



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Democratic Services Committee

**At:** Remotely via Microsoft Teams

**On:** Monday, 8 November 2021

**Time:** 4.00 pm

**Chair:** Councillor Lynda James

**Membership:**

Councillors: J E Burtonshaw, N J Davies, M Durke, J A Hale, M Jones, S M Jones, E T Kirchner, W G Lewis, B J Rowlands, G J Tanner, L J Tyler-Lloyd and L V Walton

**Watch Online:** <https://bit.ly/2ZmqNim>

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<b>2</b>	<b>Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>3</b>	<b>Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	<b>1 - 3</b>
<b>4</b>	<b>Councillors ICT Allowances Policy - May 2022 &amp; Beyond.</b>	<b>4 - 17</b>
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**Next Meeting:** Monday, 31 January 2022 at 4.00 pm

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Tuesday, 2 November 2021**

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**Contact: Democratic Services - (01792) 636923**

# Agenda Item 3



City and County of Swansea

## Minutes of the Special Democratic Services Committee

Remotely via Microsoft Teams

Monday, 27 September 2021 at 2.00 pm

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

**Councillor(s)**

J E Burtonshaw  
W G Lewis

**Councillor(s)**

N J Davies  
B J Rowlands

**Councillor(s)**

M Jones  
G J Tanner

**Officer(s)**

Allison Lowe  
Tracey Meredith  
Huw Evans

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

**Apologies for Absence**

Councillor(s): M Durke, S M Jones, E T Kirchner, L J Tyler-Lloyd and L V Walton

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

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

**13 Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 19 July 2021 be approved and signed as a correct record.

**14 Results of Members Questionnaire on Remote Attendance.**

The Monitoring Officer presented a report to feedback to the Committee following the circulation of a questionnaire to members and officers on remote attendance.

The questionnaire had been circulated to Councillors, Corporate Management Team and Heads of Service on 9 August. In total 42 responses were received by the deadline date of 30 August 2021 and comprised of responses from 32 councillors and 10 officers.

92.9% of those responding thought the current remote meetings worked well, with 42.9% of the view that they worked very well.

The Monitoring Officer went on to outline both the advantages and disadvantages that had been raised, which would be taken into consideration when developing the hybrid/multi-location policy for councillors and officers.

**Resolved** that the response of councillors and officers to the questionnaire attached at Appendix A be noted.

## **15 Councillor Induction & Training Programme 2022.**

The Head of Democratic Services presented a report to consider the draft Councillor Induction & Training Programme 2022.

The Democratic Services Committee of 19 July 2021 set up a Working Group to consider the Councillor Induction & Training Programme 2022. The Working Group met on 26 August and the notes were attached as Appendix A. He also highlighted additional comments in paragraph 2.4 of the report that had also been received.

The Committee were asked to consider the draft programme, attached as Appendix B and to identify any further training that should form part of the Programme as well as identifying which elements of the Programme should be mandatory.

It should be noted that item 60 on Appendix B would be amended to "Poverty Prevention".

There were no additional items that the Committee wished to include.

The Committee suggested that the following topics should be deemed compulsory / mandatory:

- Councillor Allowances and Independent Remuneration Panel for Wales (IRPW), Councillors Self-Serve, Claims for Travel, Subsistence Allowances & Councillors Handbook;
- Communications & Social Media;
- Equalities / Diversity / Welsh Language
- Wellbeing of Future Generations Act Induction Workshop for Councillors

**Resolved** that the Committee:

- 1) Agreed that the following elements of the Programme should be deemed mandatory / compulsory;
  - Councillor Allowances and Independent Remuneration Panel for Wales (IRPW), Councillors Self-Serve, Claims for Travel, Subsistence Allowances & Councillors Handbook;
  - Communications & Social Media;
  - Equalities / Diversity / Welsh Language;
  - Wellbeing of Future Generations Act Induction Workshop for Councillors.
- 2) Recommends the Draft Councillor Induction & Training Programme 2022 with the above amendments for adoption by Council on 4 November 2021.

**16 Interim Statutory Guidance on Multi-Location Meetings.**

The Head of Democratic Services presented a report to consider the Interim Statutory Guidance on Multi-Location Meetings published by the Welsh Government which was attached at Appendix A.

In conjunction with the Local Government & Elections (Wales) Act 2021, the authority must set out the details of its arrangements for Multi-Location Meetings. These arrangements must be guided by a number of general principles. The Head of Democratic Services would prepare a Policy for the committee to consider and also consider whether any amendments would need to be made to the Council Constitution.

**Resolved** that:

- 1) The Interim Statutory Guidance on Multi-Location Meetings be noted;
- 2) The Head of Democratic Services prepare a Multi-Location Meetings Policy.

**17 Democratic Services Committee Annual Reports 2019-2020 & 2020-2021.**

The Head of Democratic Services presented a “for information” report to provide the Democratic Services Committee with the Annual Reports 2019-2020 & 2020 – 2021. The reports outlined the work of the Committee during those periods.

The Head of Democratic Services thanked Allison Lowe, Democratic Services Officer for her work in collating and re-formatting the reports as well as the current and previous Chairs of the Democratic Services Committee for their assistance.

**Resolved** that:

- 1) The reports be noted:
- 2) The reports be presented to Council on 7 October 2021.

**18 Workplan 2021-2022.**

The Chair presented the Work Plan for 2021-2022.

**Resolved** that the Work Plan be noted subject to the addition of the following items:

8 November 2021

Add:

- Diversity in Democracy;
- Hybrid / Multi-Location Meeting Policy (dependant on progress).

The meeting ended at 2.41 pm

**Chair**

# Agenda Item 4



## Joint Report of the Head of Democratic Services & Chief Transformation Officer

Democratic Services Committee – 8 November 2021

### Councillors ICT Allowances Policy – May 2022 & Beyond

<b>Purpose:</b>	To review the “Councillors ICT Allowances Policy – May 2017 and Beyond” and recommend a May 2022 & Beyond version to Council. This shall ensure that Councillors & Statutory Co-opted Members receive ICT provision suited to their needs and is compliant with the determinations of the Independent Remuneration Panel for Wales (IRPW).
<b>Policy Framework:</b>	Independent Remuneration Panel for Wales Annual Report. Local Government & Elections (Wales) Act 2021.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The Committee consider the current arrangements for ICT arrangements for Councillors.  2) The Committee review the current levels of the ICT Allowances.  3) The reviewed and amended Councillors ICT Allowances Policy – May 2022 & beyond be agreed and recommended to Council for adoption.
<b>Report Authors:</b>	Huw Evans & Sarah Lackenby
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Councillors ICT (Information, Communication & Technology) Allowances Policy – May 2017 & Beyond was adopted in December 2016 and amended following a review in September 2018.

- 1.2 ICT plays an essential part in enabling Councillors and Statutory Co-opted Members to undertake their roles. Modern digital equipment and systems ensure they work effectively and securely.
- 1.3 The Councillors ICT Allowances Policy includes payments for Councillors & the Statutory Co-opted Members relating to Broadband, Data, ICT, Voice communication and related support together with and any other aspect deemed appropriate by the Head of Democratic Services.
- 1.4 The Policy is reviewed regularly and a new version is set out for each Council Term. The forthcoming term being May 2022 to May 2027.
- 1.5 The review allows technologies to be made available and to align Councillors role to the any new Authority strategies. The Authority has a strong digital culture and an ambition aiming to make Swansea a lead Authority in the UK.
- 1.6 This approach links with the determinations of the Independent Remuneration Panel for Wales (IRPW) by which the Authority is bound. Details of the latest IRPW Annual Report and other information may be viewed on their website. <https://gov.wales/independent-remuneration-panel-wales>
- 1.7 References to Councillors in this Policy should be read to also include the Statutory Co-opted Members unless specified otherwise.

## **2. Supporting the Work of Local Authority Elected Members – IRPW Determinations**

- 2.1 Determinations 10 and 11 of the Draft IRPW Annual Report 2022 state:

*“Determination 10: Each Authority, through its Democratic Services Committee, must ensure that all of its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving access to appropriate information”.*

*“Determination 11: Such support should be without cost to the individual member. Deductions must not be made from members’ salaries by the respective Authority as a contribution towards cost of support which the Authority has decided necessary for the effectiveness and / or efficiency of members.”*

## **3. Current ICT Arrangements**

- 3.1 The Authority provides each Councillor with an ICT Allowance in order to enable them to fulfil their duties. The ICT Allowance allows Councillors to purchase their own equipment and support. The ICT Allowance should be used to purchase items such as desktop or laptop PC, Tablet Computer, Printer and Software), ICT Peripherals (such as storage, backup facilities, printer paper and ink) etc.

- 3.2 In addition to the ICT Allowance, there are allowances for Data, Phone and Mobile Phones.
- 3.3 This current arrangement allows the flexibility that Councillors requested prior to the Local Government Elections in May 2012. It effectively provides bring your own device (BYOD) technology to Councillors. Councillors are able to purchase whichever device they find beneficial for their work.
- 3.4 Councillors agreed in 2017 to continue with the flexible arrangement of purchasing their own equipment. The principle of Councillors being able to use the equipment for their personal use, without the restrictions that a corporate device would impose was welcomed.
- 3.5 The Authority provides software for Councillors to access their emails and files via Microsoft Office 365. A WiFi network is also available in the main Council buildings enabling Councillors to use their personal devices.
- 3.6 A number of Council provided PC's are also provided in the Political Group Rooms and the Cabinet Rooms for Councillors use. The Council's Digital Services Team supports these devices.
- 3.7 Councillors in receipt of a Senior Salary and Political Group Leaders are also provided on request with a Council provided laptop. The Council's Digital Services Team supports these laptops.
- 3.8 Councillor Self Service allows Councillors to view, amend and apply for things via Oracle including:
- Payslips, P60's and P11d's;
  - Changes to personal details (address, bank etc.);
  - Car Parking Permits;
  - Mileage and Expenses Claims.
- 3.9 This has reduced printing costs, saved administration time and costs. All of which will assist the Authority in managing its financial position. This approach compliments the Authority's Digital Strategy.

#### **4. ICT Changes During 2017-2022**

- 4.1 The Council's BYOD approach is popular with a number of Councillors; however, a number of backbench Councillors have asked for a Council provided device instead. This is not currently an option, but will need to be considered as part of the review for 2022 & beyond.
- 4.2 It is important to note that any Council provided device must be bound by rigid security settings, which will limit their use. This is not a negotiable point as the Authority is bound by the Government Security PSN (Public Services Network) compliance requirements.



- 4.3 The Covid-19 pandemic brought with it numerous challenges especially on seeking to manage hybrid meetings. The Head of Democratic Services and the Digital Change Co-ordinator spent weeks providing training to Councillors on the use of Microsoft Teams and eVoting, etc., so that they could participate in hybrid meetings. This proved challenging as Councillors had a number of differing devices and were running on differing software versions. Councillors often commented seeking a Council provided device.
- 4.4 2021 also saw a directive with Council laptops being provided to those in receipt of a Senior Salary and Political Group Leaders. The intention being to assist those chairing meetings etc.

## **5. Consultation Process for Review of Councillors' ICT Arrangements**

- 5.1 The Head of Democratic Services and Chief Transformation Officer consulted with all Councillors via email in relation to the future options available. The feedback will be provided at the Committee.
- 5.2 In order to ensure that Councillors views are considered as part of the review, the Democratic Services Committee is asked to consider the existing Policy and to make a recommendation to Council for a Policy for 2022 & beyond. A number of options are outlined below.

## **6. Proposed Next Steps**

- 6.1 The Committee are asked to consider the current ICT arrangement and to make a recommendation to Council as to their proposed ICT Arrangements for 2022 & beyond.
- 6.2 Options for consideration could include:
- i) Current arrangements of all Councillors purchasing own devices with ICT Allowance.
  - ii) All Councillors provided with Council devices and removal of ICT Allowance.
  - iii) Hybrid option with some Councillors opting into Council devices and other opting to retain current arrangements.

## **7. Councillors & Co-opted Members ICT Allowances**

- 7.1 There are 3 types of ICT Allowances available to Councillors / Co-opted Members. They are defined in their relevant sections within the Policy:
- a) Councillors / Co-opted Members Data & Telephone Allowance;
  - b) Councillors Mobile Phone Allowance;
  - c) Councillors / Co-opted Members ICT Allowance.

- 7.2 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the Co-opted Members Allowance has been set at 20% of that of a Councillor.
- 7.3 The Councillors' ICT Allowance shall be subject to Tax and National Insurance deductions as determined by HMRC.
- 7.4 For ease, the current level of Allowance is set out below; alternatively, they can be viewed in **Appendix A**.

<b>Allowance (Per Month)</b>	<b>Councillor</b>	<b>Co-opted Member</b>
Data	£15	£3
Telephone	£10	£2
Mobile Phone*	£25	£0

**Note:**

- \*1 **Mobile Phone Allowance.** The Mobile Phone Allowance is paid monthly to qualifying Councillors in order to supplement their mobile phone bills due to their increased use for Council business. There are 12 Qualifying Councillors: Cabinet Members, Presiding Member and the Leader of the Largest Opposition Group.

<b>Councillors / Co-opted Members' ICT Allowance Amounts</b>	<b>Councillor</b>	<b>Co-opted Member</b>
In the Year immediately following the election / appointment of the Councillor / Co-opted Member	£1,008	£201.60
Each Year Thereafter ( <b>Councillor</b> may take this in advance from Year 2, i.e. £800 (£200 x 4 year Remaining Term of Office). The Authority will not pay any additional monies until following the Local Government Election.	£200 p.a. (£800) over the term.	N/A
Each Year Thereafter ( <b>Co-opted Member</b> may take this in advance from Year 2, i.e. £240 or £160 (£40 x 6 year / £40 x 4 year Remaining Term of Office).	N/A	£40 p.a. (£240 or £160) over the term.

- 7.5 The costs associated with Data, Telephone and Mobile Phones have dropped significantly in recent years and as such, the Committee are asked to review the amounts of these allowances.

## **8. Integrated Assessment Implications**

- 8.1 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.

8.2 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’.

8.3 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.

8.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## 9. Financial Implications

9.1 Each of the Allowances referred to in this report shall be subject to Tax and National Insurance deductions as determined by HMRC.

9.2 The Allowances outlined in the report are contained within existing budgetary constraints; however, if the hybrid model was adopted, further costing work would be required as the costs could rise when considered against the provision of support, capacity to provide support and the ICT kit required.

## 10. Legal Implications

10.1 The proposals identified are in accordance with relevant legislation.

**Background Papers:** None.

### Appendices:

Appendix A	Councillors’ ICT Allowances Policy – May 2017 & Beyond.
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## **Councillors' ICT Allowances Policy - May 2017 & Beyond**

Amended on 15 November 2018

### **1. Introduction**

- 1.1 Data (Broadband), ICT and Voice Communications equipment and systems are essential to enable Councillors and Co-opted Members to carry out their responsibilities effectively and securely.
- 1.2 This Policy is regularly reviewed by the Head of Democratic Services and Democratic Services Committee in order to allow for new technologies to be made available and to align Councillors and Co-opted Members to the Digital strategy of the Authority. Councillors are part of the Authority's rollout of a Digital culture ambition aiming to make Swansea a lead Authority in the UK.
- 1.3 This Policy links with the determinations of the Independent Remuneration Panel for Wales (IRPW) by which the Authority is bound. Details of the latest IRPW Annual Report and other information may be viewed on their website. <https://gov.wales/independent-remuneration-panel-wales>
- 1.4 In addition to the Councillors' ICT Allowances, the Authority also provides Office 365 for Councillors to use and the Authority's main buildings are covered by WiFi. Each Political Group Room is fitted out with PC's and Telephones.

### **2. Supporting the Work of Local Authority Members - IRPW Determinations**

- 2.1 The Independent Remuneration Panel for Wales set out determinations each year in their Annual Report. A number of these determinations relate to how an Authority should support the work of Councillors and Co-opted Members.
- 2.2 The determinations set out rules to ensure that the Authority provides as much support as is necessary to enable Councillors / Co-opted Members to fulfil their duties effectively by provided them with adequate telephone and email facilities and electronic access to appropriate information. Deductions must not be made from members' salaries by the respective Authority as a contribution towards cost of support.
- 2.3 These determinations apply to Councillors and the Statutory Co-opted Members. The IRPW have also indicated that the Community / Town Council Representative on the Standards Committee is to be treated as a Co-opted Member for this purpose.
- 2.4 The Authority has 11 Statutory Co-opted Members and 1 Community / Town Council Representative:
  - Chair of Governance & Audit Committee x 1.
  - Chair of Standards Committee x 1.
  - Ordinary Member of the Governance & Audit Committee x 1.

- Ordinary Members of the Standards Committee x 4.
- Ordinary Members of Scrutiny Programme Committee x 4
- Community / Town Councillor Representative of the Standards Committee x 1.

### 3. Councillors' & Co-opted Members ICT Allowances

3.1 There are 3 types of ICT Allowances available to Councillors / Co-opted Members. They are defined in their relevant sections within this Policy:

- d) Councillors / Co-opted Members' Data & Telephone Allowance;
- e) Councillors' Mobile Phone Allowance;
- f) Councillors / Co-opted Members' ICT Allowance.

3.2 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the Councillors / Co-opted Members' Data & Telephone Allowance and the Councillors / Co-opted Members' ICT Allowance element for Co-opted Members has been set at 20% of that of a Councillor.

### 4. Councillors / Co-opted Members' Data & Telephone Allowance

4.1 The digital era has led to people including Councillors / Co-opted Members working in different ways to address their various connectivity requirements. Some people choose to have a broadband connection at home, others choose to have access to the internet via 3G or 4G on their mobile device and others utilise a data dongle.

4.2 The Authority pays a monthly Data & Telephone Allowance to all Councillors / Co-opted Members providing:

- a) They produce proof on an annual basis of their Data and Telephone connection at their home;
- b) They are not in receipt of a payment for Data and Telephone at their home from a third party due to their employment or via an election;
- c) They allow for their telephone number to be published on the Authority's website and promoted as necessary save in exceptional circumstances.

4.3 As Statutory Co-opted Members do not have the same time commitment of a Councillor, the ICT Allowance and Data & Telephone Allowance for a Co-opted Member be set at 20% of that of a Councillor.

4.4 The Councillors / Co-opted Members' Data & Telephone Allowance is currently set at £25 per Councillor / £5 per Co-opted Member per month. This is split as follows:

	<b>Data</b>	<b>Telephone</b>
<b>Councillor</b>	£15	£10
<b>Co-opted Member</b>	£3	£2

- 4.5 The **Telephone element** of the Councillors / Co-opted Members' Data & Telephone Allowance, shall only be paid once per Councillor / Co-opted Member household (i.e. if there are 2 or more Councillors / Co-opted Members living at the address then only one person shall receive the Telephone element of the Allowance).
- 4.6 The **Data element** of the Councillors / Co-opted Member's Data & Telephone Allowance shall be paid for either one broadband or one mobile data contract per Councillor / Co-opted Member. This will be limited to one static broadband contract per household; however more than one Mobile Data Contract per household is permissible.
- 4.7 Under HM Revenue and Customs (HMRC) rules, the Councillors / Co-opted Members' Data & Telephone Allowance shall be subject to Tax and National Insurance deductions.
- 4.8 Should a Councillor / Co-opted Member cease to remain a Councillor / Co-opted Member the Councillors / Co-opted Members' Data & Telephone Allowance shall cease and any Data / Telephone contract taken out by the Councillor / Co-opted Member shall remain their sole responsibility as will any repayments. Please also refer to the section relating to **"What happens if a Councillor / Co-opted Member ceases to hold Office?"**

## **5. Councillors' Mobile Phone Allowance**

- 5.1 The Authority currently pays a monthly Councillors' Mobile Phone Allowance to qualifying Councillors in order to supplement their mobile phone bills due their increased use for Council business providing:
- a) Councillors produce proof on an annual basis of their Mobile Phone contract.
  - b) Councillors in receipt of the Councillors' Mobile Phone Allowance must allow for their mobile telephone number to be published on the Authority's website and promoted as necessary save in exceptional circumstances.
- 5.2 Under HM Revenue and Customs rules, the Councillors' Mobile Phone Allowance shall be subject to Tax and National Insurance deductions.
- 5.3 There are 12 Qualifying Councillors: Cabinet Members, Presiding Member and the Leader of the Largest Opposition Group. The Councillors' Mobile Phone Allowance is currently set at £25 per Qualifying Councillor per month.
- 5.4 The Councillors' Mobile Phone Allowance is payable from the date when the Councillor is appointed by Council / Leader of the Council to a Qualifying Councillor position.

5.5 Should a Councillor cease to remain a Qualifying Councillor (as defined above) the Councillors' Mobile Phone Allowance shall cease and any Mobile Phone contract taken out by the Councillor shall remain their sole responsibility as will any repayments.

5.6 Should a Councillor cease to remain a Councillor the Councillors' Mobile Phone Allowance shall cease and any Mobile Phone contract taken out by the Councillor shall remain their sole responsibility as will any repayments. Please also refer to the section relating to **“What happens if a Councillor / Co-opted Member ceases to hold Office?”**

## **6. Councillors / Co-opted Members' ICT Allowance**

6.1 The Councillors / Co-opted Members' ICT Allowance allows Councillors / Co-opted Members to purchase their own ICT equipment such as desktop or laptop PC, Tablet Computer, Printer and Software, ICT Peripherals such as storage, backup facilities, printer paper and ink and ICT Support.

6.2 The Authority recommends that an element of this allowance be used to purchase an ICT support service. **ICT Support is defined as:** Either an ad-hoc or fixed contract with a third party (Not the Authority) aimed at providing ICT support should any element of your ICT equipment fail.

6.3 The Authority will only provide ICT Support for issues directly linked to the Authorities systems, such as Password Reset, Access to Office 365 and Oracle. The Authority will also provide general guidelines should the issue relate to an issue with the Councillors device, in order to aid them when having to contact an external ICT Support supplier.

6.4 The Councillors / Co-opted Members' ICT Allowance system is effectively a “Bring Your Own Device” (BYOD) arrangement. Councillors / Co-opted Members are able to purchase whichever device they find beneficial for their work; however they should be mindful that it is highly recommended that their device is compatible with **Microsoft Office**.

6.5 Should a device not be compatible with Microsoft Office, Councillors / Co-opted Members may not be able to open documents sent to them by the Authority and in turn the Authority may not be able to open documents which the Councillor / Co-Opted Member sends them.

6.6 The Councillors / Co-opted Members' ICT Allowance is paid to all Councillors / Co-opted Members on request providing:

- a) They produce a receipt proving their purchase of relevant ICT items;
- b) They submit their claim on the Councillors' and Co-opted Members ICT Allowance Claim Form which is outlined at **Appendix 1** and / or by providing the annual bill as proof.

- 6.7 Under HM Revenue and Customs rules, the Councillors' and Co-opted Members ICT Allowance shall be subject to Tax and National Insurance deductions.
- 6.8 The following table sets out the total amounts that can be claimed under the Councillors / Co-opted Members' ICT Allowance:

<b>Councillors / Co-opted Members' ICT Allowance Amounts</b>	<b>Councillor</b>	<b>Co-opted Member</b>
In the Year immediately following the election / appointment of the Councillor / Co-opted Member	£1,008	£201.60
Each Year Thereafter ( <b>Councillor</b> may take this in advance from Year 2, i.e. £800 (£200 x 4 year Remaining Term of Office). The Authority will not pay any additional monies until the following Local Government Election.	£200 p.a. (£800) over the term.	N/A
Each Year Thereafter ( <b>Co-opted Member</b> may take this in advance from Year 2, i.e. £240 or £160 (£40 x 6 year / £40 x 4 year Remaining Term of Office).	N/A	£40 p.a. (£240 or £160) over the term.

**Note:**

- 1) The **Councillor element** of the Councillors / Co-opted Members' ICT Allowance over a 5 year period is £1,808 in total. This amount may be spent at any time during the 5 year term provided the claims are made using the Councillors / Co-opted Members ICT Allowance Claim Form and with relevant receipts.
- 2) **Councillors Only.** Any spend exceeding £200 in the final year of the Term of Office must be approved in advance by the Head of Democratic Services in conjunction with the Chief Transformation Officer. They may look at temporary solutions such as providing Authority owned ICT devices.
- 3) The **Co-opted Members element** of the Councillors / Co-opted Members' ICT Allowance over a 4 and 6 year period is £361.60 and £441.60 in total respectively. This amount may be spent at any time during the 4-6 year term provided the claims are made using the Councillors / Co-opted Members ICT Allowance Claim Form and with relevant receipts;
- 4) **Co-opted Members only.** Any spend exceeding £40 in the final year of the Term of Office must be approved in advance by the Head of Democratic Services in conjunction with the Chief Transformation Officer. They may look at temporary solutions such as providing Authority owned ICT devices.



## **7. What happens if a Councillor / Co-opted Member ceases to hold Office?**

- 7.1 If a Councillor / Co-opted Member ceases to hold Office for whatever reason during their Term of Office, the Authority will immediately cease payment of any Allowance that they had previously been entitled to.
- 7.2 Any contract taken out by the Councillor / Co-opted Member during their period of Office will be their sole responsibility. The Authority will not make any payments towards the remaining period of the contract(s).
- 7.3 Any ICT equipment and ICT support purchased during a Councillors / Co-opted Members Term of Office shall automatically become their property. The Authority shall have no legal claim to it.
- 7.4 Should the Councillor / Co-opted Member cease to hold Office within the first 12 months of being elected / appointed they must repay any ICT Allowance which they received on a complete month pro rata basis. This paragraph is waived should a Councillor / Co-opted Member die during their Term of Office.

## **8. Data Protection Act / Security Advice (Anti-Virus, Anti-Spam, Firewall and Encryption)**

- 8.1 Councillors are likely to handle personal information about individuals; as such they have a number of legal obligations to protect that information under the Data Protection Act 1998. Should a Councillor fail to comply with this Act then they would be liable to a fine of up to £5,000.
- 8.2 The Authority strongly advises that Councillors / Co-Opted Members install Anti-Virus, Anti-Spam and Encryption software and use password protection on any PC, Laptop, Tablet, Mobile Phone etc. used for Councillor Business. The use of a personal Firewall should also be considered. For advice in this area, Councillors should take appropriate security advice from their external ICT Support provider.

## **9. Claiming of Allowances and Providing Receipts / Proof of Purchase**

- 9.1 **Claiming the Councillors / Co-opted Members' Data & Telephone Allowance.** Councillors / Co-opted Members must produce proof of Data and Telephone connection at their home on an annual basis in order to receive this monthly allowance. Proof shall be required during May / June each year and should be given to the Cabinet Office / Democratic Services Team as appropriate.
- 9.2 **Claiming the Councillors' Mobile Phone Allowance.** Councillors / Co-Opted Members must produce proof of their Mobile Phone Contract on an annual basis in order to receive this monthly allowance. Proof shall be required during May / June each year and should be given to the Cabinet Office / Democratic Services Team as appropriate.

9.3 Failure to provide proof of a Data / Telephone / Mobile Phone contract during May / June each year will result in payments being stopped until proof is provided. The Authority shall not backdate any payments beyond 3 months.

9.4 **Claiming the Councillors / Co-opted Members' ICT Allowance.** Councillors / Co-opted Members should purchase the ICT equipment they require and complete the Councillors / Co-opted Members' ICT Allowance Claim Form as shown in **Appendix 1**. The Claim Form should be returned to the Cabinet Office / Democratic Services Team as appropriate.

## **10. Councillors Self Service**

10.1 Councillor Self Service allows Councillors to view, amend and apply for things via relevant software including:

- Payslips, P60's and P11d's;
- Changes to personal details (address, bank etc.);
- Car Parking Permits;
- Mileage and Expenses Claims.

10.3 Self Service, will reduce printing costs, save administration time and costs and allow Councillors to update their information in real time.

10.4 User Guides are available on the Authority's StaffNet site <http://www.swansea.gov.uk/staffnet/mileageandexpenses>

10.5 Modern.gov is the Authority's software solution for meeting management including placing agendas, reports and minutes online. It is an integrated package which aims to simplify websites for Councillors, Officers and the public.

### **Appendices:**

<b>Appendix 1</b>	Councillors / Co-opted Members ICT Allowance Claim Form.
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## Councillors / Co-opted Members ICT Allowances Claim Form

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<b>Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	

Provide details of ICT items or support purchased. In accordance with the Independent Remuneration Panel for Wales (IRPW) determinations, Councillors' / Co-opted Members ICT Allowance payments will only be made to following the completion of this form **together with the relevant receipt(s) being attached.**

Date Purchased	Item / Service Purchased	Cost
<b>Total Amount Claimed</b>		<b>£</b>

**Note:**

- i) I have incurred these costs to enable me to fulfil my duties as a Councillor / Co-opted Member in accordance with the IRPW.*
- ii) Councillors' ICT Allowance. Year of Election is £1,008. Remaining Term of Office is £200 p.a. x 4 years (£800). The sum of £800 may be taken as a lump sum from Year 2 providing a receipt is provided. The Authority will not pay any additional monies until the following Local Government Election.*
- iii) Co-opted Members' ICT Allowance. Year of Appointment is £201.60. Remaining Term of Office is £40 p.a. The per annum sum may be taken as a lump sum from Year 2 providing a receipt is provided. The Authority will not pay any additional monies until the following Local Government Election.*

<b>Councillor / Co-opted Member Signature:</b>	<b>Date:</b>
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**For Office Use**

Checked By:	Payroll No.:	Month Paid:	
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**Return to: Head of Democratic Services.**

# Agenda Item 5



## Report of the Head of Democratic Services

Democratic Services Committee – 8 November 2021

### Diversity in Democracy – Action Plan

<b>Purpose:</b>	To set out an Action Plan setting out how the Council can support the Diversity in Democracy Programme. To recommend the Diversity in Democracy Action Plan to Council for adoption.
<b>Policy Framework:</b>	Strategic Equality Plan 2020-2024. Equality Act 2010. Local Government and Elections (Wales) Act 2021.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that:  1) The Diversity in Democracy Action Plan be supported and recommended to Council for adoption.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Welsh Local Government Association (WLGA) supported a Welsh Government led Diversity in Democracy programme ahead of the 2017 elections. However although the Diversity in Democracy Programme was the biggest and most resourced programme of its kind data shows that there remains a significant lack of diversity in Welsh Councils.
- 1.2 The WLGA Council agreed in September 2018 to take steps to advance gender equality and diversity in Councils before the 2022 elections. This was in recognition of the lack of diversity in Welsh Councils. A cross party working group was set up to explore broader under-representation in

democracy. Part of the remit of the working group was to consider what activities councils and the WLGA could do to improve diversity in democracy and the role of the Welsh Government and political parties.

1.3 In addition to the Working Group the Minister for Housing and Local Government convened a stakeholder roundtable of regional stakeholder events. Key messages were:

- There was a general lack of awareness of the role and contribution made by councillors.
- Social media abuse directed at councillors is getting worse and is predominately directed at female / family members.
- Training and development for councillors was fundamental
- Time commitment was a barrier for many.
- A recurring theme was the provision of costs to those standing for election particularly disabled candidates or those with a protected characteristic.
- There was confusion about whether and what councillors are paid and on what basis and whether remuneration paid covers the costs associated with the role.

1.4 The findings of the working group and the stakeholder engagements was reported to the WLGA Committee on 5 March 2021 where it was widely acknowledged that representational equality results in better decision making and policy development when people with lived experience of issues are making the decisions.

1.5 It also identified that the 'right person for the job' of councillor needs to be a member of the community they serve in order to fully and consistently understand the lives and needs of that community. Councils also need to demonstrate to under-represented communities that they are valued and included in local democracy.

## **2. Council Resolution – 29 July 2021**

2.1 Council at its meeting on 29 July 2021 considered its initial report on Diversity in Democracy. The resolution of Council being:

- "1) This Council commits to becoming a Diverse Council to:*
- i. Provide a clear, public commitment to improving diversity;*
  - ii. Demonstrate an open and welcoming culture to all;*
  - iii. Consider staggering council meeting times and agreeing recess periods to support councillors with other commitments; and*
  - iv. Set out an action plan of activity ahead of the 2022 local elections.*
- 2) The Democratic Services Committee be tasked with undertaking a review of the Diversity in Democracy Programme.*

- 3) *A report be brought back to Council with an Action Plan setting out how the Council can support the Diversity in Democracy Programme.”*

### **3. Diversity in Democracy Action Plan**

- 3.1 A Draft Diversity in Democracy Action Plan is set out in **Appendix A**. The objectives within the Action Plan are based on those suggested by the Welsh Government. However, others can be added if so desired.

### **4. Local Government and Elections (Wales) Act 2021**

- 4.1 The above legislation includes a number of provisions promoting diversity in local government including:

- An entitlement to Job sharing for executive members and committee chairs.
- A duty on principal councils to produce a Public Participation Strategy encouraging people to participate in decision making and promoting awareness of how to become a member of the council.
- A duty on political group leaders to promote and maintain high standards of conduct by members of their group.
- Electronic broadcasting of full Council meetings.
- The ability to have multi-location attendance at council meetings including physical, hybrid and remote attendance.
- Provisions enabling the maximum period of absence for each type of family absence for members of local authorities to be specified within regulations and for adoptive leave to reflect that which is available to employees.

### **5. Financial implications**

- 5.1 There are no financial implications associated with this report at this stage. The WLGA Diversity in Democracy Programme does include considerations around resettlement grants for senior salary holders which will have financial implications.

### **6. Legal Implications**

- 6.1 There are no legal implications associated with this report at this stage.

### **7. Integrated Assessment Implications**

- 7.1 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.

7.2 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’.

7.3 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.

7.4 An IIA screening has been undertaken and no adverse implications have been noted. This report sets out a Diversity in Democracy Action Plan. The Committee / Council is being asked to support this work which will have a positive impact on the community as a whole in ensuring that Councillors represent the diverse electorate and work towards the wider agenda of achieving diversity in democracy.

**Background papers:** None

**Appendices:**

Appendix A – Diversity in Democracy Action Plan.

**Swansea Council  
Diversity In Democracy Action Plan**

	<b>Objective</b>	<b>Actions / Ways Forward</b>	<b>Time Frame</b>	<b>Responsible</b>
<b>1</b>	Increase understanding of different tiers of government in Wales, the role each plays in society and how they operate.	<b>1</b> Distribution of Welsh Government educational resources to accompany the extension of the franchise to 16 and 17 year olds in Wales. Liaise with Children's Rights Forum.	Resources have been developed by WG and have been distributed to schools	Head of Democratic Services / Electoral Services Team Leader / Director of Education
		<b>2</b> Promote Welsh Government's Guidance / materials for 16 and 17 year olds regarding Democracy in Wales. Explore Web-based platforms.	Autumn 2021	Head of Democratic Services / Electoral Services Team Leader
		<b>3</b> Overview of the Council website page <a href="http://www.swansea.gov.uk/councillors">www.swansea.gov.uk/councillors</a> that includes the 'Becoming a Councillor' page to be reviewed and promoted.	Autumn 2021	Head of Democratic Services
		<b>4</b> Communication. Undertake a comprehensive communications campaign with general and targeted messaging. Explore potential avenues such as school forums / youth councils / career fairs / Outside Organisations, etc. Continue to engage with schools (subject to pandemic), including links with school councils and youth councils.	Autumn 2021	Head of Communications, Equalities Team, Partnership & Involvement Team, Education



		We will specifically target Women, BAME, Disabled, LGBTQ+ & Young People.		
		<b>5</b> Work with key stakeholders and representative organisations to ensure qualifying citizens are aware of their right to vote in certain elections and their right to stand as a Candidate in certain elections.	Autumn 2021	Electoral Services Team Leader
<b>2</b>	Increase engagement with the public to: <ul style="list-style-type: none"> <li>• Raise awareness of the role and activities of the Council provide clarity about how the public can better inform local decision making.</li> <li>• Build greater community cohesion through a greater presence at community events.</li> </ul>	<b>1</b> Publication of the Council Constitution and Council Constitution Guide as per the Local Government and Elections (Wales) Act 2021.  The Council Constitution is available at <a href="http://www.swansea.gov.uk/constitution">www.swansea.gov.uk/constitution</a>	January – February 2022	Monitoring Officer / Head of Democratic Services
		<b>2</b> Develop Public Participation Strategy Scheme for compliance with duty under the 2021 Act.	January 2022	Deputy Chief Executive
		<b>3</b> To continue to webcast meetings as specified under the 2021 Act. Promote the <a href="http://www.swansea.gov.uk/meetingsonline">www.swansea.gov.uk/meetingsonline</a> page and <a href="http://www.swansea.gov.uk/democracy">www.swansea.gov.uk/democracy</a> page to improve public awareness.	January 2022	Head of Democratic Services

	<ul style="list-style-type: none"> <li>Creating and building upon community networks.</li> </ul>	<p><b>4</b> Encourage each Political Group to create a Diversity Champion.</p> <p>These Diversity Champions would seek to ensure that Councillors from under-represented groups are represented whenever possible in high profile, high influence roles.</p> <p>The Diversity Champion would also demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct within their Political Groups.</p> <p>These Diversity Champions to be named on the <a href="http://www.swansea.gov.uk/councillors">www.swansea.gov.uk/councillors</a> page.</p>	December 2021	Political Group Leader / Head of Democratic Services
<b>3</b>	Increase awareness of the role of Councillors, the contribution they make to society and how to become a Councillor	<p><b>1</b> Overview of the Council website page <a href="http://www.swansea.gov.uk/councillors">www.swansea.gov.uk/councillors</a> that includes the 'Becoming a Councillor' page to be reviewed and promoted.</p>	Autumn 2021	Head of Democratic Services / Head of Communications
		<p><b>2</b> Work with Community / Town Councils to ensure they link with Swansea Council's 'Becoming a Councillor page' or create their own and that the page is promoted. <a href="https://www.swansea.gov.uk/becomeacouncillor">https://www.swansea.gov.uk/becomeacouncillor</a></p>	November 2021 – January 2022	Head of Democratic Services
		<p><b>3</b> Encouraging people to participate in decision-making and promoting awareness of how to become a Councillor. This could be a video presented by Councillors to include:</p>	January 2022	Head of Communications / Head of Democratic Services

		<ul style="list-style-type: none"> <li>• What being a Councillor entails.</li> <li>• Salary &amp; Allowances</li> <li>• Promoting / facilitating processes.</li> <li>• The Training available to Councillors.</li> </ul> <p>Link to any training / informative materials available with the WLGA, WG etc.</p>		
		<b>4</b> Work with the WLGA to raise awareness among public sector organisations of the benefits of employees undertaking civic duties.	Ongoing	Leader of the Council / Political Group Leaders / Corporate Management Team
		<b>5</b> Seek the participation of Political Group Leaders to champion the diversity expectations within the selection processes of their Political Parties. To encourage Political Group Leaders to promote the advice available to future candidates or individuals considering standing for office at the earliest opportunity.	October 2021	Chief Executive / Head of Democratic Services
		<b>6</b> Encourage Councillors to utilise their own Social Media platforms to promote the role of a Councillor through Councillor blogs / 'day in the life of'.	December 2021	Head of Democratic Services
<b>4</b>	Greater respect & support for those standing for and	<b>1</b> Promote duty on Political Group Leaders to promote high standards of conduct.	December 2021	Political Group Leaders / Monitoring Officer

	securing elected office in Wales	<p><b>2</b> All Councillors &amp; Co-opted Members required to have mandatory Code of Conduct Training. Refresher at least once during a term of office and also if the Code is amended.</p> <p>Standards Committee to monitor compliance in relation to standards of conduct and provide training.</p>	Summer 2022	Monitoring Officer / Head of Democratic Services
		<p><b>3</b> Support the Welsh Government's plans to introduce an Access to Elected Office fund to assist disabled people to stand for elected office at the 2022 Local Elections.</p>	Once available	Political Group Leaders / Head of Democratic Services
<b>5</b>	Comprehensive training and awareness programme available through a variety of routes available for Councillors to support them in their role as Councillors.	<p><b>1</b> Review the Councillor Training &amp; Development Programme. The programme must use e-Learning and recorded training events placed online. Make use of the All Wales Training Materials for Councillors led by the WLGA.</p>	December 2022	Head of Democratic Services / Democratic Services Committee  HR Training Officer
		<p><b>2</b> Working closely with other Local Authorities to run joint Councillor Training Events.</p>	Ongoing	Head of Democratic Services
		<p><b>3</b> Review areas of staff training and development courses, which can be made available for Councillors.</p>	Ongoing	HR Manager
		<p><b>4</b> Councillor Induction &amp; Training Programme 2022.</p>	November – December 2021	Head of Democratic Services / Democratic Services Committee

		<p><b>5</b> Encourage returning Councillors to provide mentoring / shadowing for first time Councillors and those that request it.</p> <p>This is in addition to the Signposting and Support provided by the Head of Democratic Services and the Democratic Services Team.</p>	May 2022 onwards for the 5 year term of office	Head of Democratic Services / Political Group Leaders
		<p><b>6</b> Encourage Political Group Leaders to undertake Personal Development Reviews for Councillors. The Head of Democratic Services will assist as required.</p>	May 2022 onwards for the 5 year term of office	Political Group Leaders
		<p><b>7</b> Promoting the WLGA's online "Councillor Guide" for the 2022 elections and the suite of National e-Learning modules specifically developed for Councillors which are available via the NHS Learning Wales website.  <a href="https://learning.wales.nhs.uk">https://learning.wales.nhs.uk</a></p>	April 2022. Include in the Candidates Pack	Head of Democratic Services
<b>6</b>	Improve the safety of Councillors and their families when undertaking their Council duties	<p><b>1</b> Comply with the Local Government &amp; Elections (Wales) Act 2021 by ensuring that personal addresses are not used on Ballot Papers.</p>	March 2022	Electoral Services Team Leader
		<p><b>2</b> Comply with the Local Government &amp; Elections (Wales) Act 2021 by ensuring that official addresses are published on Council website and in the Register of Interest rather</p>	March 2022	Monitoring Officer / Head of Democratic Services

		than the personal addresses of Councillors. (Where requested).		
		<b>3</b> Encourage Councillors to undertake Health & Safety training, Lone Working training to ensure their safety during elections and when they are elected. Promote the Lone Working Policy and guidance.	December 2021	HR Manager
		<b>4</b> All Councillors to have identity cards to allow secure access to Council buildings (Guildhall & Civic Centre).	In place.	Facilities Management
		<b>5</b> Social Media Safety training to be delivered to members through the Councillor Induction & Training Programme and built upon during their term of office.	May-September 2022	Head of Communications
		<b>6</b> Promote the WLGA's advice and support service to individual Councillors who receive online abuse.	December 2022	Head of Democratic Services
<b>7</b>	Maximise opportunities for individuals to work in ways that enable them to achieve a work / life balance which protects their welfare and wellbeing and allows them to manage any caring / dependency relationships.	<b>1</b> Introduction of a Multi-Location Meetings Policy encouraging remote and physical attendance at meetings.	January 2022	Chief Legal Officer / Head of Democratic Services
		<b>2</b> Comply with all WG Legislation / Guidance in relation to the promote job-sharing by Executive Leaders and other Office holders.	May 2022	Chief Legal Officer / Head of Democratic Services

		<b>3</b> Promote Family Absence provisions for Councillors.	January 2022	Chief Legal Officer / Head of Democratic Services
		<b>4</b> Promote the Allowances & other remunerations that are available to Councillors and inform candidates standing for Election by linking with the <a href="http://www.swansea.gov.uk/councillors">www.swansea.gov.uk/councillors</a> page.	January 2022	Head of Democratic Services
		<b>5</b> Promote the IRPW “Contribution Towards Costs of Care and Personal Assistance”.	January 2022	Head of Democratic Services
		<b>6</b> Encourage all Councillors to claim any necessary allowances or expenses incurred. Failure to claim by Councillors often leads to those in need of the allowances not claiming.  It is essential that Councillors receive fair remuneration for their work and that the role of Councillor is not limited to those that can afford it.	January 2022	Head of Democratic Services

		<b>7</b> Review Council, Cabinet & Committee meeting times to ensure flexibility to suit Committee Members.	Completed. In accordance with the 2011 Measure this must be undertaken at least once per term of office.	Head of Democratic Services.
<b>8</b>	Assess the effectiveness of the provisions in 2011 Measure in relation to data collection, and in relation to other candidate data that could be collected in order for Political Parties to support diverse candidates at elections	<b>1</b> Provide all relevant data to the Welsh Government or relevant requesting bodies post-election, to enable them to produce their survey report on diversity and lessons learned.	Summer 2022	Electoral Services Team Leader
		<b>2</b> Undertake a post-election Councillors Diversity & Inclusion survey. The survey aiming to understand any barriers or additional support required for candidates. The survey feedback will help to deliver a positive and diverse environment for future Councillors.	Summer 2022	Equalities Team / Head of Democratic Services



# Agenda Item 6



## Report of the Head of Democratic Services

Special Democratic Services Committee – 8 November 2021

### Draft Multi-Location Meetings Policy

<b>Purpose:</b>	To consider the Draft Multi-Location Meetings Policy and make a recommendation to Council.
<b>Policy Framework:</b>	Local Government & Elections (Wales) Act 2021 & Statutory Guidance.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that the Committee:  1) Considers the Draft Multi-Location Meetings Policy attached and provides any comments to assist in drafting a Policy for consideration by Council.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 Multi-Location Meetings are permitted under S47 of the Local Government & Elections (Wales) Act 2021. Their purpose is to achieve greater accessibility and improved public participation in Local Government.
- 1.2 Multi-location meetings offer Local Authorities the potential to update and transform the way they do business. It allows Local Authorities to become more flexible and efficient and raise their profile in the local community and to bring their work directly into people's homes. Public access to multi-location meetings is likely to be significantly higher than the level of audiences attending meetings in person previously.
- 1.3 This Policy provides guidance regarding the Council processes when conducting Multi-Location Meetings.

## **2. The Legislation**

- 2.1 Part 3 of the Local Government and Elections (Wales) Act 2021 is about promoting access to local government. Section 47 of the Act provides where meetings are to be broadcast (electronic broadcasts) under section 46, that persons are able to speak to and be heard by each other and to see and be seen by each other. This will include meetings of Full Council, Cabinet, Committee meetings and Joint Committee meetings which are open to the public.
- 2.2 Effectively this means that those councillors joining remotely must be able to see those in actual attendance, those in actual attendance must be able to see those attending remotely, and those attending remotely must be able to see and hear any members of the public attending the meeting exercising their right to speak at the meeting.
- 2.3 The Local Authority is also under a duty to make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings.

## **3. Multi-Location Meetings (MLMs)**

- 3.1 A Multi-Location Meeting is a meeting of the relevant authority (Principal Council) whose participants are not all in the same physical place. These are often referred to as Remote or Hybrid Meetings.
- 3.2 At least one participant may be joining the meeting by remote means. For example, this includes meetings of the type described below:
  - i) Meetings of a committee where all participants are in the same physical location except one individual who joins from another location, with a physical public gallery being provided;
  - ii) Meetings of a committee where a roughly equal number of members are present in a physical space and joining through remote means; those joining through remote means may include the Chair;
  - iii) Meetings of a committee where all members are joining through remote means but nonetheless a physical public gallery has been made available in authority premises;
  - iv) Meetings of a committee taking place wholly through remote means where no physical arrangements have been made.

## **4. The Guidance**

- 4.1 The Welsh Government has issued Interim Statutory Guidance on Multi-Location Meetings. The Interim Statutory Guidance on Multi-Location Meetings (May 2021) may be viewed at <https://gov.wales/sites/default/files/publications/2021-08/interim-statutory-guidance-on-multi-location-meetings.pdf>

- 4.2 The guidance states that Principal Councils must:
- i) Make arrangements for broadcasting certain meetings live, and ensuring that broadcasts are available electronically afterwards.
  - ii) Make arrangements for “multi-location” meetings, at which participants can speak to and be heard by each other. Where meetings must be broadcast participants must also be able to see each other (s47).
  - iii) Publish certain information, including notices of meetings, electronically, and electronic information relating to meetings must remain available in this format for six years following the date of the meeting. Relevant authorities must also put in place facilities for the public who would otherwise not be able to do so, to access meeting documents.
- 4.3 The Authority must set out the details of its arrangements for Multi-Location Meetings. These arrangements must be guided by the general principles of Transparency, Accessibility, Good Conduct, Welsh Language, Local Needs and Future Generations.

## **5. Multi-Location Meeting Policy**

- 5.1 It is important to ensure that participants and observers have access to easy to understand information which explains how they can and should engage in multi-location meetings. The Policy, once adopted shall be readily available electronically.
- 5.2 A Draft Multi-Location Meeting Policy is set out at **Appendix A**. The Committee is asked to consider the Policy.

## **6. Amendments to the Council Constitution**

- 6.1 Any consequential amendments to the Council Constitution as a result of this Policy will be carried out by the Head of Democratic Services in consultation with the Monitoring Officer. Some amendments have already been made in accordance with the legislation.

## **7. Integrated Assessment Implications**

- 7.1 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.

7.2 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’.

7.3 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.

7.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **8. Financial Implications**

8.1 The costs associated with this will be met from existing budget provision.

## **9. Legal Implications**

9.1 There are no additional legal implications to set out in the report.

**Background Papers:** None

### **Appendices:**

Appendix A Multi-Location Meeting Policy

## Multi-Location Meeting Policy

### 1. What is a Multi-Location Meeting?

- 1.1 Multi-Location Meetings (MLMs) originate from s47 of the Local Government & Elections (Wales) Act 2021 (“the Act”). They are often referred to as Hybrid Meetings.
- 1.2 A Multi-Location Meeting is a meeting whose participants are not all in the same physical place. Some of the participants may be physically located in the meeting venue whilst others join from their home or other remote location.
- 1.3 In the case of meetings of the council which are required to be broadcast under s 46(2)(b) of the Act any Councillor attending the meeting remotely must when they are speaking, be able to be seen and heard by the Councillors who are in actual attendance. Similarly those in actual attendance must be able to be seen and heard by those attending remotely. Those attending remotely must also be able to see and hear any members of the public entitled to speak at the meeting.

### 2. Broadcasting of Meetings

- 2.1 The Authority shall ensure that all of its formal meetings shall be broadcast live, ensuring that the broadcasts will be made available electronically within 3 clear working days of the meeting. Post Meeting broadcasts will be available at [www.swansea.gov.uk/meetingsonline](http://www.swansea.gov.uk/meetingsonline)

### 3. Notice of a Meeting

- 3.1 The Authority will ensure that the relevant information shall be included on the Notice of the Meeting (Agenda) setting out how the Committee Members, Officers and the Public may attend the meeting.
- 3.2 The Act requires that notices of meetings and electronic information relating to meetings must remain available in an electronic format and be available for a minimum of six years following the date of the meeting.

### 4. Agendas, Reports, Minutes & Background Papers

- 4.1 Agenda & Reports of formal meetings are published on the Authority’s website. A small number of hard copies shall be available to members of the public physically attending. Availability of Agenda: Council & Cabinet normally five clear working days prior to a meeting & all other Committees three clear working days prior to the meeting.

- 4.2 Minutes of the Meeting shall show decisions made; names of those present; apologies and declarations of interest. They shall be published on the Authority's website within 7 working days of the meeting taking place.
- 4.3 Background papers shall be published on the Authority's website.
- 4.4 There is an obligation that formal information be retained for a period of six years although it is considered good practice to do so in perpetuity.

## **5. Can I attend a Physical or Multi-Location Meeting?**

- 5.1 Covid has had an impact on physical numbers permitted in venues. The number permitted in a Meeting Room is reduced and will be reviewed regularly in line with Welsh Government regulations and in line with risk assessments and safety measures put in place to support safe access and use.
- 5.2 The Head of Democratic Services in consultation with Facilities Management shall ensure that the maximum physical number permitted are clear and the following system will be in place:
- i) Councillors**  
The Head of Democratic Services shall inform each Political Group Leader of the number of their Political Group Councillors allowed into the Meeting Room. The calculation will be based on the proportional representation of that Council Body.
  - ii) Officers**  
The Head of Democratic Services shall liaise with the Chief Executive, Chief Legal Officer and Chief Finance Officer to ensure that the relevant Officers are physically present where appropriate.
  - iii) Members of the Public**  
Agendas for meetings will inform the public of the need to advise the Democratic Services / Scrutiny Team by noon of the previous working day should they wish to attend.  
  
The relevant Team shall consider the number of members of the public that wish to be physically present and draw lots if the numbers wishing to be present exceed the maximum number permitted. The public will be informed of the outcome of the draw prior to 6pm on the previous working day before the Meeting.
- 5.3 Councillors should bring their devices to physical meetings, so that they can view the agenda online and participate in eVoting.

## **6. Quorum**

- 6.1 The quorum of a meeting is one quarter of the voting Members unless specified otherwise. The quorum shall include those attending Remotely, at a Multi-Location or Physically; providing they are able to speak and be heard by each other and to see and be seen by others.
- 6.2 If the numbers present, fall below the quorum required, the meeting ends immediately.

## **7. Withdrawal from Meeting due to Prejudicial Interest**

- 7.1 Should an attendee declare a Prejudicial Interest at a Multi-Location or Remote meeting, that person must withdraw from the meeting.
- 7.2 That person will be invited back into the meeting, once the item relating to the prejudicial item has concluded. Should that person not respond to the call to re-join, the meeting will continue without them providing it is quorate.

## **8. Voting**

- 8.1 Voting shall be electronic, via a roll call or a mixture of both.
- 8.2 All voting results will be announced by the Head of Democratic Services / Chair / Presiding Member before moving to the next item of business.

## **9. How exempt matters will be dealt with?**

- 9.1 The Chair of the Meeting shall inform the public when the Meeting is moving into private session. The recording must cease before any discussion on the item commences.

## **10. Multi-Location / Remote Attendance – Is a member “present”?**

- 10.1 Multi-Location & Remote meetings provide additional challenges in terms of meeting attendance. There are a variety of circumstances in which this might become an issue e.g. Taking of Votes, Loss of Connection (WiFi or Mobile).
- 10.2 To be considered present, the Member must be able to speak and be heard and to see and be seen by others. The Monitoring Officer shall provide the local determination and will consider issues such as temporary interruptions associated with connection issues.
- 10.3 Any failure in technology / connectivity which results in members loss of contact during the meeting shall not invalidate any part of the deliberations or any vote taken. The Presiding Member may adjourn the meeting if they consider appropriate whilst any technical issues are resolved.

## **11. Public Questions at Remote / Multi-Location Meetings**

- 11.1 Should a member of the public wish to ask a question, they must give notice to [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk) by noon the clear working day prior to the meeting.
- 11.2 The member of the public will be sent the meeting link and will be invited in shortly prior to the meeting commencing. Once Public Question Time ends, the questioner will be removed from the meeting. They can continue to view the meeting via the Authority's Live Event feed.

## **12. Formality and Privacy at Meetings**

- 12.1 When attending remotely or Multi-Location, Councillors and any participants must ensure that the room from which they are accessing the meeting is secure and must ensure that the door of the room is closed so that no disturbance occurs during the course of the meeting as it is important to ensure a degree of formality in the proceedings.
- 12.2 Participants are encouraged to use a suitable 'corporate' background. Remember that as proceedings will be live, viewers will effectively be able to view you working in your home.
- 12.3 Councillors are reminded of their responsibilities under the Code of Conduct when considering exempt items during a meeting. Councillors should ensure that they cannot be overheard during discussions around confidential information. Councillors should consider the use of headphones for such meetings and make sure that they plan ahead.

## **13. Etiquette at Remote / Multi-Location Meetings**

- 13.1 Participants should:
- i) Dress appropriately for the Meeting.
  - ii) Ensure that their microphone is muted if not speaking.
  - iii) Respect the Chair and others present.
  - iv) Behave appropriately and be mindful of the Code of Conduct.
  - v) Use the chat facility appropriately.

**Huw Evans**  
**Head of Democratic Services**



# Agenda Item 7



## Report of the Head of Democratic Services

Democratic Services Committee – 8 November 2021

### Councillor Safety & Support

<b>Purpose:</b>	To provide support to all Councillors in discharging their role by agreeing in principal to the council funding appropriate security measures where councillors are at personal risk or significant threat.
<b>Policy Framework:</b>	Local Government (Democracy) (Wales) Act 2013. Local Government (Wales) Measure 2011 Independent Remuneration Panel for Wales Annual Report.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that the Committee:  1) Recommends to Council that where a Councillor is at personal risk or significant threat of harm in carrying out their role that consideration is given to funding appropriate security measures.  2) Recommends to Council that authority is delegated to the Head of Democratic Services and the Chief Finance Officer to consider and determine any request for such funding.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 At its meeting on 29 January 2019, the Democratic Services Committee considered the “Personal Safety for Councillors” report. This was circulated to Councillors at that time.

1.2 Following the tragic murder of Sir David Amess MP on 15 October 2021, that report together with a list of additional online resources directed at a Councillors Personal Safety and Online Abuse was circulated via email to Councillors.

1.3 The Council report of 29 January 2019 included a section on Lone Working. The report may be viewed at:

<https://democracy.swansea.gov.uk/documents/s53371/Personal%20Safety%20for%20Cllrs.pdf?LLL=0>

1.4 The additional resources may be viewed at:

- i) [Councillors' guide to handling intimidation | Local Government Association \(Welsh version\)](#).
- ii) [Personal safety | Local Government Association \(Welsh version\)](#).
- iii) 'Rules of engagement' [infographic](#) for Councillors to use on social media to give all users a clear 'code' by which they should operate (also in [Welsh](#)).
- iv) 'Rules of engagement' [infographic](#) for Candidates to use on social media to give all users a clear 'code' by which they should operate (also in [Welsh](#)).
- v) 'Handling online abuse' [infographic](#) - a quick reference guide for Councillors with steps they can take to protect themselves online and seek support where needed. (also in [Welsh](#)).
- vi) [Improving digital citizenship: A practical guide for councillors | Local Government Association \(Welsh version\)](#).
- vii) Research and Good Practice [Improving digital citizenship: Research and good practice | Local Government Association \(Welsh version\)](#).

1.5 Additionally, the Welsh Local Government Association (WLGA) will be writing a letter on behalf of the WLGA to Police and Crime Commissioners and Chief Constables to ensure that they also consider the risks, abuse and threats Councillors, particularly senior Councillors, face.

## **2. Independent Remuneration Panel for Wales' Determinations**

2.1 The Independent Remuneration Panel for Wales' Annual Report states that the Authority must support the work of its Councillors and Statutory Co-opted Members to enable them to carry out their duties.

2.2 To support their work, the Council provides access to e-mail, telephone, data, ICT etc. However, the Authority must also support the safety of Councillors.

2.3 The following in *italics* is an extract from the IRPW Annual Report:

*“As a result of their legitimate actions as a Councillor and elected Members personal security may become significantly, adversely affected. In keeping with their existing responsibilities, it is the duty of the Democratic Services Committee to fund or provide support necessary to enable a Councillor to discharge their role reasonably and safely. This may require the funding of appropriate security measures to protect Councillors from personal risk or significant threat. Risk assessment and liaison with relevant bodies such as the Police and Security Services would normally inform the selection of required provision”.*

- 2.4 In light of recent events, the Committee need to consider how such support should be provided.

### **3. Responsibility of the Democratic Services Committee**

- 3.1 Whilst the Democratic Services Committee is under a duty to fund and provide the support necessary to enable councillors to discharge their roles reasonably and safely it is not practicable to bring individual requests to the Committee, particularly as some requests may be urgent.
- 3.2 It is proposed that the Head of Democratic Services and Chief Finance Officer be delegated authority to consider any requests to provide funding for appropriate security measures by Councillors.
- 3.3 Any such request will be considered on its merits but there will be an expectation that security measures have been advised by the police or security services. The relevant bodies would normally inform the required provision of support and any funding would be reasonable and proportionate.

### **4. Financial implications**

- 4.1 It is difficult to outline the financial implications; however, any payment would be reasonable and proportionate and be based on a risk assessment and liaison with police/security services. The monies would be found within existing budget where possible.

### **5. Legal Implications**

- 5.1 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government Measure 2011 to provide that Democratic Services Committees may review any matter relevant to the support and advice available to members of that Authority. The IRPW clearly view considerations for safety and funding of security measures to be within the remit of the Committee.

## **6. Integrated Assessment Implications**

- 6.1 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.
- 6.2 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'.
- 6.3 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.
- 6.4 An IIA screening has been undertaken and no adverse implications have been noted.

**Background papers:** None

**Appendices:**  
None

# Agenda Item 8



## Report of the Head of Democratic Services

Democratic Services Committee – 8 November 2021

### Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2022-2023 - Consultation

<b>Purpose:</b>	To consult and comment on the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2022-2023. The comments of the Democratic Services Committee will lead to a Council report proposing a formal reply to the IRPW.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>Recommendation(s):</b>	It is recommended that the Committee:  1) Notes the IRPW draft Annual Report 2022-2023 proposals and considers any consultation response to the proposals for consideration by full Council.
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

#### 1. Introduction

- 1.1 The Independent Remuneration Panel for Wales (IRPW) is tasked with setting the remuneration levels for Councils in Wales. Each year, they publish a Draft Annual Report which is circulated for consultation. The Draft Report may be viewed at <https://gov.wales/independent-remuneration-panel-wales>
- 1.2 The consultation period closes on 26 November 2021; however the IRPW have given Swansea Council a week's extension until 3 December 2021. The final IRPW report will be published in February 2022.
- 1.3 This report sets out the determinations affecting the City and County of Swansea and proposes responses as necessary.

## **2. Determinations within the IRPW Draft Annual Report 2022-2023**

- 2.1 The IRPW Draft Annual Report contains a number of determinations that don't affect the City and County of Swansea and are omitted from this report.
- 2.2 An "Extract of the Determinations of the IRPW Draft Annual Report and City and County of Swansea's Comments" is appended as **Appendix A**. The Appendix seeks to stimulate debate and ultimately a formal response to the IRPW consultation.
- 2.3 The Local Government (Wales) Measure 2011 requires the Panel's Annual Report to take effect from 1 April. In most years, this is in line with financial and administrative arrangements of all authorities. However, when new Councils are elected some of the Panel's determinations are to be effective for the new municipal term.
- 2.4 On 9 May 2022, new municipal arrangements will come into effect following Local Government elections. The IRPW Annual Report therefore has two different effective dates as set out below:
- i) For the period 1 April 2022 to 8 May 2022, all of the Determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of Principal Councils and Community and Town Councils.
  - ii) For National Park Authorities and Welsh Fire and Rescue Authorities the determinations in Sections 7 and 8 of the IRPW Report will apply from the new financial year, 1 April 2022.
  - iii) With effect from 9 May 2022, (the new municipal year) the determinations set out in the IRPW Report in Sections 3 and 13 will apply to Principal Councils and Community and Town Councils.

## **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 There are no integrated assessment implications in relation to this report.

#### 4. Financial Implications

4.1 The IRPW proposes setting the salaries as follows in order to avoid further erosion in relation to average earnings:

<b>Basic Salary</b>	<b>Current</b>	<b>Proposed 2022/23</b>
	£14,368	£16,800

<b>Civic Salaries</b>	<b>Current</b>	<b>Proposed 2022/23</b>
Civic Head	£23,161	£25,593
Deputy Civic Head	£18,108	£20,540

<b>Senior Salaries</b>	<b>Current</b>	<b>Proposed 2022/23</b>
These are inclusive of Basic Salary		
Band 1	-	-
Leader of Council	£55,027	£63,000
Deputy Leader of Council	£38,858	£44,100
Band 2	-	-
Executive Members	£33,805	£37,800
Band 3	-	-
Committee Chairs (if remunerated)	£23,161	£25,593
Band 4	-	-
Leader of Largest Opposition Group	£23,161	£25,593
Band 5	-	-
Leader of Other Political Groups	£18,108	£20,540

**Note:** Normally these changes are effective from 1 April each year; however given the Local Government Elections in May 2022, they are effective from 9 May 2022 on this occasion.

- 4.2 The total theoretical financial cost as a result of these draft IRPW determinations in relation to Salaries and the fact that Swansea Council will grow by 3 Councillors to 75 is £246,359. This will need to be fully reflected in future budgets from 2022-2023. The actual cost in any one year will depend upon who holds any of the Civic or Senior Salary Offices in year (i.e. where one Councillor might discharge two roles but only receive one higher salary).
- 4.3 The payments to Statutory Co-opted Members has also increased; however, it is envisaged that this will be managed within budget.
- 4.4 It is important to put the proposed salary for Councillors into context. An Independent Member of a Welsh Health Board would currently earn £15,936 p.a. in line with Welsh Government set remuneration levels, based on a minimum commitment of 4 days per month. The IRPW have based a Councillors salary on 3 days per week.

## **5. Legal Implications**

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

**Background Papers:** None.

### **Appendices:**

- Appendix A Extract of the Determinations of the IRPW Draft Annual Report and City and County of Swansea's Comments.



## Extract of the Determinations of the IRPW Draft Annual Report 2022 and the City and County of Swansea's Comments

**Note:** This report only outlines the salary figures of Group A Council's to which the City and County of Swansea belongs.

### Section 3 - Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

<b>Determination 1</b>	<b>The Basic Salary in 2022/23 for elected members of principal councils shall be £16,800.</b>
<b>Comments</b>	This is a rise of £2,432 per Councillor. Given the explanation for the pay rise as outlined in the Draft Annual Report, the Authority makes no comment on the increase.

<b>Determination 2</b>	<b>Senior Salary levels in 2022/23 for members of principal councils shall be as set out in Table4 (of the IRPW Report).</b> <i>The proposed and current levels are outlined below for ease.</i>
<b>Comments</b>	Senior Salaries include the Basic Salary element. Given the explanation for the pay rise as outlined in the Draft Annual Report, the Authority makes no comment on the increase.
	Determination 2 of the IRPW would have the following effect:

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<b>Senior Salaries (inclusive of Basic Salary) - Group A Councils</b>	<b>Current</b>	<b>Proposed 2022/23</b>
<b>Band 1</b>		
Leader	£55,027	£63,000
Deputy Leader	£38,858	£44,100
<b>Band 2</b>		
Executive Members	£33,805	£37,800
<b>Band 3</b>		
Committee Chairs (if remunerated)	£23,161	£25,593
<b>Band 4</b>		
Leader of the Largest Opposition Group	£23,161	£25,593
<b>Band 5</b>		
Leader of Other Political Groups	£18,108	£20,540

<b>Determination 3</b>	<b>Where paid, a Civic Head must be paid a Band 3 salary of £25,593 in accordance with Table 4 (of the IRPW Report).</b>	
<b>Comments</b>	Civic Salaries include the Basic Salary element. Given the explanation for the pay rise as outlined in the Draft Annual Report, the Authority makes no comment on the increase.	
<b>Civic Salaries (inclusive of Basic Salary) - Group A Councils</b>		<b>Current</b>
Civic Head		£23,161
		<b>Proposed 2022/23</b>
		£25,593

<b>Determination 4</b>	<b>Where paid, a Deputy Civic Head must be paid a Band 5 salary of £20,540 in accordance with Table 4 (of the IRPW Report).</b>	
<b>Comments</b>	Civic Salaries include the Basic Salary element. Given the explanation for the pay rise as outlined in the Draft Annual Report, the Authority makes no comment on the increase.	
<b>Civic Salaries (inclusive of Basic Salary) - Group A Councils</b>		<b>Current</b>
Deputy Civic Head		£18,108
		<b>Proposed 2022/23</b>
		£20,540

<b>Determination 5</b>	<b>Where appointed and if remunerated, a Presiding Member must be paid £25,593 in accordance with Table 4 (of the IRPW Report).</b>	
<b>Comments</b>	The Presiding Member within the City and County of Swansea is not remunerated. No comment.	
		<b>Current</b>
Presiding Member		£23,161
		<b>Proposed 2022/23</b>
		£25,593

<b>Determination 6</b>	<b>The post of Deputy Presiding Member will not be remunerated.</b>	
<b>Comments</b>	No Change. Agreed.	

<b>Determination 7</b>	<p>a) An elected member must not be remunerated for more than one senior post within their authority.</p> <p>b) An elected member must not be paid a senior salary and a civic salary.</p> <p>c) All senior and civic salaries are paid inclusive of basic salary.</p> <p>d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.</p>	
<b>Comments</b>	No Change. Agreed.	

<b>Determination 8</b>	<b>Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from NPA or FRA.</b>
<b>Comments</b>	No Change. Agreed.
<b>Determination 9</b>	<b>Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the Community / Town Council. Where this situation applies, it is the responsibility of the individual member to comply.</b>
<b>Comments</b>	Slight amendment to the wording. Agreed.
<b>Determination 10</b>	<b>Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.</b>
<b>Comments</b>	No Change. Agreed.
<b>Determination 11</b>	<b>Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.</b>
<b>Comments</b>	No Change. Agreed.
<b>Determination 12</b>	<b>Principal Councils can apply for specific or additional senior salaries that do not fall within the current Framework.</b>
<b>Comments</b>	Slight amendment to the wording. Agreed.
<b>Determination 13</b>	<b>The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the Executive.</b>
<b>Comments</b>	New determination. Agreed.

#### Section 4 - Joint Overview and Scrutiny Committees (JOSC)

<b>Determination 14</b>	<b>The salary level for a Chair of a Joint Overview and Scrutiny Committee shall be £8,793.</b>
<b>Comments</b>	New determination. Agreed.

<b>Determination 15</b>	<b>The salary level for a Vice Chair of a Joint Overview and Scrutiny Committee shall be £4,396.</b>
<b>Comments</b>	New determination. Agreed.

#### Section 5 - Pension Provision for Elected Members of Principal Councils

<b>Determination 16</b>	<b>The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.</b>
<b>Comments</b>	No Change. Agreed.

#### Section 6 - Entitlement to Family Absence

<b>Determination 17</b>	<b>An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.</b>
<b>Comments</b>	Slight amendment to the wording. Agreed.

<b>Determination 18</b>	<b>When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 19</b>	<b>It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 20</b>	<b>If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 21</b>	<b>When a Council agrees a paid substitution for family absence the Panel must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 22</b>	<b>The Council's schedule of remuneration must be amended to reflect the implication of the family absence.</b>
<b>Comments</b>	No Change. Agreed.

### **Section 7 - Payments to Members of National Park Authorities**

Determinations 23-29 relate to Members of National Park Authorities. The Authority does not have any Councillors that are Members of National Park Authorities. No comment.

### **Section 8 - Payments to Members of Welsh Fire and Rescue Authorities**

<b>Determination 30</b>	<b>The basic salary for FRA ordinary members shall be £2,369 with effect from 1 April 2022.</b>
<b>Comments</b>	There are 7 Swansea Councillors that are Members of Welsh Fire and Rescue Authorities. This determination would lead to a salary increase per Councillor which would be payable by the Fire and Rescue Service. No comment.

<b>Determination 31</b>	<b>The senior salary of the Chair of an FRA shall be £11,162 with effect from 1 April 2022.</b>
<b>Comments</b>	The Chair is paid by the Fire and Rescue Service. No comment.

<b>Determination 32</b>	<b>An FRA senior salary of £6,109 must be paid to the Deputy Chair where appointed.</b>
<b>Comments</b>	The Deputy Chair is paid by the Fire and Rescue Service. No comment.

<b>Determination 33</b>	<b>Chairs of committees or other senior posts can be paid. This shall be paid at £6,109.</b>
<b>Comments</b>	Chair of Committees are paid by the Fire and Rescue Service. No comment.

<b>Determination 34</b>	<b>Members must not receive more than one FRA senior salary.</b>
<b>Comments</b>	No Comment. Agreed

<b>Determination 35</b>	<b>A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.</b>
<b>Comments</b>	No Comment. Agreed.

<b>Determination 36</b>	<b>Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply.</b>
<b>Comments</b>	Slight amendment to the wording. Agreed.

**Section 9 - Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

<b>Determination 37</b>	<b>Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights Table 7 (of the IRPW Report).</b>
<b>Comments</b>	No Change. Agreed.
<b>Observation</b>	All references to the Audit Committee should be amended to read "Governance & Audit Committee" to reflect the Local Government & Elections (Wales) Act 2021.

Chairs of Standards, and Audit Committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary members of Standards Committee who also Chair Standards Committees for Community / Town Councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary members of Standards Committees; Education Scrutiny Committee, Crime and Disorder Scrutiny Committee and Audit Committee	£210 (4 hours and over) £105 (up to 4 hours)
Community and Town Councillors sitting on Principal Council Standards Committees	£210 (4 hours and over) £105 (up to 4 hours)

<b>Determination 38</b>	<b>Reasonable time for pre-meeting preparation is 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.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 39</b>	<b>Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 40</b>	<b>The appropriate officer within the authority must 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.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 41</b>	<b>Fees must be paid for meetings and other activities including 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.</b>
<b>Comments</b>	No Change. Agreed.

<b>Determination 42</b>	<b>Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.</b>
<b>Comments</b>	No Change. Agreed.

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**Section 10 – Contribution towards Costs of Care and Personal Assistance (CPA)**

<b>Determination 43</b>	<p><b>All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.</b></li> <li>• <b>Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the <a href="https://www.livingwage.org.uk/what-real-living-wage">hourly rates as defined by the Living Wage Foundation</a> at the time the costs are incurred.</b></li> </ul> <p><b><a href="https://www.livingwage.org.uk/what-real-living-wage">https://www.livingwage.org.uk/what-real-living-wage</a></b></p> <p><b>This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</b></p>
<b>Comments</b>	Agree.

## Section 13 - Payments to Members of Community and Town Councils

Determinations 44-52 relate to Community / Town Councils. They are listed below for information only.

<b>Determination 44</b>	<b>Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those Councils in Group 5 where the payment is optional.</b>
<b>Comments</b>	Slight amendment to the wording. Agreed.
<b>Determination 45</b>	<p><b>Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</b></p> <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>
<b>Comments</b>	No Change. Agreed.
<b>Determination 46</b>	<p><b>If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</b></p> <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 - London overnight.</li> <li>• £95 - elsewhere overnight.</li> <li>• £30 - staying with friends and/or family overnight.</li> </ul>
<b>Comments</b>	No Change. Agreed.



<b>Determination 47</b>	<p>Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> <li>• Up to £55.50 for each period not exceeding 4 hours.</li> <li>• Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>
<b>Comments</b>	No Change. Agreed.
<b>Determination 48</b>	<p>Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.</p> <p>Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website.</p>
<b>Comments</b>	Agreed.
<b>Determination 49</b>	Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
<b>Comments</b>	No Change. Agreed.
<b>Determination 50</b>	Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
<b>Comments</b>	No Change. Agreed.
<b>Determination 51</b>	<b>The application of the Remuneration Framework by relevant Group.</b>
<b>Comments</b>	Agreed.
<b>Determination 52</b>	Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.
<b>Comments</b>	No Change. Agreed.

# Agenda Item 9



## Report of the Chair

Democratic Services Committee – 8 November 2021

### Work Plan 2021-2022

Date	Item
27 September 2021 (Special)	<ul style="list-style-type: none"><li>• Councillor Induction &amp; Training Programme 2022</li><li>• Results of the Questionnaire on Remote Meetings</li><li>• Hybrid / Multi-Location Meeting Policy</li><li>• Democratic Services Committee Annual Reports 2019-2020 &amp; 2020-2021</li></ul>
8 November 2021	<ul style="list-style-type: none"><li>• Councillors' ICT Allowances Policy</li><li>• Councillor Expenses / Costs of Care</li><li>• Hybrid / Multi-Location Meeting Policy</li><li>• Diversity in Democracy Action Plan</li><li>• Feedback from Councillor Champion</li><li>• IRPW Draft Annual Report 2022-2023 - Consultation</li></ul>
31 January 2022	<ul style="list-style-type: none"><li>• Diversity in Democracy</li><li>• Councillor Induction &amp; Training Programme 2022</li><li>• E-learning</li><li>• Feedback from Councillor Champion</li></ul>
21 March 2022	<ul style="list-style-type: none"><li>• Councillor Handbook</li><li>• Feedback from Councillor Champion</li></ul>