



## Joint Report of the Head of Democratic Services & Monitoring Officer

Annual Meeting of Council - 24 May 2018

### Constitutional Matters 2018-2019

<b>Purpose:</b>	To inform Council of all necessary Constitutional matters in order to enable the efficient and lawful operation of Council.
<b>Policy Framework:</b>	Council Constitution.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:
1)	The Council Bodies and the Number of Allocated Seats as listed in <b>Appendix C</b> be appointed for the Municipal Year 2018-2019;
2)	The “ <b>Leader and Deputy Leader of the Council</b> ” be paid a <b>Band 1, Group A, Senior Salary</b> : <ul style="list-style-type: none"> <li>• Leader of the Council (£53,300);</li> <li>• Deputy Leader of the Council (£37,300).</li> </ul>
3)	The “ <b>Executive Members</b> ” be paid a <b>Band 2, Group A, Senior Salary</b> (£32,300): <ul style="list-style-type: none"> <li>• Cabinet Members x 8.</li> </ul>
4)	The “ <b>Committee Chairs</b> ” be paid a <b>Band 3, Group A, Senior Salary</b> (£22,300): <ul style="list-style-type: none"> <li>• Chair of General Licensing Committee;</li> <li>• Chair of Planning Committee;</li> <li>• Chair of Economy &amp; Infrastructure Policy Development Committee;</li> <li>• Chair of Education &amp; Skills Policy Development Committee;</li> <li>• Chair of Poverty Reduction Policy Development Committee;</li> <li>• Chair of Safeguarding Policy Development Committee;</li> <li>• Chair of Transformation &amp; Future Council Policy Development Committee;</li> <li>• Chair of Scrutiny Programme Committee.</li> </ul>

5)	The Independent Remuneration Panel for Wales (IRPW) determination that the “ <b>Leader of the Largest Opposition Political Group</b> ” must be paid a <b>Band 4, Senior Salary</b> (subject to the 10% rule) (£22,300) be noted;
6)	The following positions be paid a <b>Level 1, Civic Salary</b> (subject to them not already being in receipt of a Senior Salary): <ul style="list-style-type: none"> <li>• Lord Mayor (Civic Head) (£24,300);</li> <li>• Deputy Lord Mayor (Deputy Civic Head) (£18,300).</li> </ul>
7)	A <b>Presiding Member</b> and <b>Deputy Presiding Member</b> be re-established and that they Chair Meetings of Council. These posts will not receive a Senior Salary;
8)	The Committees listed in <b>Appendix D</b> be exempted by Council from the Local Government (Committees and Political Groups) Regulations 1990 for the Municipal Year 2018-2019 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 as outlined in <b>Appendix E</b> be noted;
11)	The adoption of the Council Constitution which may be viewed at <a href="http://www.swansea.gov.uk/constitution">www.swansea.gov.uk/constitution</a> be reaffirmed including any amendments made at this meeting;
12)	Councillor P M Black be re-elected as Chair of the Democratic Services Committee;
13)	Those Co-opted Members eligible for Co-opted Member payments be paid a maximum of 20 full days per Municipal Year;
14)	Sections A and D The Councillors Handbook which may be viewed at <a href="http://www.swansea.gov.uk/CllrsHandbook">www.swansea.gov.uk/CllrsHandbook</a> be reaffirmed;
15)	Sections B and C of the Councillors Handbook as recommended by the Democratic Services Committee held on 16 April 2018 and outlined in <b>Appendix F</b> be adopted;
16)	The list of Member Champion Areas and Responsible Councillors as outlined in <b>Appendix G</b> be noted;
17)	The Councillor Mileage Distances 2017-2022 as amended be noted;

18)	The Council Bodies Diary 2018-2019 as listed in <b>Appendix I</b> be confirmed and adopted;
19)	Any consequential amendments to the Council Constitution and / or Councillors as a result of this report be carried out.
<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 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 (IRPW) 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.

## 2. Independent Remuneration Panel for Wales (IRPW)

- 2.1 The IRPW Annual Report of February 2018 sets out the new framework for Councillor and Co-opted Member remuneration. The IRPW 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. The Civic Salary and Senior Salary includes the Basic Salary.
- 2.2 The IRPW 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 IRPW state that each Council should decide whether to pay Senior Salaries and to identify those positions that will attract the payment. It is proposed that the following positions 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 Economy & Infrastructure Policy Development Committee;
7)	Chair of Education & Skills Policy Development Committee;
8)	Chair of Poverty Reduction Policy Development Committee;
9)	Chair of Safeguarding Policy Development Committee;
10)	Chair of Transformation & Future Council Policy Development Committee;
11)	Chair of Scrutiny Programme Committee.

- 3.2 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.

### 4. Civic Salary

- 4.1 The IRPW 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.
- 4.2 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:

<b>Remuneration of Civic Heads and Deputy Civic Heads (Inclusive of Basic Salaries)</b>		
	<b>Civic Heads</b>	<b>Deputy Civic Heads</b>
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

- 4.3 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.

- 4.4 The IRPW 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. The relevant proportional calculations have been made and 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 C**. 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 D**.

## **9. Allocation of Councillors to the Council Bodies**

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

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

## **10. Allocation of Councillors to Outside Bodies**

10.1 The Leader of the Council has allocated Councillors to sit on Outside Bodies as outlined in **Appendix E**.

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

## **11. Democratic Services Committee**

11.1 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. 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.

11.2 Councillor P M Black is the current Chair of the Democratic Services Committee.

## **12. Co-opted Members**

- 12.1 The IRPW 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.
- 12.2 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).
- 12.3 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.
- 12.4 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.
- 12.5 It is proposed to maintain payments to Co-opted Members at a maximum of 20 full days' payments per Municipal Year.

## **13. Councillors Handbook**

- 13.1 The Councillors Handbook [www.swansea.gov.uk/CllrsHandbook](http://www.swansea.gov.uk/CllrsHandbook) provides guidance for Councillors and Co-opted Members. The handbook contains information about Remuneration, Support for Councillors and Co-optee Members, Protocols and Role Descriptions.
- 13.2 The Democratic Services Committee reviewed Sections A and D at its meeting on 7 November 2017 and Council considered and adopted these recommendations on 14 December 2017.
- 13.3 The Democratic Services Committee reviewed Sections B and C at its meeting on 16 April 2018 and Council is asked to adopt the amended Sections B and C as outlined in **Appendix F**.

## **14. Appointment of Chairs & Vice Chairs of Committees**

- 14.1 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.

## **15. Member Champions**

- 15.1 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.

- 15.2 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).
- 15.3 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's appoints are set out in **Appendix G**.
- 15.4 The "Member Champion - Generic Role Description" and the "Equality Member Champion Role Description" which have been extracted from the Councillors Handbook are set for information in **Appendix H**.
- 15.5 The Leader of the Council is keen to ensure that the work of the Member Champions is included in an annual report to Council.

## **16. Review of Councillors Mileage Distances**

- 16.1 Council, at its meeting on 3 December 2009 resolved to conduct a review of Councillors home to Guildhall / Civic Centre, single and return journeys using the RAC website (RAC Route Planner). The Councillors Mileage Distances to be used for the Council term 2017-2022 were presented to the Annual Meeting of Council on 25 May 2017. These figures have been slightly updated to correct a typographical error.

## **17. Council Bodies Diary 2018-2019**

- 17.1 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.
- 17.2 The Timing of Council Meetings survey was held between 21 December 2017 and 12 January 2018. Council at its meeting on 6 March 2018 considered the survey responses and resolved to note the responses and to maintain the status quo of timings.
- 17.3 The Timing of Council Meetings survey responses were considered in preparing the Council Bodies Diary. The Council Bodies Diary 2018-2019 is shown as **Appendix I**.

## **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:**

<b>Appendix A</b>	Basic Salary, Civic Salary and Senior Salary Payments. (Group A Councils) as Prescribed by IRPW - February 2018
<b>Appendix B</b>	Fees for Co-opted Member (with Voting Rights) of Local Authorities as Prescribed by the IRPW - February 2018.
<b>Appendix C</b>	Council Bodies & Number of Allocated Seats 2018-2019.
<b>Appendix D</b>	Proposed Exemption from Committee Balance Rules.
<b>Appendix E</b>	Leader of the Council's Allocation of Councillors to Sit on Outside Bodies.
<b>Appendix F</b>	Sections B and C of the Councillors Handbook as proposed by the Democratic Services Committee - 16 April 2018.
<b>Appendix G</b>	Member Champion Areas & Responsible Councillors.
<b>Appendix H</b>	Member Champion – Generic Role Description and Equality Member Champion Role Description. Extract from Councillors Handbook.
<b>Appendix I</b>	Council Bodies Diary 2018-2019.

## Appendix A

### Basic Salary, Civic Salary and Senior Salary Payments (Group A Councils) as Prescribed by IRPW - February 2018

<b>Basic Salary</b>	£13,600
<b>Senior Salaries (inclusive of Basic Salary)</b>	
<b>Band 1</b>	
Leader of the Council	£53,300
Deputy Leader of the Council	£37,300
<b>Band 2</b>	
Executive Member (Cabinet Member)	£32,300
<b>Band 3</b>	
Committee Chairs	£22,300
<b>Band 4</b>	
Leader of the Largest Opposition Political Group *1	£22,300
<b>Band 5</b>	
Leader of Other Political Groups *2	£17,300
<b>Civic Salaries (inclusive of Basic Salary)</b>	
Civic Head (Mayor / Chair of Council) <b>Level 1</b>	£24,300
Civic Head (Mayor / Chair of Council) <b>Level 2</b>	£21,800
Civic Head (Mayor / Chair of Council) <b>Level 3</b>	£19,300
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) <b>Level 1</b>	£18,300
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) <b>Level 2</b>	£16,300
Deputy Civic Head (Deputy Mayor / Vice Chair of Council) <b>Level 3</b>	£14,300

**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 IRPW - February 2018

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 Standards Committee	4 Hours and Over	£198
	Up to 4 Hours	£99

## Council Bodies & Number of Allocated Seats 2018-2019

## Appendix C

Body	Seats	Comments	Status
Council	72	Automatically Proportional	
Cabinet	10	Not Part of PR Calculations	SS
<b>Committees</b>			
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	13	Chair must be an Opposition Councillor and appointed by Council.	
Family Absence Complaints		As per Council of 12 August 2014	
Economy & Infrastructure Policy Development	12		SS
Education & Skills Policy Development	12		SS
Poverty Reduction Policy Development	12		SS
Safeguarding Policy Development	12		SS
Transformation & Future Council Policy Development	12		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	13		SS
Standards	9	Standards Committee (Wales) Regulations 2001. 5 Ind, 3 CCS Cllrs & 1 C/T Cllr	XPR
West Glamorgan Archives	5	Independent Chair	
<b>Panels, Forums, Groups etc.</b>			
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		
Local Pension Board	1		
Social Services Rota Visits Group	14	9 Ruling Group Cllrs, 2 Largest Opposition Group Cllrs, 2 Second Largest Opposition Group Cllrs, 1 Representative from remaining Political Group.	XPR
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		

SS - Committees that attract Senior Salary

XPR - Bodies exempt from Proportionality.

### 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.
  - 1.4 **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).
  - 1.5 **Swansea Student Liaison Forum (SSLF).** 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.
  - 1.6 **Social Services (SS) Rota Visits Group.** Council is asked to exempt this from the Committee Balance Rules in order to allow the following membership: 9 Ruling Group Cllrs, 2 Largest Opposition Group Cllrs, 2 Second Largest Opposition Group Cllrs, 1 Representative from remaining Political Group.
  - 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.

## Leader of the Council's Allocation of Councillors to Sit on Outside Bodies

<b>ABMU Community Health Council</b>	Elliott King
	Hazel Morris
	Mo Sykes
<b>Association of Public Service Excellence (APSE)</b>	Clive Lloyd
<b>Bay Leisure Ltd</b>	Mandy Evans
	Louise Gibbard
<b>Cambrian Educational Foundation for Deaf Children</b>	Andrea Lewis
<b>EOTAS (Education Other Than At School) Steering Group</b>	Jennifer Raynor
<b>Fostering Panel (Friends and Family)</b>	Mo Sykes
<b>Fostering Panel (Mainstream Panel)</b>	Mandy Evans
<b>Gower College Swansea</b>	Oliver James
	Kelly Roberts
<b>Gower Commoners Association</b>	Andrew Stevens
<b>Heart of Wales Line Forum</b>	Paul Lloyd
<b>Inter Authority Agreement for Food Waste</b>	Mandy Evans
	Mark Thomas
<b>Joint Council of Wales (South Wales Provincial Council)</b>	Rob Stewart
	Clive Lloyd
<b>Loans and Savings Abertawe (LASA) Credit Union</b>	Lesley Walton
<b>Local Government Association (LGA) Executive</b>	Mark Thomas
	Clive Lloyd
	Andrea Lewis
	Rob Stewart
<b>Mid and West Wales Fire Authority</b>	Joe Hale
	Des Thomas
	Terry Hennegan
	Gloria Tanner
	Jan Curtice
	Gordon Walker
	Richard Lewis

<b>National Association of British Market Authorities</b>	Robert Francis-Davies
<b>National Waterfront Museum (Swansea) Ltd</b>	Erika Kirchner
	Joe Hale
	Robert Francis-Davies
<b>Oystermouth Castle Management Board</b>	Mark Child
<b>PATROL (Parking And Traffic Regulations Outside London) Steering Group</b>	Joe Hale
<b>PRU (Pupil Referral Unit) Management Board</b>	Jennifer Raynor
<b>Reserve Forces &amp; Cadets Association for Wales</b>	Armed Forces Member Champion (June Burtonshaw)
<b>South Wales Police and Crime Panel</b>	Christine Richards
	Kelly Roberts
<b>South West Wales Regional Waste Management Committee</b>	Mark Thomas
	Mandy Evans
	Mike White
<b>Standing Advisory Council on Religious Education</b>	Lynda James
	William Evans
	Beverley Hopkins
	Sam Pritchard
	Elliott King
	Peter Jones
<b>Suresprung Board of Trustees</b>	Ryland Doyle
	Alyson Pugh
	Jan Curtice
	Gloria Tanner
<b>Swansea Bay Port Health Authority</b>	Hazel Morris
	Joe Hale
	Clive Lloyd
	Robert Smith
	Mike White
	Paul Lloyd
	Mike Lewis
	Chris Holley
	Jeff Jones
	Gareth Sullivan
<b>Swansea Bay Regional Equality Council</b>	Erika Kirchner
	Sanctuary & Inclusion Member Champion (Yvonne Jardine)

<b>Swansea Business Improvements Ltd (Bids)</b>	Robert Francis-Davies
	Rob Stewart
<b>Swansea City Waste Disposal Ltd (LAWDAC)</b>	Joe Hale
	Clive Lloyd
	Mark Thomas
	Mike White
	Wendy Lewis
	Philip Downing
<b>Swansea Council for Voluntary Service</b>	Peter Jones
	Jan Curtice
	Ceri Evans
<b>Swansea Cycling Forum (Cycle Action Progress Group)</b>	Nick Davies
<b>Swansea Economic Regeneration Partnership</b>	Rob Stewart
	Robert Francis-Davies
	David Hopkins
<b>Swansea Environment Centre</b>	Peter Jones
<b>Swansea PSB (Public Services Board)</b>	Andrea Lewis
	Erika Kirchner
	Mark Child
	Rob Stewart
	Clive Lloyd
	June Burtonshaw
	Jen Raynor
	Mary Sherwood
<b>Swansea St Mary's Choral Trust</b>	Sam Pritchard
<b>University of Swansea Court</b>	Kelly Roberts
<b>Vision in Wales (Wales Council for the Blind)</b>	Christine Richards
<b>Wales National Pool (Swansea) Ltd</b>	Robert Francis-Davies
	Mark Child
	Robert Smith
<b>Wales Strategic Migration Partnership</b>	Sanctuary & Inclusion Member Champion (Yvonne Jardine)(
<b>Welsh Books Council</b>	Vacant



<b>WLGA (Welsh Local Government Association) Council</b>	Mark Thomas
	Jan Curtice
	Jennifer Raynor
	Clive Lloyd
	Rob Stewart
<b>WLGA (Welsh Local Government Association) Executive Board</b>	Rob Stewart
<b>West Glamorgan Council for Drug and Alcohol Abuse</b>	Terry Hennegan
	Erika Kirchner
<b>Western Bay Adoption Panel</b>	Cabinet Member with Responsibility for SS (Mark Child)
<b>Western Bay Regional Partnership Board</b>	Rob Stewart
	Clive Lloyd
	Mark Child

### Sections B and C of the Councillors Handbook as proposed by the Democratic Services Committee - 16 April 2018.

#### Section B - Councillor and Co-opted Member Support Services

##### 1. Cabinet Office & Democratic Services

- 1.1 The Cabinet Office provides a Personal Assistant role to the Cabinet (Executive) Members.
- 1.2 The Democratic Services (DS) Team provides general administrative support to all non-executive Councillors.

##### 2. Correspondence

- 2.1 As part of the Sustainable Swansea - Fit for the Future programme, Councillors and Co-opted Members have become more self-sufficient. The self-serve agenda has seen Councillors embracing IT, associated software and the Oracle payments system.
- 2.2 Councillors are expected to manage their own e-mails, diary and correspondence. Should they require any support then training can be provided in certain areas by the Training Team.
- 2.3 The Cabinet Office / DS Team can assist with proof reading of documents on request.
- 2.4 The Cabinet Office / DS Team can send out general non-political mailings for Councillors Electoral Ward work. However, Councillors are expected to type their own letters although the Teams can assist with formatting. The Cabinet Office / DS Team will arrange for the letters to be printed via DesignPrint but any folding or postage costs will be taken from the individual's Councillors Community Budget.
- 2.5 The Cabinet Office / DS Team can't deal with correspondence that is political, contains information which could be deemed to be libellous or is of a personal nature.

##### 3. Council Bodies Diary

- 3.1 The Council Bodies Diary may be viewed online at <http://www.swansea.gov.uk/councildiary>
- 3.2 The Cabinet Office will assist with the management of diaries for Cabinet Members. All other Councillors and Co-opted Members are expected to manage their own diaries.

##### 4. Political Group Rooms

- 4.1 Depending on the size of a Political Group, it is likely to have a room allocated to it. Rooms will be provided with the following items:
  - Pigeonhole for your agendas, mail etc. to be left for your collection;
  - PC(s);
  - Telephone(s);
  - Storage facilities (currently 2 filing cabinet drawers per Councillor);
  - Office furniture.

## **5. Identity (ID) Card**

- 5.1 All Councillors are required to wear their ID Card at all times. The Card allows access within the Civic Centre and Guildhall.
- 5.2 If your ID Card won't allow you access, visit <http://www.swansea.gov.uk/staffnet/replacementflexicard>
- 5.3 If you lose or misplace your ID Card please inform the Cabinet Office / DS Team immediately. HR will "block" the card to ensure it is not misused by anyone else. A replacement can be ordered at a personal charge to the Councillor (currently £5).
- 5.4 Temporary passes can be obtained from the DS Team and must be returned prior to exiting the building on the same day.

## **6. Receipt of Mail / Agendas etc.**

- 6.1 Incoming mail including agendas for Council meetings will be distributed daily and left in pigeonholes provided for each Councillor.
- 6.2 The Authority currently provides a mail delivery service for all Councillors on a Friday evening; however Councillors are asked to make every effort to collect any agendas / mail directly from their pigeonholes in order to reduce costs.
- 6.3 A number of Councillors have opted out of the mail delivery service. They have chosen to collect agenda(s) themselves and utilise the Modern.gov app to download electronic versions of the agenda. Agendas are also emailed out directly to all Councillors. The Councillors, Democracy and Elections web pages may be viewed at <https://democracy.swansea.gov.uk/>
- 6.4 **If you wish to Opt Out of the Mail Delivery Service, please inform the Cabinet Office / DS Team.**

## **7. e-mailing & Postage**

- 7.1 Councillors are advised to use electronic correspondence wherever possible. The Authority can send mail on behalf of a Councillors; however for bulk mail the cost will be deducted from their Councillors Community Budget.
- 7.2 The Cabinet Office / DS Team will not print out all e-mails for a Councillor. However training can be arranged so that the Councillor is taught how to do so.

## **8. Councillors Microsite (SharePoint)**

- 8.1 A dedicated Councillors "micro-site" online tool is available to display useful information for Councillors. [Micro Site Login](#).

## **9 Administrative Support**

- 9.1 Both Teams will answer general telephone queries from members of the public, and signpost where necessary to the relevant Councillor or, provide Assembly Member / Member of Parliament etc. contact details.
- 9.2 Both teams will act as a central contact point for Councillors for their general enquiries for Departments and provide information regarding Officer contacts within Service Departments.

## **10. Photocopying, Fax & Scanning Service**

- 10.1 Multi-Functional Devices (MFD's) are available in key locations throughout the Authority. All Councillors will be provided with a printer account which may be accessed via a Councillor ID card. Please note that personal printing is not permitted.
- 10.2 The MFD's also include a scanning facility which allows documents to be scanned and sent via e-mail.

## **11. ICT Support**

- 11.1 There are two ways to contact the ICT Service Desk  
01792 63 6900 or [ict.servicedesk@swansea.gov.uk](mailto:ict.servicedesk@swansea.gov.uk)

## **12. Training**

- 12.1 The Authority will arrange or inform Councillors of training opportunities which will include Courses, Seminars, Conferences, Induction Training for all Councillors and Other training subject to resources / budgetary availability.

## **13. Electoral Ward Surgery Support**

- 13.1 The Authority will pay a reasonable charge for surgery hire, following prior agreement from the Head of Democratic Services.
- 13.2 Invoices for surgeries should then be forwarded to the DS Team on a monthly or quarterly basis and by the end of March of the relevant financial year for processing.
- 13.3 Surgery Posters can be printed indicating surgery details for distribution within the electoral ward.

## **14. Web Pages**

- 14.1 Councillors are advised to take advantage of the "About You" section on the Council's website as it allows an opportunity for you to highlight your interests etc. Information may be found at [www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors)

## **15 Councillor Meeting Room**

- 15.1 A Councillor Meeting Room is located in Room 235, Guildhall. The room will accommodate 12-14 people around a table.
- 15.2 Bookings will be allocated on a "first come first served" basis and meeting slots shall be restricted to 2 hours. Block bookings shall not be permitted unless it is for a purpose such as a regular Political Group Meeting. The Head of Democratic Services shall operate a reasonable use protocol for the room.
- 15.3 Bookings are to be made by contacting the Democratic Services (DS) Team on 01792 63 6923 or e-mail [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk)

## 16. Further Information Contact List

<b>Title</b>	<b>Tel:</b>
Cabinet Office	01792 63 6141
Democratic Services (DS) Team	01792 63 6923
Head of Democratic Services	01792 63 5757
Chief Executive	01792 63 7501
Section 151 Officer	01792 63 6423
Monitoring Officer / Head of Legal, Democratic Services and Business Intelligence	01792 63 6699
IT Service Desk	01792 63 6900

### Section C - Councillor & Co-opted Member Protocols

#### Contents

- 1) Lord Mayor and Deputy Lord Mayor Protocol
- 2) How Councillors and Officers Deal with Planning Applications
- 3) Title of Lord Mayor or Deputy Lord Mayor in Councillors Correspondence
- 4) Access to Political Group Rooms and Other Councillor Areas by Members of the Public
- 5) Councillors Correspondence
- 6) Response to Councillor Correspondence Protocol

#### Lord Mayor and Deputy Lord Mayor Protocol

This Protocol is not shown within this report as it was recently amended by Council on 20 April 2017. The Protocol will appear in the online version of the Councillors Handbook.

# **How Councillors and Officers Deal with Planning Applications**

## **1. Introduction**

- 1.1 The planning system involves taking decisions about the development and use of land in the wider public interest, in accordance with the provisions of the Development Plan, unless there are overriding material planning consideration which indicate otherwise.

## **2. Role of Councillors**

- 2.1 Councillors determine the Council's Planning Policy. They must abide by the provisions of the Code of Conduct during the development plan process. It is essential that they exercise their own responsibility to declare any personal interests such as land ownership or business interests which may be affected when plans are in preparation.

- 2.2 When Planning Committee Members come to make a decision on a planning application they will:

- a. Act fairly and openly;
- b. Approach each application with an open mind;
- c. Carefully weigh up all relevant issues;
- d. Determine each application on its own merits;
- e. Avoid undue contact with interested parties;
- f. Ensure that the reason for their decisions are clearly stated.

- 2.3 Non-Planning Committee Members are not bound by rules of pre-determination and are generally free to:

- a. Discuss any planning application with an applicant and/or lobby group;
- b. Attend any meeting arranged by an applicant and/or lobby group;
- c. Attend and speak at a Community / Town Council meeting;
- d. Relay relevant information about an application to the planning officer;
- e. Seek information from the planning officer.

- 2.4 They must at all times abide by the Member Code of Conduct and cannot improperly influence planning officers.

## **3. Role of Officers**

- 3.1 The officers' function is to advise and assist Councillors in matters of Planning Policy and in their determination of planning applications by:

- a. Providing impartial and professional advice;
- b. Making sure that all information necessary for the decision to be made is given;
- c. Providing a clear and accurate analysis of the issues;
- d. Assessing the application against the Council's Development Plan policies and all other material considerations;
- e. Giving a clear recommendation;
- f. Carrying out the decisions of Councillors in Committee or Council.

## **4. Lobbying**

- 4.1 It is quite common for applicants or other interested parties to wish to discuss a proposed development with Councillors before a planning application is determined.

- 4.2 This can help Councillors' understanding of the issues and concerns associated with an application. However, to avoid compromising their position before they have received all the relevant information, Planning Committee Members will:
- a. Avoid as far as possible meeting an applicant or potential applicant alone;
  - b. Avoid making it known whether they support or oppose the proposal;
  - c. Restrict their response to giving Procedure advice;
  - d. Not pressurise officers to make a particular recommendation in their report;
  - e. Direct lobbyists or objectors to planning officers who will include reference to their opinions where relevant in their report;
  - f. Advise the Head of Planning & City Regeneration or the Cabinet Member of the existence of any lobbying.
- 4.3 Where a Councillor feels that his/her impartiality has been compromised he/she will need to decide whether to declare a personal interest and withdraw from the decision making process.
- 4.4 Membership of a Community / Town Council which has expressed a view on an application does not by itself give rise to a conflict provided that the Member retains an open mind. The Council's Monitoring Officer will give advice on whether an interest should be declared in cases of doubt.

## **5. Discussions with potential applicants**

- 5.1 Pre-application meetings with potential applicants are encouraged, but to avoid them being misunderstood they will normally be at officer level and:
- a. Where they involve Planning Committee Members they will be at a forum prescribed for the purpose;
  - b. Potentially contentious meetings will be attended by at least two officers including the Head of Planning & City Regeneration or his representative;
  - c. A note of the discussion will be taken and placed on file and made available for public inspection at the appropriate time;
  - d. It will be made clear at such meetings that only personal and provisional views based upon the Development Plan can be given and no decisions can be made which would bind or otherwise compromise the Planning Committee or Council.

## **6. Decisions contrary to officer recommendation**

- 6.1 From time to time Members of the Planning Committees or Council will disagree with the professional advice given by the Head of Planning & City Regeneration.
- 6.2 In such cases the reasons for rejecting an Officer's recommendation will be clearly stated and recorded in the minutes of the meeting. Where an appeal arises against such a decision, Officers will give support to the relevant members in preparing evidence for the appeal.

## **7. Site Visits**

- 7.1 Site visits can be useful to identify features of a proposal which may be difficult to convey in a written report, but site visits do delay the decision on an application.
- 7.2 When appropriate, however, they will be normally requested by a ward member at the time of calling an application to Committee; or

- 7.3 Be authorised by the relevant Committee or by the of Planning & City Regeneration, or his representative, in consultation with the Chair of the relevant Committee;
- 7.4 Normally, the site visits will be held between the publication of the Committee Agenda and the Committee meeting.

## **8. Planning Applications by Councillors or Officers of the Council**

- 8.1 When an application is submitted by anyone involved in the planning process, the Member or officer will:
- a. Inform both the Head of Planning & City Regeneration and the Council's Monitoring Officer;
  - b. Take no part in processing or determining the application.
- 8.2 The Head of Planning & City Regeneration will ensure that all such applications are determined at the Committee meeting and not under delegated powers.

## **9. Planning applications by the Council**

- 9.1 The Council itself requires planning permission to carry out or authorise development on land it owns. These applications will be treated in the same way as those from private applicants.

## **10. Complaints**

- 10.1 Any issues or concerns arising from the Code of Practice can be raised with the relevant Cabinet Member with responsibility for Planning, the Corporate Director (Place), or the Head of Planning & City Regeneration.
- 10.2 The Council also have a formal complaints system in operation which can be used if necessary and accessed via the following link:  
<http://www.swansea.gov.uk/article/7326/Corporate-complaints-procedure>
- 10.3 The Council's Complaints Team can be contacted on 01792 63 7345.
- 10.4 Issues of maladministration can be referred to the Public Services Ombudsman for Wales who can be contacted at:
- 1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ
  - 0300 790 0203
  - [ask@ombudsman-wales.org.uk](mailto:ask@ombudsman-wales.org.uk)
  - [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk)



# Planning Applications

## Having your say at Swansea Council's Planning Committee

Listening to the people's views is an important part of City & County of Swansea Council's work. The Planning Committee welcome statements and petitions from local people about planning applications that affect them.

The Planning Committee decide the larger, complex or more controversial planning applications in the City.

The Committee meetings usually take place on Tuesdays at 2.00pm (but please check beforehand as occasionally times will vary) in the Council Chamber, Guildhall, Swansea, SA1 4PE and are open to the public.

**The public have a right to attend the meeting and may make a statement to the Committee (subject to advance notice being given) if they so wish.**

- **Who can speak**
- **Registering your request to speak**
- **What you can say to the Committee**
- **What happens at the meeting**

### Who Can Speak

If you wish to speak directly to the Planning Committee you should be:

- Someone who lives in Swansea and/or
- Someone who has a genuine interest in expressing a view on development control matters for example someone who:
  - (i) Is an applicant (or applicant's agent) for planning permission
  - (ii) Is an individual objector/supporter of a planning application
  - (iii) Represents a group of objectors/supporters of a planning application.

### Registering your request to speak

If you are thinking of speaking, please contact us as soon as possible. You can write, email or fax us and you **must**:

- Send your request to speak by **no later than 12.00 noon on the working day before the meeting, clearly indicating the item number or application number on which you wish to speak.**
- Give your name and address which will be publicly available unless there are particular reasons for confidentiality.

Contact details can be found at the end of this leaflet.

### What can I say to the Committee?

Under planning law, we can only take into account comments on planning issues. For example, these include loss of light or privacy, highway safety, traffic and parking issues, noise, amenity, pollution, conservation, wildlife, design and appearance of the development.

Issues which cannot be taking into account include loss of view, effect on property values, private rights, covenants and construction noise and boundary disputes.

Swansea Council has also to take into account Welsh Assembly Government policies and guidance, together with its own planning

### What happens at the meeting? (continued)

The Chair will then ask the Planning Officer to introduce the application and respond to any points raised. The Committee will then discuss the application and make a decision.

At the meeting you should not interrupt another speaker or the Committee debate.

policies and you may wish to refer to these as well.

You should not make statements that are personal, slanderous or abusive.

Keep your address short.

### **What happens at the meeting?**

Statements are heard prior to the relevant item.

Immediately before the item is to be considered, the Chair will call you to speak to the Committee.

However, the Council Constitution provides for a total time of ten minutes for representations (a maximum of 5 minutes each for objectors and applicants and supporters). So if there is more than one person wishing to address the Committee, either as an objector or applicant or supporter, you are advised to discuss the presentation before hand, perhaps nominating one person to make the statement, to ensure that the five minute limit is not exceeded.

The Committee Chair always has discretion as to whether or not a person speaks and has discretion to allow longer speaking times if appropriate.

Late requests to speak will not normally be accepted, although, in exceptional circumstances, they may be taken with the specific agreement of the Chair and Committee.

Should objectors/applicants wish to submit photographs/images for display at Committee, this has to be done by Noon the previous working day.

Any materials/literature objectors/applicants may wish to distribute to Councillors, they must do this themselves.

If a matter is deferred/withdrawn/deferred for site visit you will not be able to speak until it comes back to Committee.

### **After the meeting**

A letter will be sent to you notifying you of the decision made on that application.

### **Contact details**

If you wish to make a statement or present a petition, please address it to:

**Democratic Services** - Tel: 01792 636923

and send it either

**By post:** Democratic Services, Swansea Council, Room 216 Guildhall, Swansea, SA1 4PE

**By email:** [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk)

If you have any questions about the procedures above or would like a copy of the full scheme please contact the Democratic Services Team.

### **Translation/Special Requirements**

If you would like this information in a different format, for example in Welsh, large print, computer disc or community languages, please contact: Planning Services, City & County of Swansea, Oystermouth Road, Swansea, SA1 3SN.

## **Title of Lord Mayor or Deputy Lord Mayor in Councillors Correspondence**

### **1. Introduction**

- 1.1 This protocol provides Councillors with guidance on the Use of the Title Lord Mayor or Deputy Lord Mayor in Councillors Correspondence. A breach of this protocol is deemed a breach of the Members Code of Conduct. As such should a breach occur then it should be reported to the Public Services Ombudsman for Wales.

### **2. Personal Motto and / or Civic Crest**

- 2.1 The use of a Personal Motto or an attempt to use or amend the Civic Crest by the Lord Mayor, Deputy Lord Mayor or any Councillor in correspondence shall not be allowed.

### **3 Use of the Title Lord Mayor or Deputy Lord Mayor**

- 3.1 The use of the Title Lord Mayor or Deputy Lord Mayor in personal correspondence shall not be allowed.

## **Access to Political Group Rooms and Other Councillor Areas by Members of the Public**

### **1. Introduction**

- 1.1 This protocol provides Councillors with guidance on access to Political Group Rooms and other Councillor areas by members of the public. A breach of this protocol is deemed a breach of the Members Code of Conduct. As such should a breach occur then it should be reported to the Public Services Ombudsman for Wales.

- 1.2 Whilst access to rooms is outlined below, Members of the public should not be allowed to use the Council's ICT equipment or any other facility prohibited by other Council protocols. Use of Council telephones in Councillor Areas may be allowed but only with the prior consent of the Councillor. Such use must be modest, necessary and appropriate.

### **2. Access to the Political Group Rooms & Other Councillor Rooms by Members of the Public**

- 2.1 Political Group Leaders / Deputy Group Leaders shall have the responsibility for deciding whether or not members of the public should be allowed to remain unattended in their Political Group Rooms.

- 2.2 Political Group Leaders / Deputy Group Leaders are advised to consider whether or not the member of the public has a legitimate reason for being invited in the Political Group Room.

- 2.3 The relevant Political Group Leader / Deputy Group Leader shall have the responsibility of policing their own Political Group Rooms.

## **Councillors Correspondence**

### **1. Introduction**

- 1.1 This protocol provides Councillors with guidance on Use of Political Party / Political Group Logo, Personal Imagery and/or Colour in Councillors Correspondence. A breach of this protocol is deemed a breach of the Members Code of Conduct. Any such breach may be reported to the Public Services Ombudsman for Wales.
- 1.2 Councillors must not use Council facilities and resources including letterheads and other correspondence to promote their Political Group / Political Party purposes.

### **2. Councillors Political Party / Political Group Names / Colours / Logos and / or Personal Imagery**

- 2.1 The Council shall not print or allow its equipment / facilities to be used to print (or publish) correspondence for Councillors containing their Political Party / Political Group Names / Colours / Logos and / or Personal imagery.

### **3. Councillors Surgery Posters**

- 3.1 Councillors Surgery Posters printed by the Council shall be allowed providing they are either printed using the corporate colours or in black and white.
- 3.2 A colour image of the Councillor shall be allowed for Councillor Surgery Posters; however the Political Group / Party Name / Logo shall not be permitted.

## **Response to Councillor Correspondence Protocol**

### **1. Introduction**

- 1.1 The "Customer Service - Guidelines for Staff" booklet outlines the Customer Request Response Guidelines. These guidelines do not differentiate between members of the public and Councillors. This Protocol makes a differentiation between Councillors and the public.

### **2. Service Requests**

- 2.1 On occasion it is likely that a Councillor will approach an Officer directly in order to request a service (e.g. reporting a faulty street light, requesting an appointment etc.). In such occasions this Protocol does not apply. The Officer will simply pass the Service Request to the relevant section and they will be dealt with in the normal way.

### **3. Councillor Request Response Guidelines**

- 3.1 All requests, where possible (and unless legislation allows otherwise e.g. FOIA gives 20 working days), shall be responded to within 5 clear working days of receipt. If the response can be produced within 5 clear working days, no acknowledgement of receipt of the request is necessary.
- 3.2 Where this is not possible (e.g. due to complexity), an acknowledgment shall be sent within the 5 clear working days. The acknowledgment must contain the reason for the delay and a realistic timescale as to when the response will be made.
- 3.3 These guidelines apply equally to all forms of correspondence (written or verbal) including those received in the Welsh Language.

**Member Champion Areas & Responsible Councillors.**

<b>Member Champion Area</b>	<b>Councillor(s)</b>
Animal Rights	Gloria J Tanner
Anti-Slavery & Ethical Employment	Clive E Lloyd
Armed Forces	June E Burtonshaw
Carers	Paulette B Smith
Children & Family Services	Mark C Child
Councillor Support & Development	Wendy G Lewis
Disability & Access to Services	Paul Lloyd
Diversity	Erika T Kirchner
Domestic Abuse	Erika T Kirchner
Health & Wellbeing	Alyson Pugh
Healthy Cities & Sport	Terry J Hennegan
Language (Inc. Welsh)	Robert V Smith
LGBT+ (Lesbian, Gay, Bisexual & Transgender+)	Elliott J King
Natural Environment & Biodiversity	Peter Jones
Poverty Reduction	Rob C Stewart
Public Transport	Nick J Davies
Rural Economy	Andrew H Stevens
Safeguarding	Mark C Child
Sanctuary & Inclusion	Yvonne V Jardine
UNCRC (United Nations Convention on the Rights of the Child)	Christine Richards & Sam Pritchard
Vulnerable & Older People	Jan P Curtice
Women	Louise S Gibbard
Young Carers	Sam Pritchard

### Member Champion – Generic Role Description and Equality Member Champion Role Description. Extract from Councillors Handbook.

#### Member Champion - Generic Role Description

#### 1. Accountabilities: To Council

#### 2. Role Purpose and Activities

##### 2.1 Within the Council

- a. To promote the interest being championed within the Council's corporate and service priorities;
- b. To promote the needs of the client group represented in the interest to the decision makers within the Council;
- c. To work with the decision makers in the Council to establish strategies / policies / work plans connected with the interest;
- d. To maintain an awareness of all matters connected with the interest;
- e. To contribute to good practice and the continuous improvement of services and functions related to the interest;
- f. To engage with Councillors in matters related to the interest such as attending Overview and Scrutiny / Cabinet / Council meetings etc.;
- g. Raising awareness of and taking a lead role in the development of all Councillors and Officers in relation to the interest.

##### 2.2 In the Community

- a. To raise the profile of the interest in the community;
- b. To engage with citizens and community groups in matters related to the interest;
- c. To lead and support local initiatives related to the interest.

#### 3. Values

##### 3.1 To be committed to the values of the Council and the following values in public office:

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability;
- g. Inclusive leadership.

## **Equality Member Champion - Role Description**

1. In addition to the Generic Member Champion Role Description, the Equality Member Champions shall abide by the following.
2. Based on the existing role and parts of the WLGA Member Role Guidance the core role of the Elected Member Equality Champion role in the City and County of Swansea would be to:
  - a. Be familiar with equality and diversity legislation and issues;
  - b. Be familiar with the needs and priorities of people with protected characteristics and represented groups;
  - c. Raise awareness of the views and needs of people with protected characteristics and represented groups within the business of the Council;
  - d. Support the Council's engagement and communication with people with protected characteristics and represented groups;
  - e. Encourage the participation of people with protected characteristics and represented groups in the work of the Council including the planning and evaluation of the services it provides;
  - f. Establish effective engagement with, and be recognised as, a link between people with protected characteristics and represented groups and the authority's members, officers and the Equalities Committee;
  - g. Champion good practice across the Council including learning from other organisations and linking with partner organisations;
  - h. Regularly report to the Equality Committee and represented groups.
3. The aim would be to implement and adapt the role over a period of time in conjunction with the development of the role of the Equalities Committee. A Member Champion's role could cover more than one of the protected characteristics and represented groups.