



City and County of Swansea

Minutes of the **Democratic Services Committee**

Remotely via Microsoft Teams

Monday, 10 January 2022 at 4.00 pm

Present: Councillor L James (Chair) Presided

Councillor(s)

J E Burtonshaw
M Jones
L V Walton

Councillor(s)

M Durke
E T Kirchner
L J Tyler-Lloyd

Councillor(s)

J A Hale
B J Rowlands

Officer(s)

Allison Lowe
Huw Evans
Sarah Lackenby
Debbie Smith

Democratic Services Officer
Head of Democratic Services
Head of Digital & Customer Services
Deputy Chief Legal Officer

Apologies for Absence

Councillor(s): S M Jones and W G Lewis

27 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 J E Burtonshaw, M Durke, J A Hale, L James, M Jones, E J Kirchner, B J Rowlands, L J Tyler-Lloyd and L V Walton declared a personal interest in Minute 29 "Councillors ICT Allowances Policy – May 2022 & Beyond."

28 Minutes.

Resolved that the Minutes of the Democratic Services Committee held on 8 November 2021 be approved and signed as a correct record.

29 Councillors ICT Allowances Policy - May 2022 & Beyond.

The Head of Democratic Services and Head of Digital & Customer Services presented a joint report to review the "Councillors ICT Allowances Policy – May 2017 and Beyond" and recommend a May 2022 & Beyond version to Council. The amended Policy should ensure that Councillors and Statutory co-opted Members receive ICT provision suited to their needs and compliant with the determinations of the Independent Remuneration Panel for Wales (IRPW).

Resolved that:

- 1) The Head of Digital & Customer Services review the Councillors ICT Allowances amounts ensuring they are adequate for May 2022 & beyond and that the revised amounts be included in the budget process.
- 2) The reviewed and amended Councillors ICT Allowances Policy – May 2022 & beyond be agreed and recommended to Council for adoption subject to the following amendment(s) to Appendix A:

Paragraphs 4.2(a) and 5.1(a) be amended to read “They produce proof twice in a 5 year term of office of their Data and Telephone connection at their home”.

- 3) The Head of Digital & Customer Services provide a “Good Habits” Helpful Guide to Councillors setting out subjects such as Back Up & Sync etc.
- 4) Modern.gov software training be added to the Councillors Induction Programme.

30 Review of Councillors Handbook.

The Head of Democratic Services presented a report to review Sections A-C of the Councillors Handbook and to recommend the amended version for adoption by Council.

Resolved that the amendments proposed by the Head of Democratic Services in the Appendices to the report be recommended to Council for adoption subject to the following additional amendments:

Appendix B, paragraph 9 – replace “Both Teams” with “The Cabinet Office / DS Team.”

31 Workplan 2021-2022.

The Head of Democratic Services stated that whilst there were currently no agenda items scheduled for the next meeting, he anticipated that he would be in a position to present further items at the meeting scheduled for 21 March 2022.

The meeting ended at 4.29 pm

Chair