

**Report of the Head of Democratic Services**  
**Democratic Services Committee – 16 July 2014**

**COUNCILLORS ANNUAL REPORTS**

<b>Purpose:</b>	To provide an update in relation to the number of Councillors Annual Reports which have been submitted to the Head of Democratic Services.
<b>FOR INFORMATION</b>	
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Carl Billingsley
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Phil Couch

**1. Introduction**

- 1.1 Section 5 of the Local Government (Wales) Measure 2011 requires the Authority to make arrangements for Councillors to produce and publish Annual Reports in relation to their activities.
- 1.2 At its meeting of 19 November 2013 Council adopted the standard template and associated guidance notes as recommended by the Democratic Services Committee.
- 1.3 Four Cabinet Members (Councillors June Burtonshaw, Will Evans, Christine Richards and Mitch Theaker) undertook a pilot scheme for the 2012-2013 municipal year as an example for other Councillors to follow due to this being a new requirement on Councillors.
- 1.4 These 4 annual reports have been translated and uploaded onto the Councillors individual web pages.

**2. Councillors Annual Reports 2013-2014**

- 2.1 As of 4 July 2014 forty five (45) Councillors Annual Reports have been submitted to the Head of Democratic Services. The list of those Councillors is shown in **Appendix A**.
- 2.2 Once, the Councillor Annual Report has been submitted, the Head of Democratic Services checks it to ensure that it complies with the rules. It is then passed for translation. Once translated, both versions are placed onto the individual Councillors web pages.

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

3.1 The report is based on Welsh Government guidance to meet a statutory requirement to allow Councillors to report on their activities during the previous year. As such, no requirement has been identified for an EIA report.

### **4. Financial Implications**

4.1 There are no financial implications.

### **5. Legal Implications**

5.1 There are no legal implications.

#### **Background Papers:**

None.

#### **Appendices:**

<b>Appendix A</b>	List of Councillors Annual Reports received.
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