



City and County of Swansea

Minutes of the **Democratic Services Committee**

Committee Room 5 - Guildhall, Swansea

Tuesday, 6 November 2018 at 4.30 pm

Present: Councillor P M Black (Chair) Presided

Councillor(s)

N J Davies
S M Jones
G J Tanner

Councillor(s)

L S Gibbard
W G Lewis
L J Tyler-Lloyd

Councillor(s)

J A Hale
S Pritchard
L V Walton

Officer(s)

Huw Evans
Allison Lowe
Tracey Meredith

Head of Democratic Services
Democratic Services Officer
Chief Legal Officer

Apologies for Absence

Councillor(s): M Durke and E T Kirchner

8 Disclosures of Personal and Prejudicial Interests.

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

Councillors P M Black, N J Davies, L S Gibbard, J A Hale, S M Jones, W G Lewis, S Pritchard, G J Tanner, L J Tyler-Lloyd and L V Walton declared a Personal Interest in Minute 10 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2019-2020 – Consultation".

9 Minutes.

Resolved that the Minutes of the Democratic Services Committee held on 31 July 2018 be approved and signed as a correct record.

Matters Arising

Minute 6 – Social Media – A Guide for Members – WLGA First Draft

The Chair informed the Committee that the changes suggested by them at their last meeting had been fed back to the WLGA and incorporated in the final version, which had now been circulated to all Councillors.

10 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2019-2020 - Consultation.

The Head of Democratic Services Committee presented a report to consult and comment on the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2019-2020 which commented upon the determinations made affecting the City and County of Swansea and proposed responses.

The comments would form a report to Council followed by a formal reply to the IRPW by their deadline of 27 November 2018. The final IRPW report would be published in February 2019.

Resolved that the report be recommended to Council for approval.

11 Review of Councillors Handbook.

The Head of Democratic Services presented a report in order to review Section A "Councillor and Co-Opted Member Remuneration (Salaries, Allowances & Expenses)" of the Councillors Handbook.

Section A was last reviewed by the Democratic Services Committee on 7 November 2017 with Council adopting the changes at its meeting on 14 December 2017.

The Head of Democratic Services had undertaken a further review of Section A in order to ensure that it was in line with the determinations of the Independent Remuneration Panel for Wales, workable with the Councillors Self Service (Oracle) system and avoids duplication of content with the Members' Schedule of Remuneration.

Resolved that:

- 1) The amendments suggested by the Head of Democratic Services be approved;
- 2) The amended Section A of the Councillors Handbook be recommended to Council for adoption.

The meeting ended at 4.56 pm

Chair