

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 1, CIVIC CENTRE, SWANSEA. ON  
WEDNESDAY, 2 APRIL 2014  
AT 5.00 PM

**PRESENT:** Councillor M H Jones (Chair)

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay A C S Colburn	A M Cook N J Davies	D J Lewis P M Meara

**Also Present:**

Councillor C Richards – Councillor Support and Development Member Champion and Deputy Leader of the Council.

Officers:

H Evans – Head of Democratic Services  
A Lowe – Councillor Support Officer  
T Meredith – Deputy Head of Legal, Democratic Services and Procurement  
J Tinker – Democratic Services Coordinator

42 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R Francis-Davies, E T Kirchner, A S Lewis and K E Marsh.

43 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interest was declared:-

Councillor C Richards declared a personal interest in Minute 45 “Review of Councillors Handbook” and 46 “Independent Remuneration Panel for Wales Annual Report” as she was in receipt of a Senior Salary.

44 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee meeting held on 19 February 2014 be approved as a correct record.

45 **REVIEW OF COUNCILLORS HANDBOOK.**

The Head of Democratic Services submitted a report regarding the review of the Councillors Handbook. The minor amendments and issues that needed to be considered as outlined in Appendix A of the report were considered. It was suggested that the wording in paragraph 6.3.1 be further amended to clarify that these meetings may also be convened at the Councillors' request and that these are to be held in a Council Building.

**RESOLVED** that

- 1) The amendments as indicated in Appendix 1 of the report, together with the additional amendment as suggested above in relation to Section A of the Councillors Handbook be endorsed and submitted to Council for approval.

46 **INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT - FEBRUARY 2014.**

The Head of Democratic Services presented a report which outlined the content of the Independent Remuneration Panel Annual Report of February 2014.

**RESOLVED** that the report be **NOTED**

47 **VERBAL REPORT FROM FRANK CUTHBERT, HEAD OF LOCAL GOVERNMENT DEMOCRACY, WELSH GOVERNMENT.**

Frank Cuthbert gave an insight to the Committee of the work undertaken in his role of Head of Local Government Democracy at the Welsh Government. He outlined that this work involved various payments, duties and functions of elected members together with scrutiny boundaries. Part of this role was developing the introduction of various proposals as the result of the Local Government (Wales) Measure 2011 which included Councillors Annual Reports, training and development and personal reviews. Further guidance would be produced shortly in respect of remote attendance of members at meetings and the new procedure in respect of family absences. As a result of the Williams Commission boundary reviews would be undertaken and research was taking place in respect of the different Cabinet systems used by the various authorities.

Questions were asked in respect of the Cabinet review and Scrutiny Functions.

Frank Cuthbert was thanked for attending the Committee

The meeting ended at 6.10p.m.

**CHAIR**