



Report of the Head of Democratic Services

Council – 7 December 2023

Review of Councillors Handbook

Purpose:	To review the Councillors Handbook and to consider including guidance on the Use of the Council Logo in Section C “Protocols”. To recommend the revised Councillors Handbook to Council for adoption.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The revised Councillors Handbook together with the additional section on guidance in respect of the Use of the Councillors Logo by Councillors be adopted.
Report Author:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Councillors Handbook provides information to Councillors / Co-opted Members. The Councillors Handbook was last reviewed by the Democratic Services Committee in January 2022. Council adopted the reviewed changes at its meetings on 27 January 2022.
- 1.2 The Councillors Handbook is split into 4 Sections:
- Financial Information.
 - Support Services.
 - Protocols.
 - Role Descriptions & Person Specifications.

1.3 The review aimed to ensure that the information was correct and reflected any new working arrangements.

1.4 The entire Councillors Handbook may be viewed at www.swansea.gov.uk/cllrshandbook

2. Section A - Financial Information

2.1 Section A - Financial Information is set out in **Appendix A** of the report. The Head of Democratic Services has reviewed the section and suggests that no amendments are required.

3. Section B - Support Services

3.1 Section B - Support Services is set out in **Appendix B** of the report. The Head of Democratic Services has reviewed the section and suggests that no amendments are required.

4. Section C - Protocols

4.1 Section C - Protocols is available at www.swansea.gov.uk/cllrshandbook The Head of Democratic Services has reviewed the section and suggests that no amendments are required. However, he does recommend that a Protocol on the Use of the Council Logo by Councillors be added.

5. Section D - Role Descriptions & Person Specifications

5.1 Section D - Role Descriptions & Person Specifications is available at www.swansea.gov.uk/cllrshandbook The Head of Democratic Services has reviewed the section and suggests that no amendments are required.

6. Use of the Council Logo by Councillors

6.1 To ensure that the Council Logo is used appropriately, it is proposed that the Councillors Handbook contain a protocol / guidance on its use. The guidance / protocol being:

- “1. *The Council logo is a symbol representing the services it provides and functions it offers and should only be used for this purpose.*
2. *The use of the Council logo by Councillors for political or personal purposes shall not be allowed.*
3. *Unauthorised use of the Council logo is deemed a breach of the Members Code of Conduct and may be reported to the Public Services Ombudsman for Wales.”*

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. Legal Implications

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

9. Integrated Assessment Implications

- 9.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage.
 - Consider opportunities for people to use the Welsh language.
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 9.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 9.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 9.4 An IIA screening has been undertaken and no adverse implications have been noted.
- 9.5 The impact will be positive for all Councillors. The review will seek to ensure that many of the answers required by Councillors will be included within the Councillors Handbook.

Background Papers: None

Appendices:

- Appendix A Financial Information.
Appendix B Support Services.