



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

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**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**