

## Appendix B

### City & County of Swansea - Councillor's Annual Report – 20xx-20xx

This Councillor's Annual Report outlines their activities over the year ending **xx May 2023**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of the City and County of Swansea.

<b>Councillor:</b>		<b>Electoral Ward:</b>	
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<b>Civic / Senior Salary Position (if applicable):</b>	
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#### **Section 1: Constituency activities**

*This section covers your activities on behalf of your constituents. Please list, or comment on, such activities as, the number of surgeries you have held and other support given to constituency initiatives. If there have been major campaigns please list these in Section 4.*

Basic 2000 / Senior 4200 – no. of characters including spaces?

#### **Section 2: Councillor attendance at selected Council body meetings**

Attendance at Council body meetings is only one of the important elements of a Councillor's duties. Councillors are also active by holding surgeries, attending meetings, and dealing with general electoral ward enquiries.

Web Link provided by DS Team.

#### **Section 3: Councillors role and responsibilities**

*This section covers Council responsibilities, e.g. Committees not listed in 2 above. Attendance at non Council recorded meetings may be included here too.*

Web Link provided by DS Team.

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#### **Section 4: Initiatives and Special activities**

*This section covers major initiatives or special projects carried out on behalf of constituents or the City & County of Swansea. For example you may have been involved in, or even headed, a working party or action group to study or report on some major activity. Please give a summary of the activity, the work involved and, if concluded, the outcome.*

Basic 550 / Senior 1550 – no. of characters including spaces?

#### **Section 5: Learning and Development**

*This section covers the special knowledge or skills that you bring to the role of Councillor. For example, you may be a specialist planner or have particular experience of one facet of Council activities. Please indicate if there is anything special you bring to the role or there is any special training that you have received that helps you in your role.*

Web Link provided by DS Team.

#### **Section 6: Other activities and issues**

*This section is for you to write anything else about which you feel your constituents should be aware.*

Basic 700 / Senior 1800 – no. of characters including spaces?

#### **Section 7: Councillors Remuneration**

DS Team to add Councillors salary

Councillors travel and subsistence claim forms can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13266&path=0&LLL=0>

Councillors annual expenses and allowances can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13284&path=0&LLL=0>

**Date:**

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