



Report of the Head of Democratic Services

Democratic Services Committee – 10 January 2022

Review of Councillors Handbook

Purpose:	To review Sections A-C of the Councillors Handbook and to recommend the amended version for adoption by Council.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The amendments proposed by the Head of Democratic Services in the Appendices to the report be recommended to Council for adoption.
Report Author:	Huw Evans
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Councillors Handbook provides information to Councillors / Co-opted Members. The Councillors Handbook was last reviewed by the Democratic Services Committee in 2018. Council adopted the reviewed changes at its meetings on 24 May 2018 & 22 November 2018.
- 1.2 The Councillors Handbook is split into 4 Sections:
- a) Financial Information.
 - b) Support Services.
 - c) Protocols.
 - d) Role Descriptions & Person Specifications.
- 1.3 The Head of Democratic Services has reviewed Sections A-C of the Councils Handbook. Section D will be reviewed in the New Year.

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

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

2. Section A - Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses)

2.1 **Appendix A** of the report sets out a tracked changes version of the proposals by the Head of Democratic Services.

3. Section B - Support Services

3.1 **Appendix B** of the report sets out a tracked changes version of the proposals by the Head of Democratic Services.

4. Section C - Protocols

4.1 There are no proposed changes to Section C. The current version of Section C may be viewed at www.swansea.gov.uk/cllrshandbook

5. Financial Implications

5.1 There are no financial implications associated with this report.

6. Legal Implications

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

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.
- 7.5 The impact will be positive for all Councillors. The review will seek to ensure that many of the answers required by Councillors will be included within the Councillors Handbook.

Background papers: None

Appendices:

- Appendix A Councillor and Co-opted Member Remuneration (Salaries, Allowances & Expenses).
- Appendix B Support Services