



City and County of Swansea

## Minutes of the **Democratic Services Committee**

Remotely via Microsoft Teams

Monday, 14 February 2022 at 4.30 pm

**Present:** Councillor L James (Chair) Presided

**Councillor(s)**

J E Burtonshaw  
S M Jones  
B J Rowlands  
L J Tyler-Lloyd

**Councillor(s)**

M Durke  
E T Kirchner  
G J Tanner

**Councillor(s)**

M Jones  
W G Lewis  
L V Walton

**Officer(s)**

Tracey Meredith  
Huw Evans  
Caritas Adere  
Jeremy Parkhouse

Chief Legal Officer / Monitoring Officer  
Head of Democratic Services  
Associate Lawyer  
Democratic Services Officer

**Apologies for Absence**

Councillor(s): N J Davies and J A Hale

---

**32 Disclosures of Personal and Prejudicial Interests.**

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

**33 Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 10 January 2022 be approved and signed as a correct record.

**34 Review of Councillors Handbook - Role Descriptions & Person Specifications.**

Huw Evans, Head of Democratic Services presented a report which sought to review Section D of the Councillors Handbook – Role Descriptions & Person Specifications and to recommend the amended version for adoption by Council. The review aimed to ensure that the information was correct and reflected any new working arrangements.

It was explained that Section D was currently mainly in line with the WLGA's Framework of Member Role Descriptions and Person Specifications – June 2021. However, there were a number of Swansea Council specific entries as follows:

- i) Councillor Job Roles
- ii) Scrutiny Convener Role Description
- iii) Equality Member Champion - Role Description
- iv) Chair of Policy Development Committee

It was proposed that the current Section D be replaced in its entirety with the WLGA's Framework of Member Role Descriptions and Person Specifications as set out in Appendix A of the report. It was additionally proposed that the Authority remains aligned with the WLGA's Framework should it be amended in future.

The Swansea Council specific entries as set out in Appendix B of the report, be added to those in Appendix A to form the new Section D of the Councillors Handbook.

The Committee discussed the following: -

- The details provided not being included in all the job descriptions and how the WLGA had widely consulted on the job descriptions and may amend the details further in the future;
- How the purpose of the job descriptions were to allow aspiring Councillors a better understanding of the roles;
- The Equalities Champion role be amended to the Diversity Champion role;
- The procedure to elect Scrutiny Convenors.

**Resolved** that: -

- 1) The Welsh Local Government Association's (WLGA) "Framework Member Role Descriptions and Person Specifications - June 2021" and the Swansea Council specific Role Descriptions as set out in Appendices A & B respectfully be recommended to Council for adoption as Section D of the Councillors Handbook;
- 2) The Authority remains aligned with the WLGA's Framework should it be amended in future.

### **35 Workplan 2021-2022.**

The Head of Democratic Services explained that whilst a further meeting had been scheduled for 21 March 2022, at present there were no items to discuss. He added that the meeting would not be cancelled yet but would probably be cancelled closer to the date of the meeting.

The Councillors who were not standing for re-election thanked the Committee for the important work it had completed.

The meeting ended at 4.42 pm

**Chair**