



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Democratic Services Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

On: Monday, 31 July 2023

Time: 4.00 pm

Chair: Councillor Lynda James

Membership:

Councillors: M Baker, P N Bentu, A Davis, K M Griffiths, J A Hale, M Jones, W G Lewis, P N May and B J Rowlands

Watch Online: <https://bit.ly/3PEuOqC>

Agenda

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2 Apologies for Absence.	
3 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
4 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 2
5 What is the Democratic Services Function? (For Information)	3 - 5
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9 Workplan 2023-2024. (Verbal)	

Next Meeting: Monday, 13 November 2023 at 4.00 pm

Handwritten signature of Huw Evans.

Huw Evans, Head of Democratic Services
Monday, 24 July 2023

Contact: Democratic Services - (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Democratic Services Committee**

Multi-Location Meeting - Gloucester Room, Guildhall / MS

Teams

Monday, 7 November 2022 at 4.00 pm

Present: Councillor L James (Chair) Presided

Councillor(s)

P N Bentu
K M Griffiths
E T Kirchner
L V Walton

Councillor(s)

A Davis
J A Hale
W G Lewis

Councillor(s)

M Durke
M Jones
J D McGettrick

Officer(s)

Allison Lowe
Huw Evans
Debbie Smith

Democratic Services Officer
Head of Democratic Services
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): N/A

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

In accordance with the Code of Conduct adopted by the City & County of Swansea, the following interests were declared:

Councillors P N Bentu, A Davis, M Durke, K M Griffiths, J A Hale, L James, M Jones, E T Kirchner, W G Lewis, J D McGettrick and L V Walton declared a personal interest in minute 12 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024 – Consultation".

9 **Minutes.**

Resolved that the Minutes of the Democratic Services Committee held on 11 July 2022 be approved and signed as a correct record.

10 **Timing of Council Meetings - Survey.**

The Head of Democratic Services presented a report to discuss the Timing of Council Meetings – Survey. The Committee discussed the survey and proposed that it be re-ordered prior to it being circulated to Councillors.

Resolved that the Timing of Meetings survey be approved subject to the questions being re-ordered.

11 Councillors Annual Report.

The Head of Democratic Services presented a report to inform Councillors of their right to produce a Councillors Annual Report.

Resolved that the report be noted and circulated to all Councillors.

12 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024 - Consultation.

The Head of Democratic Services presented a report to consult and comment on the Committee and for them to comment on the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024. The comments of the Democratic Services Committee would lead to a Council report proposing a formal reply to the IRPW.

Resolved that the Democratic Services Committee:

- 1) Notes the IRPW draft Annual Report 2022-2023 proposals;
- 2) Recommends the consultation response to Council on 1 December 2022.

13 Work Plan 2022-2023. (Verbal)

The Head of Democratic Services outlined the Work Plan as follows:

- 1) Revisit the Induction Programme (to include attendance statistics);
- 2) Councillor Training Programme (beyond Induction).

Resolved that the work plan be noted.

The meeting ended at 4.46 pm

Chair

Agenda Item 5



Report of the Head of Democratic Services

Democratic Services Committee - 31 July 2023

What is the Democratic Services Function?

Purpose:	To provide context to the Democratic Services Function, the Head of Democratic Services & the Democratic Services Committee.
Policy Framework:	Local Government (Wales) Measure 2011.
Report Authors:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar
For Information	

1. Introduction

1.1 The Democratic Services Committee and the role of Head of Democratic Services stem from the Local Government (Wales) Measure 2011.

2. Head of Democratic Services

2.1 The Head of Democratic Services is Huw Evans.

2.2 The Head of Democratic Services (HoDS) must discharge the Democratic Services functions as set out in the Local Government (Wales) Measure 2011. The functions state that the Head of Democratic Services must:

- a) Provide support and advice to the authority in relation to its meetings.
- b) Provide support and advice to committees of the authority,
- c) Provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee.
- d) Promote the role of the authority's overview and scrutiny committee or committees.

- e) Provide support and advice to the:
 - i) Authority's overview and scrutiny committee or committees and the members of that committee or those committees.
 - ii) Authority's democratic services committee and the members of that committee.
- f) Provide support and advice in relation to the functions of the authority's overview and scrutiny committee or committees to each of the following:
 - i) Members of the authority.
 - ii) Members of the executive of the authority.
 - iii) Officers of the authority.
- g) Provide support and advice to each member of the authority in carrying out the role of member of the authority.
- h) Make reports and recommendations in respect of any of the following:
 - i) The number and grades of staff required to discharge democratic services functions.
 - ii) The appointment of staff to discharge democratic services functions.
 - iii) The organisation and proper management of staff discharging democratic services functions.
- i) Such other functions as may be prescribed.

3. Democratic Services Committee

3.1 The Chair of Democratic Services is Councillor Lynda James.

3.2 A Local Authority must appoint a Democratic Services Committee (DSC) to:

- a) Exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services) of the Local Government (Wales) Measure 2011.
- b) Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions.
- c) Make reports and recommendations to the authority in relation to such provision.

3.3 It is for a Democratic Services Committee to determine how to exercise those functions.

4. Terms of Reference of the Democratic Services Committee

4.1 The Terms of Reference of the Democratic Services Committee are set out within the Council Constitution. www.swansea.gov.uk/constitution

(Section 11 of the Local Government (Wales) Measure):

- a) Exercise the function of the local authority under section 8(1)(a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).

- b) Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:
 - i) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter.
 - ii) Councillor Training.
 - iii) Improvements and innovations such as electronic voting, web casting etc.
- c) Make reports and recommendations to the authority in relation to such provision.
- d) It is for a Democratic Services Committee to determine how to exercise those functions.
- e) To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.
- f) To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.
- g) At the request of the Local Authority, the Democratic Services Committee may review any matter relevant to:
 - i) The support and advice available to Members of the Authority.
 - ii) The terms and conditions of Office of those Members.

Background Papers: None

Appendices: None

Agenda Item 6



Report of the Head of Democratic Services

Democratic Services Committee – 31 July 2023

Democratic Services Committee Annual Report 2022-2023

Purpose:	To provide the Democratic Services Committee with the Annual Report for the Municipal Year 2022-2023. The report outlines the work of the Committee during that period.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The Democratic Services Annual Report be approved and forwarded to Council for information.
Report Authors:	Huw Evans & Allison Lowe
Finance Officer:	Jeff Dong
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 requires each Principal Council to establish a Democratic Services Committee. The Annual Meeting of Council held on 24 May 2012 originally established the Democratic Services Committee.
- 1.2 Council elected Councillor Lynda James as Chair of the Democratic Services on 2 July 2020 and at the Annual Meeting of Council on 20 May 2021.
- 1.3 The Democratic Services Committee is serviced by the Head of Democratic Services, Huw Evans.

1.4 The Democratic Services Annual Report is attached at Appendix A – Democratic Services Annual Report 2022-2023.

2. Format of Annual Report

2.1 Councillors are asked to comment on the style and format of the Annual Report informally to the Head of Democratic Services, as he is keen to ensure that it continues to be an informative, easy to read report.

3. Integrated Assessment Implications

3.1 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.

3.2 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’.

3.3 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.

3.4 An IIA screening has been undertaken. There are no integrated assessment implications associated with this report.

4. Financial Implications

4.1 There are no financial implications associated with this report.

5. Legal Implications

5.1 There are no legal implications other than those set out in the body of the reports.

Background Papers: None.

Appendices:

Appendix A - Democratic Services Committee Annual Report 2022-2023



Democratic Services Committee Annual Report 2022-2023

City & County of Swansea



Democratic Services Committee Annual Report 2022-2023
(24 May 2022 to 17 May 2023)

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1	Foreword by the Chair of the Democratic Services Committee
2	Membership of the Democratic Services Committee
3	Dates of the Democratic Services Committee Meetings
4	Democratic Services Committee - Terms of Reference
5	Activities of the Democratic Services Committee
6	Member Development
7	Democratic Services Team 2022-2023
8	General Information

1. Foreword by the Chair of the Democratic Services Committee

- 1.1 The Local Government Elections in May 2022 saw a significant change in Council Membership. The Council size rose from 72 Councillors to 75 Councillors and 21 new Councillors were elected. Much of 2022-2023 was taken up with the Councillors Induction & Training Programme 2022. This programme was compiled by the Head of Democratic Services in consultation with the Democratic Services Committee.
- 1.2 Due to the Councillors Induction Training Programme taking time to deliver, the Democratic Services Committee only met twice. This Annual Report sets out its work during this period.
- 1.3 I would like to extend my thanks and appreciation to the whole Committee for their time, dedication and support during this very busy period.
- 1.4 I would like to thank the Democratic Services Team for their work over the year and for the advice and guidance they have given to Councillors, Statutory Co-opted Members, Officers and the public. I would particularly like to thank Huw Evans, Head of Democratic Services & Allison Lowe, Democratic Services Officer, for their support and professionalism.
- 1.5 Several Officers have helped considerably with the work of the Committee. In particular, I would like to thank Huw Evans, Head of Democratic Services, Allison Lowe, Democratic Services Officer and the whole Democratic Services Team for their support and professionalism.

Councillor Lynda James
Chair of Democratic Services Committee

2. Membership of the Democratic Services Committee

2.1 The membership of the Democratic Services Committee for the Municipal Year 2022-2023:



Councillor Lynda James
Chair



Councillor Patience Bentu



Councillor Adam Davis



Councillor Mike Durke



Councillor Kevin Griffiths



Councillor Joe Hale



Councillor Matthew Jones



Councillor Erika Kirchner



Councillor Wendy Lewis
Vice Chair



Councillor Peter May



Councillor James McGettrick



Councillor Brigitte Rowlands



Councillor Lesley Walton

2.2 Councillor Lynda James was re-elected Chair of the Democratic Services Committee at Annual Council on 24 May 2022.

3. Dates of the Democratic Services Committee Meetings

3.1 The Democratic Services Committee met on the following dates in 2022-2023:

11 July 2022	7 November 2022
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4. Democratic Services Committee - Terms of Reference

4.1 The remit of the Democratic Services Committee is set out in **Section 11 of the Local Government (Wales) Measure 2011** and is to:

4.2 Exercise the function of the local authority under section 8(1) (a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).

4.3 Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:

- a) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter.
- b) Councillor Training.
- c) Improvements and innovations such as electronic voting, web casting etc.

4.4 Make reports and recommendations to the authority in relation to such provision.

4.5 It is for a Democratic Services Committee to determine how to exercise those functions.

4.6 To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.

4.7 To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.

5. Activities of the Democratic Services Committee

5.1 During the municipal year 2022-2023 the Democratic Services Committee considered the following:

5.2 What is the Democratic Services Function?

5.2.1 Following the Local Government Elections in May 2022, the Head of Democratic Services outlined the role of the Head of Democratic Services and the Democratic Services Committee.

5.3 Democratic Services Committee Annual Report 2021-2022

5.3.1 The Committee approved the Annual Report for 2021-2022.

5.3.2 The report was presented to Council “for information” on 7 September 2022.

5.4 Review of Councillors Induction & Training Programme 2022

5.4.1 The Committee considered the Councillors Induction & Training Programme following the 2022 Local Government Election.

5.4.2 Recommendations for improvement would be utilised to form the next Induction programme for 2027.

5.5 Timing of Council Meetings Survey

5.5.1 The Committee approved the Timing of Council Meetings Survey prior it being circulated to Councillors.

5.5.2 The results of the survey were reported to Council on 30 March 2023.

5.6 Councillors Annual Report

5.6.1 The Committee were informed of the process to enable all Councillors to complete an Annual Report of their activities during the previous year.

5.7 Independent Remuneration Panel for Wales (IRPW) - Draft Annual Report 2023-2024 - Consultation

5.7.1 The Committee considered the draft Annual Report published by the Independent Remuneration Panel for Wales and provided a draft response, which was considered by Council prior to submission to the IRPW.

6. Member Development

6.1 In addition to the full Induction Programme, the following member training was provided in 2022-2023:

Date	Training
28 June 2022	Governance, Financial Management & Accounting, External Audit, Values of Good Governance (For Governance & Audit Committee)

26 July 2022	Corporate Complaints, Governance, Performance Management, Whistleblowing (For Governance & Audit Committee)
13 December 2022	Counter Fraud (For Governance & Audit Committee)
24 January 2023	Corporate Complaints, Cyber Security (For Governance & Audit Committee)
8 & 20 February 2023	Dementia Training
28 February 2023	Understanding Financial Statements (For Governance & Audit Committee)
29 March 2023	School Transport Appeal Training (For Appeals & Awards Committee)

6.2 All Members are encouraged to complete various e-learning training, including mandatory Safeguarding training via the Learning Pool platform.

7. Democratic Services Team 2022 – 2023

7.1 The Team Structure for Democratic Services and Scrutiny for the period 2021-2022 are set out below. The Posts are all 1 Full Time Equivalent (fte) unless otherwise stated.

7.2 Democratic Services Team

Job Title	Officer Name
Head of Democratic Services	Huw Evans
Democratic Services Officer	Gareth Borsden
Democratic Services Officer	Allison Lowe
Democratic Services Officer	Jeremy Parkhouse
Democratic Services Officer	Samantha Woon
Democratic Services Support Officer	Caroline Davies
Democratic Services Administrative Assistant	Karen Thomas (up to 31.03.2023)

7.2.1 The Democratic Services Team supports Full Council and all its Committees and the formal decision-making and good governance of the Council. This includes the preparation and publication of agendas, minutes & reports packs using the Modern.Gov committee administration system and booking rooms for meetings and pre-meetings. Support is provided to the following meetings.

- Council and Cabinet.
- Regulatory: Planning, General and Statutory Licensing Committees including Sub Committees.
- Governance: Appeals & Awards Committee, Appointments Committee, Audit Committee, Chief Executive's Remuneration & Appraisal Committee, Constitution Working Group, Corporate Parenting Board,

Democratic Services Committee, Pension Fund Committee, Standards Committee.

- Joint Committees: Local Pension Board, Swansea Bay City Region Joint Committee, Swansea Public Services Board Joint Committee.
- Other: Armed Forces Covenant Signatories Panel, Community / Town Councils Forum, Corporate Briefing, Development Advisory Group, Gower Area Outstanding Natural Beauty Partnership Steering Group, Joint Consultative Committee, Sustainable Development Fund Panel and Trustees Panel.

7.2.2 The Democratic Services Team arrange suitable dates, prepare agendas, co-ordinate report approval, circulate documents, draft minutes, record decisions and attendances and publish appropriate information on the various websites.

7.2.3 The team also co-ordinates the delivery of the audio visual and webcasting facilities for Cabinet, Council, Audit Committee, Gower Area of Outstanding Natural Beauty Partnership Steering Group, Planning Committee, Pension Fund Committee, 5 x Policy Delivery Committees, Scrutiny Programme Committee, Swansea Bay City Region Joint Committee, Swansea Public Services Board Joint Committee.

7.2.4 All of the above meetings are streamed live and a recording placed on the Council's website once each meeting has concluded.

8. General Information

8.1 The Democratic Services Committee is keen to see members of the public attending its meetings. With the exception of confidential items, all business is held in public. All of the public papers are published online www.swansea.gov.uk/democracy

8.2 Further information can be provided by Democratic Services: Democratic.Services@swansea.gov.uk or on 01792 636923



Agenda Item 7



Report of the Head of Democratic Services

Democratic Services Committee - 31 July 2023

Review of Guidance for Attending Remote Meetings

Purpose:	To review the Guidance for Multi-Location Meetings (MLM).
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The Committee reviews the Guidance for Attending Remote Meetings and makes any suggestions for improvement.
Report Authors:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Local Government and Elections (Wales) Act 2021 introduced a legislative requirement for Local Authorities to make and publish arrangements to ensure that all Council, Cabinet, Committee, Sub-Committee and Joint Committee meetings may be attended as Multi-Location Meetings. A Multi-Location Meeting is a mix of both physical and remote attendance. Local Authorities cannot mandate physical attendance at meetings. The Annual Council of 24 May 2022 adopted the Multi-Location Meetings (MLM) Policy.
- 1.2 The Head of Democratic Services circulated the Guidance for Attending Remote Meetings document in November 2020. The guidance aims to provide appropriate advice to ensure meetings run efficiently and effectively.

2. Guidance for Attending Remote Meetings

- 2.1 Remote Attendance at meetings is now an established method of attendance and is enshrined in legislation. Over the past few years, participants at meetings will have faced challenges with connectivity and similar issues. They will also have witnessed good and bad practices of others.
- 2.2 This report seeks to establish those good and bad practices and to include them in a new guide for attending remote meetings. The current Guidance for Attending Remote Meetings is attached as **Appendix A**.

3. Integrated Assessment Implications

- 3.1 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.
- 3.2 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'.
- 3.3 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.
- 3.4 An IIA Screening Form has been completed and no adverse implications have been noted.

4. Financial Implications

4.1 There are no specific financial implications associated with this report.

5. Legal Implications

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

Background Papers: None.

Appendices:

Appendix A Guidance for Attending Remote Meetings

Appendix A - Guidance for Attending Remote Meetings

Prior to Meeting

1. Ensure that you have read all relevant information i.e. Agenda, Minutes, Reports etc.
2. Do not delete the Meeting Joining Link emailed to you. This provides you with the relevant MS Teams link to join the Meeting. Without the link, you will not be able to join.

Shortly (15 Minutes or so) Prior to Meeting Commencing

3. Dress appropriately for the Meeting.
4. Consider your location and background. Only join the Meeting from a suitable, private location e.g. Home or Office, not a Shop or Supermarket.
5. Have your Agenda & Reports ready and accessible for you to view online at the Meeting.
6. **Join the Meeting at least 15 minutes early.** Allow time to resolve connection problems.
7. **If you Can't Join the Meeting, please contact democracy@swansea.gov.uk**
8. Do not allow **Exempt or Confidential Papers** to be seen in the video-feed. If a report is exempt you should not allow any other person to either see the papers or overhear the conversation. This may be a breach of the Code of Conduct.

At the Meeting

9. Be Professional by:
 - Not eating on camera during the Meeting. Turn your Video & Microphone (Mic) off. Turn Video on once eaten.
 - Not moving around your house / room. If you leave the room remember that members of the public may see.
 - Not having a conversation with someone whilst in the Meeting.
10. Mute your Microphone (Mic).
11. If you **wish to speak**, indicate to the Chair via the Meetings conversation / chat or Raised Hand facility (Turn off once spoken). The Chair will invite you to speak in due course. **Note:** Be mindful of all comments made using the chats facility, as they can be viewed by all.
12. When **called by the Chair to speak**, unmute your Mic. Remember to mute it once spoken.
13. **Speak clearly.** When referring to a specific part of a report, refer to the Page & Paragraph.
14. If a **Minutes Silence** is called. Do Not Stand. Sit quietly, with your camera off or covered.

Voting

15. The Chair shall defer to the DS Officer to conduct all Votes. **Most Votes** will be held with the DS Officer asking for those voting to indicate their Vote:
“Those Against” “Any Abstentions” “Those For”
16. **Formal Votes.** The DS Officer shall call out your name for you to respond: “For”, “Against” or “Abstain”. This will take longer but will help defend against legal challenge.

Agenda Item 8



Report of the Head of Democratic Services

Democratic Services Committee – 31 July 2023

Councillors Annual Report

Purpose:	To remind Councillors of their right to produce a Councillors Annual Report.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The report be noted and circulated to all Councillors.
Report Author:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Section 5 of the Local Government (Wales) Measure 2011 contains provisions intended to strengthen local democracy. Section 5 requires each Local Authority to ensure that their Councillors can make an Annual Report on their Council activities during the previous year and Cabinet Members to report on their Executive duties. This information is to be published on the Authority's website.
- 1.2 The Authority has arrangements in place allowing Councillors to produce Annual Reports; however, it is a personal matter for Councillors whether they wish to publish an Annual Report.
- 1.3 The Authority has placed a link to a Councillors Annual Report from the Authority's website detailing information on individual Councillors. Councillors Annual Reports may be viewed at www.swansea.gov.uk/councillors

2. Councillor Annual Report Templates

- 2.1 The Statutory Guidance relating to Councillors Annual Reports is set out in **Appendix A**. The Guidance states that Annual Reports should avoid promoting political achievements, be written in the past tense, and limited to 2 sides of A4.

The Authority limits a Councillor in receipt of a Civic or Senior Salary to 3 sides of A4 to allow them space to outline their special responsibility work.

- 2.2 The Guidance states that “*Annual Reports might be expected to include Role and responsibilities (membership of internal and external committees, panels, groups, and organisations); Constituency Activity; Initiatives and Special Activities, Learning & Development; and Other Activities*”.
- 2.3 The Councillor Annual Report Template is set out in **Appendix B**. Basic Salary Councillors are permitted 2 x Sides of A4 whilst Civic / Senior Salary Councillors are permitted 3 x Sides of A4.
- 2.4 Section 2 “Councillor Attendance at selected Council Body Meetings” and Section 5 “Learning and Development” are populated with a relevant weblink by the Democratic Services Team.
- 2.5 As Section 2 “Councillor Attendance at selected Council Body Meetings”, Section 5 “Learning and Development” and Section 7 “Councillors Remuneration” will be prepopulated, the Democratic Services Team publish the Councillors Annual Reports in June / July each year regardless of whether a Councillor has completed the other sections. The rationale behind this being that the relevant sections of interest to the public will be listed.

3. Guidance to Councillors on Producing Annual Reports

- 3.1 These are some quick tips to assist Councillor in producing Councillor Annual Reports.
 - 1) The Authority has defined the Annual Report to run for a Municipal Year i.e., from the Annual Meeting of Council until the day before the next one.
 - 2) Content must be in the past tense.
 - 3) Max of 2 sides of A4 for a Basic Salary Councillor.
 - 4) Max of 3 sides of A4 for a Civic or Senior Salary Councillor.
 - 5) Content must avoid promoting political achievements.
 - 6) Councillors are advised to compile their Annual Reports throughout the year, as it is so easy to forget the work carried out.
 - 7) Annual Reports should be published in May, June, or July. Although late additions are permissible.
 - 8) Councillor Annual Reports will be translated into Welsh and English prior to being published online.

4. Integrated Assessment Implications

- 4.1 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.

4.2 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'.

4.3 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.

4.4 An IIA screening has been undertaken and no adverse implications have been noted.

5. Financial Implications

5.1 Any financial implications will be funded within existing budget.

6. Legal Implications

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

Background Papers: None.

Appendices:

Appendix A	Statutory Guidance relating to Councillors Annual Reports
Appendix B	Councillor Annual Report Template



Statutory Guidance from the Local Government Measure 2011

Section 5 Annual Reports

May 2013

Annual Reports by Members of a Local Authority

Statutory Guidance made under Section 5 of the Local Government (Wales) Measure 2011

Introduction

1.1 Part 1 of the Local Government (Wales) Measure 2011 (“the Measure”) contains provisions intended to strengthen local democracy. Chapter 1 of that Part concerns the support provided to members of a local authority and section 5 within that chapter provides for the production of annual reports for these members.

1.2 This statutory guidance is issued under section 5(4) of the Measure. The guidance relates to local authorities making arrangements for the production of annual reports.

What the Measure requires.

1.3 Section 5 requires county and county borough councils (local authorities) to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This includes enabling any member of the council’s executive to be able to report on their executive activities also. Any reports produced by members of a county or county borough council must be published by that council.

A local authority is free to set conditions/limits on what is included in a report.

A local authority must publicise what arrangements it has for publishing annual reports and in drawing up these arrangements must have regard to this guidance in so doing.

Guidance

Duties of a local authority

1.4 A local authority must make the arrangements enabling its members to produce annual reports. This means it must tell its members how and by when to do this. The Measure, at section 8 *et seq*, provides for a Head of Democratic Services (HDS) to carry out democratic services functions as defined in section 9. This includes the provision of support and advice to members to assist them in the carrying out of their functions and organisation of the annual report process would fall within this. The Measure prevents the HDS from providing support and advice to a member of an executive in relation to the carrying out of that member’s executive functions, but production of an annual report, even if it made reference to the member’s executive activities, is not an executive function in itself.

Publication of reports

1.5 How a local authority decides to publish Members annual reports is a matter for that authority to decide upon. The minimum requirement would be for the authority to include a link to a member's annual report on that part of the authority's website which carries details of individual members. There is no requirement for any publicity beyond this, and authorities should be careful that, if they decide to provide any further publicity for the reports, the same provision is provided for all members. Therefore, should a member request that his/her report is given any greater publicity, that request should be declined unless carried out in respect of all members.

Local authorities should ensure also that their website includes information about the introduction of annual reports and how members of the public can access them.

Content of reports

1.6 The central purpose of the reports is for members of the public to find information about their local councillor's activity.

In considering its approach a local authority should have regard to the resource implications of supporting all local Members to prepare for publication of their annual report. In order to contain the scale of the task, an authority may wish to create a standard annual report template that acknowledges the need to strike a balance between resources and output, whilst taking into account the requirements of the Data Protection Act.

Local Authorities should ensure that Annual reports avoid promoting political achievements, are written in the past tense, and limit the report template to two sides of A4.

The template for Members Annual Reports might be expected to include; Role and responsibilities (membership of internal and external committees, panels, groups and organisations); Constituency Activity; Initiatives and Special Activities, Learning & Development; and Other Activities.

1.7 Local authorities may place their own restrictions on content in reports. Annual reports should include only factual information. In the main that would suggest information on meetings, events and conferences etc. attended, training and development received. While it might be acceptable to record information such as "made representations on behalf of the campaign to save the local hospital in the following ways", it would not be acceptable to say "succeeded in saving local hospital by my efforts on my constituents' behalf".

1.8 Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. So, whereas it would be acceptable to include information concerning,

for instance, a speech made at a conference where the member was attending because of their council role, it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation.

1.9 Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

1.10 The following areas are proposed as standard items to be included:

- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
- Local activity – details of surgeries held, representations made on behalf of electors and the results of these
- Major projects – involvement in local, county or regional initiatives or projects.
- Learning and development – details of training and development events attended or undertaken, conferences and seminars attended.

Appendix B

City & County of Swansea - Councillor's Annual Report – 20xx-20xx

This Councillor's Annual Report outlines their activities over the year ending **xx May 2023**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of the City and County of Swansea.

Councillor:		Electoral Ward:	
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Civic / Senior Salary Position (if applicable):	
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Section 1: Constituency activities

This section covers your activities on behalf of your constituents. Please list, or comment on, such activities as, the number of surgeries you have held and other support given to constituency initiatives. If there have been major campaigns please list these in Section 4.

Basic 2000 / Senior 4200 – no. of characters including spaces?

Section 2: Councillor attendance at selected Council body meetings

Attendance at Council body meetings is only one of the important elements of a Councillor's duties. Councillors are also active by holding surgeries, attending meetings, and dealing with general electoral ward enquiries.

Web Link provided by DS Team.

Section 3: Councillors role and responsibilities

This section covers Council responsibilities, e.g. Committees not listed in 2 above. Attendance at non Council recorded meetings may be included here too.

Web Link provided by DS Team.

Appendix B

City & County of Swansea - Councillor's Annual Report – 20xx-20xx

Section 4: Initiatives and Special activities

This section covers major initiatives or special projects carried out on behalf of constituents or the City & County of Swansea. For example you may have been involved in, or even headed, a working party or action group to study or report on some major activity. Please give a summary of the activity, the work involved and, if concluded, the outcome.

Basic 550 / Senior 1550 – no. of characters including spaces?

Section 5: Learning and Development

This section covers the special knowledge or skills that you bring to the role of Councillor. For example, you may be a specialist planner or have particular experience of one facet of Council activities. Please indicate if there is anything special you bring to the role or there is any special training that you have received that helps you in your role.

Web Link provided by DS Team.

Section 6: Other activities and issues

This section is for you to write anything else about which you feel your constituents should be aware.

Basic 700 / Senior 1800 – no. of characters including spaces?

Section 7: Councillors Remuneration

DS Team to add Councillors salary

Councillors travel and subsistence claim forms can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13266&path=0&LLL=0>

Councillors annual expenses and allowances can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13284&path=0&LLL=0>

Date: