



Report of the Head of Democratic Services

Democratic Services Committee – 31 July 2023

Councillors Annual Report

Purpose:	To remind Councillors of their right to produce a Councillors Annual Report.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The report be noted and circulated to all Councillors.
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1. Introduction

- 1.1 Section 5 of the Local Government (Wales) Measure 2011 contains provisions intended to strengthen local democracy. Section 5 requires each Local Authority to ensure that their Councillors can make an Annual Report on their Council activities during the previous year and Cabinet Members to report on their Executive duties. This information is to be published on the Authority's website.
- 1.2 The Authority has arrangements in place allowing Councillors to produce Annual Reports; however, it is a personal matter for Councillors whether they wish to publish an Annual Report.
- 1.3 The Authority has placed a link to a Councillors Annual Report from the Authority's website detailing information on individual Councillors. Councillors Annual Reports may be viewed at www.swansea.gov.uk/councillors

2. Councillor Annual Report Templates

- 2.1 The Statutory Guidance relating to Councillors Annual Reports is set out in **Appendix A**. The Guidance states that Annual Reports should avoid promoting political achievements, be written in the past tense, and limited to 2 sides of A4.

The Authority limits a Councillor in receipt of a Civic or Senior Salary to 3 sides of A4 to allow them space to outline their special responsibility work.

- 2.2 The Guidance states that “*Annual Reports might be expected to include Role and responsibilities (membership of internal and external committees, panels, groups, and organisations); Constituency Activity; Initiatives and Special Activities, Learning & Development; and Other Activities*”.
- 2.3 The Councillor Annual Report Template is set out in **Appendix B**. Basic Salary Councillors are permitted 2 x Sides of A4 whilst Civic / Senior Salary Councillors are permitted 3 x Sides of A4.
- 2.4 Section 2 “Councillor Attendance at selected Council Body Meetings” and Section 5 “Learning and Development” are populated with a relevant weblink by the Democratic Services Team.
- 2.5 As Section 2 “Councillor Attendance at selected Council Body Meetings”, Section 5 “Learning and Development” and Section 7 “Councillors Remuneration” will be prepopulated, the Democratic Services Team publish the Councillors Annual Reports in June / July each year regardless of whether a Councillor has completed the other sections. The rationale behind this being that the relevant sections of interest to the public will be listed.

3. Guidance to Councillors on Producing Annual Reports

- 3.1 These are some quick tips to assist Councillor in producing Councillor Annual Reports.
 - 1) The Authority has defined the Annual Report to run for a Municipal Year i.e., from the Annual Meeting of Council until the day before the next one.
 - 2) Content must be in the past tense.
 - 3) Max of 2 sides of A4 for a Basic Salary Councillor.
 - 4) Max of 3 sides of A4 for a Civic or Senior Salary Councillor.
 - 5) Content must avoid promoting political achievements.
 - 6) Councillors are advised to compile their Annual Reports throughout the year, as it is so easy to forget the work carried out.
 - 7) Annual Reports should be published in May, June, or July. Although late additions are permissible.
 - 8) Councillor Annual Reports will be translated into Welsh and English prior to being published online.

4. Integrated Assessment Implications

- 4.1 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.

4.2 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'.

4.3 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.

4.4 An IIA screening has been undertaken and no adverse implications have been noted.

5. Financial Implications

5.1 Any financial implications will be funded within existing budget.

6. Legal Implications

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

Background Papers: None.

Appendices:

Appendix A	Statutory Guidance relating to Councillors Annual Reports
Appendix B	Councillor Annual Report Template