beyond;
- Councillors – Self Service;
- Modern.gov, including use by the Scrutiny Team;
- Councillors Broadband and Telephone, ICT and Mobile Phone Allowances – May 2017 & Beyond;
- Independent Remuneration Panel for Wales – Draft Annual Report 2017-2018 – Consultation;
- Democratic Services Annual Report 2015-2016.

Completion of Councillors’ Annual Reports was once again highlighted. This year only the returning Councillors would be required to complete an Annual Report in relation to their activities undertaken during 2016-2017. Councillors were once again encouraged to complete their Annual Report during the next few weeks. These would be published on the Council’s website.

The Democratic Services Annual Report 2016-2017 would be reported to Council on 24 August 2017.

**RESOLVED** that:

- 1) The contents of the report be noted;
- 2) The wording in paragraph 1.1 of the Foreword be amended accordingly prior to submission to Council.

6 **WORKPLAN 2017-2018.**

The Chair and Head of Democratic Services provided topics for the 2017-2018 work plan as follows:

- Surveys in relation to:
  - ICT;
  - Support for Councillors;
  - Training and Development;
  - Timings of Meetings (requirement of the Local Government (Wales) Measure 2011).
- Review of the Councillors' Handbook;
- Future Independent Remuneration Panel for Wales Annual Reports;

The Head of Democratic Services encouraged relevant Councillors and Co-opted Members to utilise the Reimbursement of Costs of Care that was available to those Councillors with caring responsibilities. A maximum of £403 per month was available.

The issue of Councillors currently being unable to access certain information remotely was highlighted. The Head of Democratic Services informed the Committee of the Councillors Microsite that had been created to hold some of the useful information required by Councillors. The information could be accessed via share-point in Office 365. Further details would be circulated in due course.

In addition, the Councillors' Casework Management System (CCMS) was discussed.

**RESOLVED that:**

- 1) The Training Manager be invited to the next meeting scheduled for 31 October 2017;
- 2) The Head of IT be invited to a future meeting to discuss IT issues.

7 **DATES AND TIMES OF FUTURE MEETINGS:**

The Head of Democratic Services stated that he had received a request to vary the dates of some of the future meetings as they clashed with certain Political Group Meetings.

**RESOLVED** that the Head of Democratic Services re-schedule the affected meetings.

The meeting ended at 5.46 pm

**CHAIR**

# Agenda Item 5



## Report of the Head of Democratic Services

Democratic Services Committee - 7 November 2017

### Review of Councillor Induction Programme 2017

<b>Purpose:</b>	To review the Councillor Induction Programme 2017.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that: 1) The views of the Committee are sought.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

1.1 Following the Local Government Elections on 4 May 2017, 19 new Councillors were elected to the City & County of Swansea. In order to inform both newly elected and returning Councillors of their roles and the services provided by the Council, a Councillor Training Programme was created.

#### 2. Councillor Induction Programme 2017

2.1 A Councillor Induction Programme is essential for Councillors. It assists them to understand the structure and procedures of the Council, allows them to progress, improve and to carry out their role as Councillor as effectively as possible. Training is the process of acquiring the essential skills required for a certain role, especially for new Councillors. It also puts emphasis on broader skills, which are applicable in a wide range of situations such as decision-making and creative thinking.

- 2.2 Section 7 “Training and Development of Members of a Local Authority” of the Local Government (Wales) Measure 2011 places a duty on Local Authorities to secure the provision of reasonable training and development opportunities for its Members.
- 2.3 Previously, Councillors have been requested to complete a Training Needs Analysis to assist the Authority in developing future Councillor Induction Programmes. The Councillor Induction and Training Programme 2017-2018 is attached at **Appendix A**.
- 2.4 Fifty Three (53) training sessions have been organised which includes follow up sessions on each subject area provided. Where possible, the timings of these sessions were organised to allow either morning or afternoon attendance. Training providers were also requested to limit the sessions to approximately 2 hours.
- 2.5 Meeting requests have been circulated for all sessions provided and while many Members accepted these invitations, some accepted but did not attend the training. This has resulted in low attendance for some sessions, which could have been cancelled or re-arranged to a more convenient time for both Councillors and Officers.

### **3. Market Place Event - 11 May 2017**

- 3.1 As part of the Councillors Induction Programme, a Market Place Event was held on 11 May 2017, a few days after the election. This was attended by 39 Councillors and received lots of favourable feedback. At the event, Councillors received presentations from the Corporate Management Team and were able to browse the stalls set up in the George Hall, which included 21 different service areas from the Departments of Place, Resources and People. The Market Place Event Programme is attached at **Appendix B**.
- 3.2 Councillors were provided with training on the Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee, including Public Services Ombudsman for Wales (PSOW) Guidance by the Monitoring Officer. This was attended by 41 Councillors.
- 3.3 The Head of Democratic Services and Chief Transformation Officer gave a presentation to Councillors on ICT and the concept of bring your own device (BYOD) and associated allowances.
- 3.4 The Head of Democratic Services closed the event with an orientation session around the Guildhall outlining the facilities on offer.
- 3.5 This event proved to be very successful and it is proposed that it be included in future Councillor Induction Programmes.

#### 4. Compulsory Training

- 4.1 Council on 28 January 2016 resolved to adopt the recommendations within the “Councillor Training and Development Programme 2016-2017”. Amongst those recommendations, there was a decision to make certain training sessions compulsory for Councillors. These are listed below:

<b>Compulsory Training for Councillors and Co-opted Members</b>	
<b>1</b>	Corporate Parenting.
<b>2</b>	Data Protection.
<b>3</b>	Domestic Abuse
<b>4</b>	Good Decision Making, Bias, Pre-determination and Rules of Natural Justice.
<b>5</b>	Interests, Gifts & Hospitality including Public Services Ombudsman for Wales (PSOW) guidance.
<b>6</b>	Introduction to Code of Conduct & Standards.
<b>7</b>	Rules of Debate.
<b>8</b>	Safeguarding Adults.
<b>9</b>	Safeguarding and Protection of Children.

<b>Compulsory Training for Councillors and Co-opted Members who sit on a specific Committee</b>	
<b>1</b>	Audit (for members of the Audit Committee prior to be allowed to sit on the Committee).
<b>2</b>	Disciplinary and Disciplinary Investigation (for members of the Appeals and Awards Committee prior to be allowed to sit on the Committee).
<b>3</b>	Licensing (for members of the General / Statutory Licensing Committee and Sub Committee prior to be allowed to sit on the Committee).
<b>4</b>	Planning (for members of the Planning Committee prior to be allowed to sit on the Committee).
<b>5</b>	Recruitment and Selection (for members of the Appointments Committee prior to be allowed to sit on the Committee and for Councillors taking part in the appointment of a Chief Officer at Council).
<b>6</b>	Scrutiny questioning skills (for members on Scrutiny Programme Committee / Scrutiny Panel).

- 4.2 It is difficult to ensure that all Councillors attend training; however, every effort is made by ensuring that training sessions are held on different days and at different times to accommodate as many as possible. It is expected that each Councillor attends each of the compulsory training areas within each term of office; however, they may not sit on specific Committees without certain specialist training.



- 4.3 The Head of Democratic Services will be arranging sessions in the New Year in order to try and mop up those remaining Councillors who've not attended the compulsory training sessions.
- 4.4 Should Councillors not attend those New Year sessions then the Head of Democratic Services will provide a list of those non-attendees to the relevant Political Group Leaders / Whips in order to encourage attendance.
- 4.5 The Table below sets out the attendance figures for the compulsory training sessions listed below:

<b>Training Provided</b>	<b>Councillors Attended</b>
Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance	58 (72)
Good Decision Making / Bias / Pre-determination & Rules of Natural Justice	47 (72)
Data Protection Training and FOI Training Cllrs as Data Controllers (ICO)	Online Training / Webinar Being Organised
Licensing Committee Training	13 (12)
Licensing Committee Training - HMO / Street Trading	13 (12)
Planning Committee Training	37 (12)
Planning Committee Training - Rights of Way & Commons & Village Green Status	25 (12)
Recruitment & Selection Training - Appointments Committee / Council	63 (72)
Introduction to Scrutiny & Scrutiny Questioning Skills	37 (62)
Audit Committee - Introduction	8 (13)
Domestic Abuse Awareness (Only 1 session to date)	22 (72)
Safeguarding Adults Training	34 (72)
Safeguarding and Protection of Children Training	37 (72)
Corporate Parenting Training (Only 1 session to date)	20 (72)

## **5. Review of Councillors Induction Programme 2017**

- 5.1 Councillors are asked to feedback their comments in order to assist the Head of Democratic Services in determining how to improve future Councillor Induction and Training Programmes.

5.2 Questions that need to be considered include:

- a) Topics in Programme?
- b) Length of individual Training Sessions?
- c) How to improve attendance at training especially compulsory sessions?
- d) Venue?
- e) Training Feedback Sheets?
- f) Learning Styles & Method of Delivery of Training?
- g) What aspects of the Induction went well?
- h) What could be improved?

5.3 These questions will assist in the creation of a future Councillor Training Programme.

## 6. **Equality and Engagement Implications**

6.1 There are no equality or engagement implications associated with this report.

## 7. **Financial Implications**

7.1 There are no specific financial implications associated with this report.

## 8. **Legal Implications**

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

**Background Papers:** None.

### **Appendices:**

<b>Appendix A</b>	Councillor Induction and Training Programme 2017-2018.
<b>Appendix B</b>	Market Place Event Programme.

<b>Councillor Induction &amp; Training Programme 2017/18</b>					
	<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Venue</b>	<b>Lead Officer(s)</b>
<b>1</b>	04/05/2017	Following Count results	Signing Acceptance of Office & Councillors Code of Conduct	Council Chamber, Guildhall	Phil Roberts Tracey Meredith Huw Evans
<b>2</b>			Distribute Welsh Local Government Association (WLGA) Councillors Guide		Huw Evans
<b>3</b>	08/05/2017	10.00-12.00 / 14.00-16.00	Photographs for Councillor ID Cards	Cabinet Meeting Room 2, Guildhall	Jason Rogers
	09/05 2017	10.00-12.00 / 14.00-16.00		Cabinet Meeting Room 1, Guildhall	
<b>4</b>			Allocation of Liaison Officer – DS Team		Huw Evans
<b>5</b>	11/05/2017	09.15-15.30	<b>Market Place Event</b> (See <b>Appendix C</b> for details)	George Hall / Council Chamber, Guildhall	Phil Roberts Mike Hawes Martin Nicholls Chris Sivers Sarah Caulkin Tracey Meredith Huw Evans
<b>6</b>	11/05/2017		Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video) <b>(Compulsory)</b>	Council Chamber, Guildhall	Tracey Meredith
<b>7</b>	16/05/2017	10.00-12.00	Local Government Finance	Council Chamber, Guildhall	Ben Smith
<b>8</b>	18/05/2017	14.00-16.00	Local Government Finance (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ben Smith
<b>9</b>	19/05/2017	10.00-11.30	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice <b>(Compulsory)</b>	Council Chamber, Guildhall	Peter Keith-Lucas
<b>10</b>	23/05/2017	15.00-17.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards
<b>11</b>	24/05/2017	13.30-15.00	Good Decision Making / Bias / Pre-determination & Rules of	Council Chamber,	Peter Keith-Lucas

## Appendix A

			Natural Justice (For Councillors who missed the previous session) <b>(Compulsory)</b>	Guildhall	
<b>12</b>	01/06/2017	10.00-12.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards
<b>13</b>	To be confirmed		Data Protection Training and FOI Training Cllrs as Data Controllers (ICO) <b>(Compulsory)</b>		Sarah Caulkin / Tracey Meredith. AWA e-learning
<b>14</b>	02/06/2017	10.00-12.30	Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer)
<b>15</b>	02/06/2017	14.00-15.00	Licensing Committee Training - HMO / Street Trading (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Paula Livingstone & Dave Picken
<b>16</b>	05/06/2017	10.00-12.00	Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Ryan Thomas
<b>17</b>	05/06/2017	14.00-15.00	Planning Committee Training - Rights of Way & Commons & Village Green Status Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Sandie Richards (Legal)
<b>18</b>	06/06/2017	09.45-10.00	Recruitment & Selection Training - Appointments Committee / Council <b>(Compulsory for Committee Members)</b>	Mansion House	Steve Rees
<b>19</b>	12/06/2017	14.00-15.00	Communications and Social Media	Council Chamber, Guildhall	Lee Wenham
<b>20</b>	12/06/2017	16.30-18.30	Introduction to Scrutiny & Scrutiny Questioning Skills <b>(Compulsory for Committee Members)</b>	Lord Mayors Reception Room	Dave McKenna Brij Madahar
<b>21</b>	13/06/2017	10.30-12.00	Councillors Casework Management System (CCMS)	Council Chamber, Guildhall	Huw Evans Suzanne Mort

## Appendix A

22	13/06/2017	14.00-17.00	Licensing Committee Training (For Councillors who missed the previous sessions) (Mandatory for Licensing Committee Members) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer) Paula Livingstone & Dave Picken
23	14/06/2017	10.00-11.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
24	14/06/2017	15.00-16.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
25	15/06/2017	10.00-12.00	Introduction to Scrutiny & Scrutiny Questioning Skills (For Councillors who missed the previous session) <b>(Compulsory for Committee Members)</b>	Lord Mayors Reception Room	Dave McKenna Brij Madahar
26	19/06/2017	15.00-16.30	Councillors Casework Management System (CCMS) (For Councillors who missed the previous sessions)	Council Chamber, Guildhall	Huw Evans Suzanne Mort
27	20/06/2017	10.00-13.00	Children's Rights (UNCRC)	Council Chamber, Guildhall	Katie Spendiff
28	20/06/2017	13.30-14.00	Audit Committee Training <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>• Introduction to Audit Committee</li> <li>• Risk Management</li> </ul>	Committee Room 5, Guildhall	Chair of Audit Committee / Simon Cockings / Ben Smith
29	22/06/2017	13.00-13.45	Local Authority (LA) Governor Panel Training (Councillors who miss this training will have to receive individual training from Officers)	To be confirmed	Kathryn Thomas Stephanie Williams
30	26/06/2017	16.00-17.00	Communications and Social Media (For Councillors who missed the previous session)	Council Chamber, Guildhall	Lee Wenham
31	28/06/2017	09.00-11.00	Chairs Training for Council and Committees	Cabinet Conference Room	Ian Bottrill
32	28/06/2017	17.00-18.00	Introduction to Interests, Gifts, Hospitality, Code of Conduct &	Council Chamber, Guildhall	Tracey Meredith Lucy Moore

## Appendix A

			Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance) <b>(Compulsory)</b>		
<b>33</b>	29/06/2017	14.00-17.00	Children's Rights (UNCRC) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Katie Spendiff
<b>34</b>	03/07/2017	15.00-16.30	Domestic Abuse Awareness <b>(Compulsory)</b>	Council Chamber, Guildhall	Ali Morris
<b>35</b>	10/07/2017	14.00-15.00	Dementia Awareness	Council Chamber, Civic Centre	Fiona Hughes
<b>36</b>	11/07/2017	14.00-15.00	Audit Committee Training <b>(Compulsory for Committee Members)</b> • CIPFA knowledge and skills framework	Committee Room 2, Civic Centre	Amanda Thomas
<b>37</b>	12/07/2017	11.00-12.00	An Introduction to the Western Bay Programme	Council Chamber, Civic Centre	Sara Harvey Kirsty Roderick
<b>38</b>	17/07/2017	16.00-17.00	Dementia Awareness (For Councillors who missed the previous session)	Council Chamber, Guildhall	Fiona Hughes
<b>39</b>	18/07/2017	15.00-17.00	Equalities / Welsh Language Training	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
<b>40</b>	19/07/2017	10.00-12.00	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
<b>41</b>	19/07/2017	17.30-19.30	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
<b>42</b>	21/07/2017	10.00-12.00	Safeguarding Adults Training <b>(Compulsory)</b>	Council Chamber, Guildhall	Alex Williams Ffion Larsen
<b>43</b>	24/07/2017	10.00-12.00	Safeguarding and Protection of Children Training <b>(Compulsory)</b>	Committee Rooms 1 & 2, Civic Centre	Vanessa Chambers
<b>44</b>	26/07/2017	10.00-12.00	Equalities / Welsh Language Training (For Councillors who missed the previous session)	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
<b>45</b>	27/07/2017	15.30-16.30	Planning Training – <b>All Councillors</b> (In respect of planning applications referred to Council) (Councillors who miss this training will have to receive individual training from Officers)	Council Chamber, Guildhall	Ryan Thomas
<b>46</b>	25/07/2017	15.00-16.00	An Introduction to the Western Bay Programme	Council Chamber,	Sara Harvey

## Appendix A

			(For Councillors who missed the previous session)	Guildhall	Kirsty Roderick
<b>47</b>	31/07/2017	14:00-17:00	Corporate Parenting Training ( <b>Compulsory</b> )	Committee Rooms 1 & 2, Civic Centre	Lynsley Haynes Foster
<b>48</b>	08/08/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
<b>49</b>	08/08/2017	14.00-16.00	Audit Committee Training ( <b>Compulsory for Committee Members</b> ) <ul style="list-style-type: none"> <li>• Internal Audit</li> <li>• Governance</li> </ul>	Committee Room 5, Guildhall	Simon Cockings Tracey Meredith
<b>50</b>	29/08/2017	10.00-12.00	Safeguarding Adults Training ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Alex Williams Ffion Larsen
<b>51</b>	30/08/2017	14.00-16.00	Safeguarding and Protection of Children Training ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Committee Room 1, Civic Centre	Vanessa Chambers
<b>52</b>	06/09/2017	10.30-12.00	Domestic Abuse Awareness ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ali Morris *****
<b>53</b>	12/09/2017	16.00-17.00	Extremism & Radicalisation	Council Chamber, Guildhall	Paul Thomas
<b>54</b>	19/09/2017	16.00-17.00	Extremism & Radicalisation (For Councillors who missed the previous session)	Council Chamber, Guildhall	Paul Thomas
<b>55</b>			Audit Committee Training ( <b>Compulsory for Committee Members</b> ) <ul style="list-style-type: none"> <li>• External Audit</li> </ul>	Committee Room 5, Guildhall	Geraint Norman David Williams
<b>56</b>	26/09/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
<b>57</b>	16/10/2017	16.00-17.00	An Introduction to Education Consortia	Council Chamber, Guildhall	Helen Morgan-Rees
<b>58</b>	23/10/2017	10:00-13:00	Corporate Parenting Training ( <b>Compulsory</b> ) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Teresa Mylan-Rees
<b>59</b>	10/11/2017	9.30-16.00	<b>Regional Induction workshops for new Councillors</b> <i>WLGA 5 regional workshops: New Councillors New Challenges.</i>	Swansea Marriott Hotel	WLGA

## Appendix A

			<i>To include:</i> <ul style="list-style-type: none"> <li>• <i>Cabinet Secretary Mark Drakeford AM</i></li> <li>• <i>Future Generations Commissioner Sophie Howe</i></li> <li>• <i>WLGA Chief Executive Steve Thomas</i></li> <li>• <i>Sessions on:</i> <ul style="list-style-type: none"> <li>○ <i>Key Behaviours for Successful Councillors</i></li> <li>○ <i>Digital Councillors</i></li> </ul> </li> </ul>		
<b>60</b>	20/11/2017	16.00-18.00	Welfare / Citizens Advice Training	Council Chamber, Guildhall	Jane Storer / Jackie Preston
<b>61</b>	Prior to first committee meeting		<b>Disciplinary &amp; Disciplinary Investigation Training (Compulsory for Committee Members)</b>		Steve Rees
<b>62</b>	To be confirmed		Social Inclusion / Tackling Poverty Training		Anthony Richards
<b>63</b>	To be confirmed		Member Led Authority		Ian Bottrill
<b>64</b>	To be confirmed		Prevention		Rachel Moxey

**Note: Compulsory Training defined by Council on 28 January 2016**



## Councillor Market Place Event – Thursday, 11 May 2017 Venue Council Chamber & George Hall, Guildhall

**Dear Councillor**

Congratulations on your election to the Council of the City and County of Swansea.

As part of the induction programme for Councillors, an event has been scheduled for **Thursday, 11 May 2017 between 09.15 and 15.30**. Please make every effort to attend, as the training covered will assist you in your role as a Councillor.

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
09.15	Cllrs to Browse Stalls	N/A
10.00	Introduction to Council	Phil Roberts
10.30	Presentation by Director of People	Chris Sivers
10.50	Break / Cllrs to Browse Stalls	N/A
11.20	Presentation by Director of Place	Martin Nicholls
11.40	Presentation by Director of Resources	Mike Hawes
12.00	Lunch / Cllrs to Browse Stalls.	N/A
12.45	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video)	Tracey Meredith
13.45	Break	N/A
14.00	Introduction to Cllrs ICT	Sarah Caulkin / Huw Evans
15.00	Orientation - Tour of Guildhall (Chamber, Cttee Rooms, Key Offices, Brangwyn Bar, Toilets, Fire Escape)	Huw Evans
15.30	Close	

**Note:**

- 1) Refreshments / Lunch not provided. Cllrs to use of Frank's Bar, Kiosk etc.
- 2) Stalls to be set up in George Hall. Open from 09.15-12.45.
- 3) Presentations to be held in Council Chamber.
- 4) All presentations to be emailed to all Cllrs following event (if possible).

# Agenda Item 6



## Report of the Head of Democratic Services

Democratic Services Committee – 7 November 2017

### Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2018-2019 - Consultation

<b>Purpose:</b>	To consult with the Democratic Services Committee relating to the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2018-2019 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 29 November 2017.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The views of the Committee are sought.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRPW) is tasked with setting the remuneration levels for Councils in Wales. Each year, they publish a Draft Annual Report which is circulated for consultation. Their Draft Annual Report is currently out for consultation.
- 1.2 The consultation period closes on 29 November 2017. The final IRPW report will be published in February 2018.
- 1.3 This report sets out the determinations affecting the City and County of Swansea and proposes responses if necessary.
- 1.5 The full Draft Report is available at <http://gov.wales/irpwsub/home/publication-reports/financial-year-2018-19/?lang=en>

## **2. Determinations within the IRPW Draft Annual Report 2018-2019**

- 2.1 The IRPW Draft Annual Report 2018-2019 contains 52 Determinations in all. A number of these determinations don't directly affect the City and County of Swansea and as such are omitted from this report.
- 2.2 An "Extract of the Determinations of the IRPW Draft Annual Report 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 £200 per Councillor will add £14,400 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:**

<b>Appendix A</b>	Extract of the Determinations of the IRPW Draft Annual Report and Comments of the City and County of Swansea.
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## Extract of the Determinations of the IRPW Draft Annual Report - February 2018 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.

### General Observations

1)	Use of the terms "Elected Member" and "Elected Members. The Authority suggests that the terms "Councillor" and "Councillors" be used instead, to make the document more user friendly for the public.
2)	<p>Introduction, Page 5, Paragraph 7, 3<sup>rd</sup> Sentence states "<i>To avoid further erosion in relation to average earning the Panel has decided to increase the basic annual salary to £13,600 (an increase of 1.49%)</i>". Similar comments are repeated throughout the draft report.</p> <p>The erosion has increased by £100 since 2017-2018. The difference between the Basic Salary 2017-2018 (£13,400) and the Median Gross Earnings of all full time employees resident in Wales (£14,700) was £1,300. Whilst accepting the increase of salary goes some way to rectify the shortfall, the difference has actually increased to £1,400. The Basic Salary 2018-2019 raises to £13,600 however, the Median Gross Earnings has raised to £15,000 as outlined in Section 3, Paragraph 3.1 of your Draft Annual Report.</p>
3)	<p>Page 18, "Supporting the Work of Local Authority Members", Paragraph 3.19 states, "<i>...the Panel does not consider it appropriate that Elected Members should be required to pay for any telephone use to enable them to discharge their Council duties as a ward member, Committee member or Cabinet member</i>".</p> <p>Yet Determination 6 talks of "<i>as much support as is necessary to enable them to fulfil their duties effectively</i>".</p> <p>Whilst the Authority fully supports the importance of ensuring Councillors have the appropriate level of support, it is difficult and likely very costly to pay for all calls associated with their Councillor role. A Councillor would need to separate their personal calls from their Councillor calls and submit their bills for inspection. This Authority's approach of paying an allowance towards their telephone bills is simpler for Councillors.</p> <p>The same issue applies to "internet provided services" as outlined in Paragraph 3.20.</p>

4)	<p>Page 20, Paragraph 3.24 “Job Sharing Arrangements”</p> <p><i>“For members of an executive: Each “sharer” will be paid 50% of the appropriate salary of the Population Group.</i></p> <p><i>The statutory maximum for Cabinets cannot be exceeded so both job sharers will count toward the maximum.</i></p> <p><i>Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.</i></p> <p><i>The Panel must be informed of the details of any job share arrangements.”</i></p> <p>This section of the Annual Report is unclear. The Authority would welcome it being re-drafted for clarity.</p>
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<p>5)</p> <p>Page 19</p>	<p>Publication of Payments to Councillors &amp; Co-opted Members - Openness &amp; Transparency</p> <p>During the IRPW visit to Swansea on 3 October 2017, the IRPW suggested that the City and County of Swansea did not fully comply with the determinations of the IRPW in relation to the provision of ICT, Broadband, Telephone and Mobile Telephone Allowances because the Authority publishes all allowances paid to Councillors and Co-opted Members. It appeared that the IRPW were suggesting that the Authority should not publish this information. The IRPW suggested that should the Authority provide hardware instead of an allowance, then the Authority would not publish that, therefore there was no requirement to publish allowance amounts. The IRPW also suggested that a number of Councillors and Co-opted Members might not take up the allowances on offer in fear of any retribution from the public and / or press.</p> <p>Swansea is a Member Led Authority. As such, the Councillors determine the level of support that Councillors and Co-opted Members require to carry out their roles. To that end, the Democratic Services Committee commenced the discussion of adequate level of provision; this led to a recommendation to Council thereby enabling each Councillor to voice their opinion prior to the report progressing to Cabinet for them to decide.</p> <p>On detailed inspection of the IRPW Draft Report of February 2018 we note:</p> <p>Section 1 “The Panel’s Framework: Principles of Members’ Remuneration”</p> <p>Accountability, Paragraph 1.5 states, <i>“The Panel expects all Principal Councils to make information readily and appropriately available about the activities and remuneration of their Members”</i>.</p> <p>Transparency, Paragraph 1.8 states, <i>“Transparency of Member’ remuneration is in the public interest. Some Members receive</i></p>
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*additional levels of remuneration by virtue of being elected or appointed to more than one public body. The framework serves to ensure that knowledge of all Members' remuneration is made easily available to the public".*

Section 14 "Compliance with Panel Requirements" Paragraph 14.3 (iv) states, "A relevant Authority must make arrangements for publication within the Authority area of the total sum paid by it to each Member and Co-opted Member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments...".

Whilst understanding the IRPW's comments on 3 October 2017, the Authority believes that it does fully comply with the IRPW's determination and is correct to publish the amounts especially when considered against the 3 report extracts referred to above. Furthermore, should the press of public challenge the payments made to Councillors and Co-opted Members then the Authority would robustly defend them as they are in line with determinations made by the IRPW, which is an independent body from the Council.

Additionally, should the Council cease to publish these allowances in the future, it is highly likely that the press and public will challenge this and ask for the figures to be published. The Authority believes that such a request for information would fall within the remit of the Freedom of Information Act thereby compelling the information to be released.

It is therefore in the public interest to ensure that these amounts continue to be routinely published.

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

<b>Determination 1</b>	<b>Basic Salary in 2018/19 for elected members of principal councils shall be £13,600.</b>
<b>Comments</b>	This is a rise of £200. No comment.
<b>Determination 2</b>	<b>The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2 (of the IRPW Report).</b> <i>The proposed and current levels are outlined below for ease.</i>
<b>Comments</b>	The Authority welcomes the removal of 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. Equally, Council has created Committees with a balanced workload.  As Senior Salaries include the Basic Salary element, they have all raised by £200 in line with Determination 1. There has been no further change to Senior Salaries. No comment.  Determination 2 of the IRPW would have the following effect:

<b>Senior Salaries (inclusive of basic salary) - Group A Councils</b>	<b>Proposed 2018/19</b>	<b>Current 2017/18</b>
<b>Band 1</b> Leader Deputy Leader	£53,300 £37,300	£53,100 £37,100
<b>Band 2</b> Executive Members	£32,300	£32,100
<b>Band 3</b> Committee Chairs (if remunerated)	£22,300	£22,100
<b>Band 4</b> Leader of the Largest Opposition Group	£22,300	£22,100
<b>Band 5</b> Leader of Other Political Groups	£17,300	£17,100

<b>Determination 3</b>	<b>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, talking account of the anticipated workloads and responsibilities.</b>
<b>Comments</b>	As Civic Salaries include the Basic Salary element, they have all raised by £200 in line with Determination 1. There has been no further change to Civic Salaries. No comment.

<b>Civic Salaries (inclusive of basic salary)</b>	<b>Proposed 2017/18</b>		<b>Current 2016/17</b>	
<b>Responsibility Level</b>	<b>Civic Leader</b>	<b>Dep Civic Leader</b>	<b>Civic Leader</b>	<b>Dep Civic Leader</b>
Level 1	£24,300	£18,300	£24,100	£18,100
Level 2	£21,800	£16,300	£21,600	£16,100
Level 3	£19,300	£14,300	£19,100	£14,100

<b>Determination 4</b>	<b>The Panel has determined that, where appointed and if remunerated, a Presiding Member must be paid a Band 3 Senior Salary. This post will count towards the cap.</b>
<b>Comments</b>	The Presiding Member within the City and County of Swansea is not remunerated. Agreed.

<b>Determination 5</b>	<b>The Panel has determined that the post of Deputy Presiding Member will not be remunerated.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 6</b>	<b>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, email and internet facilities giving and electronic access to appropriate information.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 7</b>	<b>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.</b>
<b>Comments</b>	No Change. The Authority notes that deductions cannot be taken from Councillors' salaries however must comply with any deductions deemed appropriate by HMRC in relation to allowances paid to Councillors and Co-opted Members.

<b>Determination 8</b>	<b>The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.</b>
<b>Comments</b>	No change. Agreed.

#### Section 4 - Joint Overview and Scrutiny Committees (JOSC)

<b>Determination 9</b>	<b>The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 10</b>	<b>In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 11</b>	<b>The chair of a sub committee of a JOSC is eligible for a salary of £1,675.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 12</b>	<b>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 additional payment will be £837.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 13</b>	<b>Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 14</b>	<b>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).</b>
<b>Comments</b>	No change. Agreed



<b>Determination 15</b>	<b>A deputy chair of a JOSOC or sub committee is not eligible for payment.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 16</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

### Section 5 - Pension provision for Elected Members of Principal Councils

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

### Section 6 – Entitlement to Family Absence

<b>Determination 18</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

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

<b>Determination 20</b>	<b>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.</b>
<b>Comments</b>	No change. Agreed

<b>Determination 21</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 22</b>	<b>When an Council 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.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 23</b>	<b>The Council’s schedule of remuneration must be amended to reflect the implication of the family absence.</b>
<b>Comments</b>	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**

<b>Observation 1</b> <small>Page 24</small>	The Section title includes reference to footnote 7 which states, “This section does not apply to Co-opted Members of Community and Town Councils”. Whilst, the Authority understands the difference between a Community / Town Council Representative of a Standards Committee and a Co-opted Member of a Community and Town Council, it is suggested that footnote 7 is amended to make it clearer and to avoid future confusion. The Authority suggests that the footnote should be amended to read, “This section does not apply to Co-opted Members of Community and Town Councils other than if they have a Community / Town Councillor Representative sitting as a member of a Standards Committee”.
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<b>Determination 38</b>	<b>Principal Councils, NPAs and FRAs must pay the following fees to Co-opted Members (who have voting rights)</b>
<b>Comments</b>	No Change to the first 3 categories. The Authority welcomes the inclusion of a payment to a Community / Town Councillors; however, it should be clarified to show that the payment would only be for such a Councillor sitting as the Community / Town Councillor Representative on a Standards Committee. It should not include all Principal Council Committees.  This change will also need to be made to Paragraph 9.1 of the report.

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)
Community and Town Councillors sitting on Principal Council Committees	£198 (4 hours and over) £99 (up to 4 hours)

<b>Determination 39</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 40</b>	<b>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).</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 41</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

<b>Determination 42</b>	<b>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.</b>
<b>Comments</b>	No Change. Agreed

## Section 10 – Reimbursement of Costs of Care

<b>Determination 43</b>	<b>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 must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</b>
<b>Comments</b>	No Change. Agreed

## Section 13 - Payments to Members of Community and Town Councils

Determinations 44 - 52 relate to Community / Town Councils. The Authority has no comments on those determinations.



## Report of the Head of Democratic Services

Democratic Services Committee - 7 November 2017

### Review of Councillors Handbook

<b>Purpose:</b>	To review the Councillors Handbook in order to streamline its content and to move towards a digital only version.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The amended Councillors Handbook be recommended to Council for adoption.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 The Councillors Handbook aims to provide relevant information to Councillors / Co-opted Members. A review of the Handbook has been undertaken by the Head of Democratic Services.
- 1.2 The review has seen the deletion of repetitive elements within the Handbook, a simplification of its content aiming at making it more user friendly for Councillor and Co-opted Members alike. It is also intended to turn it into a web based document.

#### 2. Current Councillors Handbook

- 2.1 The current Councillors Handbook consists of approximately 110 pages and is broken into four sections.
- 2.2 This report reviews Section A “Financial Information” and Section D “Role Descriptions and Person Specifications.” Sections B “Support Services” and C “Protocols” will be reviewed at a later stage.

**3. Section A “Financial Information”**

3.1 With the introduction of Councillors Self-Serve, much of the content in this area is no longer relevant and has been deleted. **Appendix A** below sets out the newly titled “Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses).

3.2 It has proven too complicated to produce a tracked changes version of the document due to the large number of deletions and amendments. However, the current Section A may be viewed at [www.swansea.gov.uk/cllrshandbook](http://www.swansea.gov.uk/cllrshandbook)

**4. Section D “Role Descriptions and Person Specifications”**

4.1 This section sets out Role Descriptions and Person Specifications for Councillors. It is proposed that this section be amended so as to ensure all titles and Committee names etc. remain accurate. This section is not included in the report.

4.2 The amended document will be placed on the Councillor Handbook web page [www.swansea.gov.uk/cllrshandbook](http://www.swansea.gov.uk/cllrshandbook)

**5. Equality and Engagement Implications**

5.1 There are no equality or engagement implications associated with this report.

**6. Financial Implications**

6.1 There are no financial implications associated with this report.

**7. Legal Implications**

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

**Background Papers:** None.

**Appendices:**

<b>Appendix A</b>	Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses).
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## **Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses)**

### **1. Introduction**

- 1.1 The Independent Remuneration Panel for Wales (IRPW) determines the remuneration of Councillors on an annual basis. Whilst Councillors & Co-opted Members are not employees, the treatment of their remuneration for most purposes is the same as if they were employees.
- 1.2 This document provides Councillors and Co-opted Members with practical information relating to Salaries, Allowances and Expenses. For further information, please contact the Head of Democratic Services, Cabinet Office, Democratic Services or Payroll.
- 1.3 Additional information and guidance may be found at [www.swansea.gov.uk/travelandexpenses](http://www.swansea.gov.uk/travelandexpenses)

### **2. Councillors Salaries, Allowances and Expenses**

- 2.1 The **Council Constitution (Part 6 “Members Allowances Scheme”)**, sets out the Salaries, and Expenses set by the IRPW and the Allowances set by the Council.
- 2.2 Councillor Salary payments are paid automatically on a monthly basis.
- 2.3 Councillor / Co-opted Member Allowance claims must be made by completing the appropriate forms:
  - ICT Allowance;
  - Reimbursement of Costs of Care.
- 2.4 Claims for the following allowances must be made by providing the Cabinet Office / Democratic Services Team with evidence of the bill including your address and telephone number on an annual basis:
  - Broadband & Telephone Allowance;
  - Mobile Phone Allowance.
- 2.5 Councillor Expenses claims must be made via the Authority’s Oracle system. Co-opted Members should submit their claims in writing via Democratic Services. [www.swansea.gov.uk/staffnet/mileageandexpenses](http://www.swansea.gov.uk/staffnet/mileageandexpenses)
- 2.6 Councillors / Co-opted Members may claim for travel expenses incurred when undertaking an Approved Duty / Official Business (Defined below).

2.7 Further information relating to Councillors / Co-opted Members' Salaries, Allowances and Expenses are set out in:

- Published Schedule of Remuneration;
- Constitutional Matters Report;
- IRPW Annual Report.

### 3 Reimbursement of Costs of Care

3.1 The Independent Remuneration Panel for Wales (IRPW) have determined that 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 to a set maximum per month.

3.2 Further information relating to the Reimbursement of Costs of Care may be viewed at [Web Link to IRPW Annual Report Publication Page](#).

3.3 For Councillor / Co-opted Member reimbursement they must complete the Reimbursement of Costs of Care Claim form which must be accompanied by a receipt from the carer. These documents are available at [Web Link](#).

### 4. Foregoing of Salary and / or Allowance

4.1 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the Authority's Proper Officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so that any possible suggestion that Members are put under pressure to forego some of the salaries is avoided.

### 5. Approved Duties / Official Business

5.1 Official Business is defined in Section 142 (10) of the Local Government (Wales) Measure 2011.

5.2 The list of approved duties is laid out in each Independent Remuneration Panel for Wales Annual Report. [Web link](#)

5.3 **Attendance at Meetings.** Councillors must sign the Attendance Book and should check the published minutes to ensure that their presence was recorded; otherwise, they will be deemed not to have attended the meeting. For ease of reference, Councillors are required to print their name along with their signature.

5.4 **Representation on Outside Bodies.** Councillors may not claim for meetings of 'Outside Bodies' unless they are the named representative or the named substitute. When claiming for attendance at Outside Bodies the onus is on the Councillor to be able to provide adequate evidence of attendance at the meetings claimed. [Web link to Outside Bodies](#)



5.5 Examples where meetings would **NOT** constitute an approved duty:

- Political, Political Group, Private Matters / Personal Meetings;
- Electoral Division Meetings where Officers are not present;
- An Invitation to a function;
- School Governors meetings (Unless you are the Local Authority (LA) Representative. You may be able to claim from the school.

## 6. Travel

6.1 Councillors and Co-opted Members must always be mindful of choosing the most cost effective method of travel. This means that Economy Class Travel will be the norm for Rail, Road, Air or any other method of travel. The Chief Executive in consultation with the Section 151 Officer may allow an alternative class of travel in exceptional circumstances only.

6.2 Should a Councillor or Co-opted Member wish to pay to upgrade to a higher class of travel, they may do so, providing them pay for the total difference from Economy Class.

## 7. Travel by Rail

7.1 Councillors may not use First Class Rail Travel unless they have outlined a genuine business case in writing (preferably e-mail) to the Head of Democratic Services. The Head of Democratic Services shall review the request in consultation with the Section 151 Officer and decide accordingly.

7.2 Authorisation from the Budget Holder / Head of Service who will be paying for Rail Travel will be required in writing (preferably e-mail) prior to any bookings being made by the relevant Officers.

7.3 The Cabinet Office or Democratic Services Team should make all rail bookings for journeys beyond Cardiff on behalf of Councillors / Co-opted Members. Where possible, costs shall be paid by the use of the Authority's Corporate Purchasing Card. If the purchase card method is not possible, the council standard ordering and payment processes should be applied.

7.4 Should the event which led to the need for Rail Travel be cancelled or the Councillor can no longer attend then the cost incurred by the Authority will still be attributed to that Councillor and reported to Council via the annual "Councillors Allowances and Expenses" report.

7.5 **Rail Cards** may be purchased for Councillors who travel on Council business, if it reduces the cost to the Council. The Councillor must provide all necessary documentation for the railcard to the DS Team / Cabinet Office who will obtain the railcard on the Councillors behalf. Privately purchased rail cards may be reimbursed providing it is deemed to be of benefit to the Authority. Should a Councillor lose their Authority purchased Railcard, the Councillor will have to pay the charge for a replacement.

- 7.6 An Oyster Card has been purchased for Councillors to use for tube travel in London instead of having to purchase daily Travel Cards for this purpose. The Oyster Card can be “topped up” as and when necessary by the DS Team / Cabinet Office. Should a Councillor lose the Authority purchased Oyster Card they will have to pay the remaining balance currently on the card in order for a new card to be purchased.
- 7.7 Should a Councillor wish to repay any monies owed to the Authority in relation to travel, i.e. cancelled tickets, upgrading to first class travel or paying for a lost Railcard or Oyster Card then the payment MUST be by cheque or cash made payable to the City & County of Swansea (Salary deduction is not permitted).

## **8. Travel by Private Car**

- 8.1 Councillors must consider what is the most cost effective and efficient form of travel prior to using their own car. They should seek the optimum match between the efficient use of time, a fair reimbursement of costs and the economical use of public resources. Distances will be calculated using the RAC Route Planner website. <http://route.rac.co.uk/>
- 8.2 Councillors shall personally cover the cost of their travel:
- For direct journeys between their home and private place of work;
  - When attending any venue in a private capacity;
  - When undertaking their Electoral Ward duties.
- 8.3 The Authority will hold a list of the distances relating to the most frequent or routine journeys undertaken by each Councillor (usually home to Civic Centre and return). This list will be reviewed and updated at the First Annual Meeting of Council following an election. For all mileage claims checked using the RAC Route Planner, distances will be rounded up or down to the nearest mile.
- 8.4 Mileage Claims from a Councillors Private Place of Work (excluding qualifying address)**
- 8.5 The maximum allowance for journeys from a Councillor’s workplace to the location of approved duty will be for the amount the Councillor would have claimed if they were travelling from their home.
- 8.6 Site Visits** - Councillors are expected to use the transport provided to attend Site Visits. Where the distance to the Guildhall would be in excess of the mileage to the Site Visit itself a car can be used and mileage claimed for that shorter journey. This must be made clear on the claim form. Councillors should travel together wherever possible. **Note: Mileage cannot be claimed if transport is provided, unless agreed in advance and in writing by the Head of Democratic Services.**
- 8.7 Authorised **journeys** are reimbursed at the approved mileage rates as set by the IRPW.

- 8.8 **For journeys over 150 miles in total** (from a starting point of the Guildhall, Swansea, SA1 4PE) then the Councillor should **consider the most financially viable and economic form of transport available**. If that Councillor chooses to use their own vehicle they would only receive the cost of the most financially viable and economic form of transport for that journey. If travelling outside of the Swansea & Neath Port Talbot areas, please check travelling arrangements with the DS Team / Cabinet Office in advance of the journey as train travel may be cheaper.
- 8.9 **Incidental costs** (e.g. fuel, tolls, ferries and parking fees) will be reimbursed subject to production of receipts and the completion of Oracle / claim form. Relevant VAT receipts for fuel are required to be kept by Councillors / Co-opted Members for a period of 7 years for all mileage claims for potential inspection by HMRC. Dates on receipts must reflect the period of the claim.
- 8.10 If using a private vehicle whilst on Council business, Councillors should ensure that they have comprehensive vehicle insurance specifically including business and commuting use. The Authority will be unable to financially support Councillors in the event of an accident without comprehensive cover.

## 9. Travel by Hired / Pool Car

- 9.1 Councillors and Officers may hire a B Class vehicle (currently Ford Focus style of car). A larger style car may be booked depending on distance travelled and number of passengers in the car. Authorisation to hire a larger car must be obtained in advance in writing (e-mail) from the Head of Democratic Services.  
[Web link to pool car page](#)

## 10. Travel by Taxi

- 10.1 Travel by Taxi claims for journeys taken **within** the City and County of Swansea shall only be allowed with the production of a relevant receipt and with prior authorisation in writing (e-mail) from the Head of Democratic Services in consultation with the Section 151 Officer.
- 10.2 Travel by Taxi claims for journeys taken **outside** of the City and County of Swansea shall only be allowed with the production of a relevant receipt and if it is a reasonable journey to have made i.e. from event to Train Station.

## 11. Travel by Air

- 11.1 Flights will be arranged via the DS Team / Cabinet Office. Councillors and Officers will travel Standard Class. Permission to fly must be obtained in advance and in writing (e-mail) from the relevant Head of Service. The relevant Service Unit shall fund the Airfare costs. **Note:** Foreign travel must be approved by the Chief Executive in advance and in writing (e-mail).

## **12. Travel by Bicycle**

- 12.1 A cycling allowance is available as outlined by the Independent Remuneration Panel for Wales.

## **13. Travel by Bus**

- 13.1 Bus fares will be reimbursed subject to the production of the appropriate tickets.

## **14. Subsistence**

- 14.1 Councillors are able to claim for subsistence expenses incurred when undertaking an Approved Duty. Subsistence is paid in addition to the Basic, Civic and Senior Salaries **and are subject to the following rules:**

- 14.2 Subsistence within the Authority's area will not be paid.

- 14.3 Subsistence for approved duties outside the Authority's area are payable up to a maximum and in line with the IRPW determinations. **Claims without a valid receipt will not be authorised.**

### **14.4. Overnight Costs**

- 14.5 Where an approved duty involves an overnight stay the accommodation should be organised via the Cabinet Office / Democratic Services.

- 14.6 The Head of Democratic Services has discretion in this area but the decision is mainly based on:

- Where the round trip is more than 250 miles and the relevant meeting / duty starts before 12.00 noon (for the night before) and / or where the relevant meeting / duty finishes after 4.00 pm (for the night after);
- Where the round trip is more than 500 miles and the relevant meeting / duty starts before 1.00pm and / or finishes after 3.00pm.

- 14.7 Councillors should obtain prior written authorisation (e-mail) from the relevant Head of Service in relation to overnight expenditure.

### **14.8 Accommodation**

- 14.9 Accommodation should be booked in advance by the Cabinet Office / Democratic Services Team.

## **15. Overseas (Foreign) Travel, Foreign Currency and Council Related Business Communication**

- 15.1 Councillors MUST gain written (e-mail) authority from the Chief Executive prior to travelling abroad. A detailed itinerary of the trip giving the names of all people travelling, modes of transport between venues and specifying items of expenditure which have been paid in advance by the Authority or likely to be paid by the Authority or provided by an outside body must also be provided to the Chief Executive. In any cases of urgency, approval must be obtained under the Chief Executive's delegated powers, exercised after consultation with the Leader of the Council.
- 15.2 **Foreign Currency.** To obtain foreign currency a Councillor can obtain a cash advance from Cashiers and arrange to have the money converted into the appropriate currency themselves. The expenditure receipt(s) should be retained for submission with the Oracle expense claim. Any surplus money left over from an overseas visit need not be returned to the Authority as the cash advance amount has already been deducted from the Councillors salary and reimbursed to Cashiers.
- 15.3 **Council related business communication.** The Head of Democratic Services will consider all reasonable requests for other valid business costs relating to the trip providing relevant receipts are attached.

## **16. Claiming**

- 16.1 Councillor Expenses claims must be made via the Authority's Oracle system. Co-opted Members should submit their claims in writing via Democratic Services. [www.swansea.gov.uk/staffnet/mileageandexpenses](http://www.swansea.gov.uk/staffnet/mileageandexpenses)
- 16.2 The responsibility lies with the Councillor / Co-opted Member for the accuracy of the claim. Councillors need to keep an accurate record of expenses claimed to avoid duplication of claims. They should ensure that they actually attended the events that they are claiming for otherwise it could be deemed as a fraudulent claim.
- 16.3 When attending more than one meeting a day and claiming more than one journey, the times and place of 'commencement' and 'completion' of duties must be inserted for every journey.
- 16.4 If the period between meetings spent is less than 1 hour then Councillors will only be entitled to claim one return journey.
- 16.5 Councillors must therefore judge whether it would be constructive whenever possible to remain within the area if meetings are within a reasonable period of one another. This also applies to rota visits. Councillors are requested where possible to visit establishments in the same vicinity at the same time.
- 16.6 No payment shall be made without a valid receipt.

- 16.7 Co-opted Member claims should be submitted no later than **5<sup>th</sup> of the month for payment on the 25<sup>th</sup> of the month** (or the previous working day if falling on a Saturday, Sunday or Bank Holiday). Councillor claims should be made via Oracle.
- 16.8 Claims must be submitted within 3 months of the meeting claimed for. Ideally Councillors should submit their claim forms on a monthly basis.
- 16.9 If a Councillor attempts to claim more mileage than set by Council, the mileage will be amended to the maximum level approved by Council.

#### **16.10 Checking of Travelling and Subsistence Allowances**

- 16.11 The Cabinet Office / Democratic Services Team will carry out a random 10% audit check of submitted claims. They will check:
- Attendance Records at Outside Bodies and Officer meetings;
  - Checks on other unclear entries.

#### **16.12 Cash Advances**

- 16.13 Cash advances of Travelling and Subsistence Allowances can only be obtained if the amount is £56 or over and must be authorised by the Section 151 Officer. The cash advance can then be made via the Cashiers Office.
- 16.14 Any unused monies from a cash advance must **not** be returned to the Authority (Cashiers) but kept by the Councillor as the original advance amount has already been deducted from their salary and reimbursed to Cashiers.

### **17. Car Parking Permits**

- 17.1 As a result of a scheme introduced by Cabinet in January 2011, Councillors will have to apply for a permit to enable them to park in Council car parks, whilst on Council duties.
- 17.2 Councillors are entitled to reclaim the cost incurred for their car parking permit by using the reclaim form ([Web link](#)). If Councillors re-claim this charge it will be included on the Councillors Annual Allowances & Expenses spreadsheet which is presented to Council and published on the City & County of Swansea website. [Web link to Oracle to change permit details.](#)
- 17.3 There is a charge to be paid by Councillors to replace a lost car parking permit.

### **18. Interests, Gifts and Hospitality of Councillors**

- 18.1 Information on Interests, Gifts and Hospitality of Councillors is laid out within the Council Constitution under Council Procedure Rules and within the Councillors Code of Conduct ([Web link](#))

## **19. Income Tax**

- 19.1 Basic Salaries, Civic Salaries, Senior Salaries, Broadband and Telephone Allowance, Mobile Phone Allowance, ICT Allowance and the Reimbursement of Costs of Care are all taxable. Councillors will be automatically taxed under the normal Pay as you Earn (PAYE) system. The tax code applied will depend on the statement ticked on the Councillor Personal Information Sheet at the time of starting. Any changes to the initial code operated would be on instruction from HMRC.
- 19.2 Additionally, Councillors should contact the Payroll section of the Service Centre if they are aware they should be taxed at a rate higher than the basic rate.
- 19.3 Currently there is no “profit” element on Mileage due to the fact that the Council pays the rate determined by the IRPW. As it is deemed there is no profit, no end of year report (P11D) is submitted.

## **20. National Insurance Contributions**

- 20.1 Since the current levels of Councillors Allowances exceeds the current lower earnings limit for all Councillors under 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth), there is a liability for Class 1 National Insurance contributions at the standard rate. Any Councillor over 65 years of age (Sliding scale from Age 60 for women depending on Date of Birth) will need to provide a copy of their passport or birth certificate for exemption from National Insurance.
- 20.2 Married women and certain widows who have exercised their right not to pay the full rate will need to produce their reduced liability certificate.
- 20.3 Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor may have another job or be self-employed.
- 20.4 However, there is an annual maximum for contribution liability and in certain instances a Councillor may be entitled to a refund. Information regarding this can be obtained from the DWP.

## **21. Social Security Benefits**

- 21.1 Social Security benefits is an area of growing complexity and detailed specialist advice must be obtained from the local office of the relevant Benefits Agency.
- 21.2 Councillors must notify the Department of Social Security Office from which they receive the benefits that they are an elected Councillor.

- 21.3 If a Councillor is minded to renounce his / her Basic Salary, Civic Salary or Senior Salary, because of the potential impact on benefit entitlement, s/he should consult the Benefits Agency before doing so. In most cases it is the amount to which a Councillor is entitled, not the amount actually claimed, which will be taken into account in calculating benefit.
- 21.4 The treatment of Councillor's Allowances varies from benefit to benefit. For some benefits, the very fact that they are undertaking Council duties (whether or not they get paid for them) can affect their rights to claim. In other cases, it is the level of income from the Allowance that affects entitlement.

## **22. Insurance**

- 22.1 Brief details of the 'Personal Accident & Travel Policy' are as follows:

Under the Personal Accident section, this insurance provides cover to the Insured for accidental bodily injury to an insured person, which results in death, a permanent disability or temporary disability within 24 months of an accident. Under the Travel section, this insurance provides cover to the Insured for medical and emergency travel expenses, medical repatriation, political and natural disaster evacuation expenses, personal liability, loss of or damage to personal property, business equipment or money, cancellation, curtailment, alteration expenses and hijack, kidnap and ransom costs for an insured person. There are also sections providing cover for legal expenses, crisis containment expenses and vehicle rental expenses.

- 22.2 For full details of the policy and a copy of the Lifeline Plus Travel Pack to use on business trips away from the office and abroad contact:

**Principal Insurance Officer**

Insurance Team, Financial Services & The Service Centre, Civic Centre,  
Swansea, SA1 3SN

01792 63 6741

**Huw Evans**  
**Head of Democratic Services**