

Document Pack



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TUESDAY, 7 MARCH 2017

TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN AT 10.00 AM, ON TUESDAY, 14TH MARCH, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Martin S. Davies
Telephone (direct line):	01267 224059
E-Mail:	MSDavies@carmarthenshire.gov.uk
Ref:	AD016-001

<p>DEMOCRATIC SERVICES COMMITTEE MEMBERSHIP – 5 MEMBERS</p>

PLAID CYMRU GROUP 2 MEMBERS

1. Councillor W.T. Evans [Vice-Chair]
2. Councillor D. Price

LABOUR GROUP 2 MEMBERS

1. Councillor T. Davies [Chair]
2. Councillor J.D. James

INDEPENDENT GROUP 1 MEMBER

1. Councillor H.B. Shepardson

A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 28TH NOVEMBER 2016. 5 - 8
4. MEMBER INDUCTION PROGRAMME 2017. 9 - 46
5. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2017). 47 - 62
6. MEMBERS ICT PROVISION 63 - 66

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DEMOCRATIC SERVICES COMMITTEE

MONDAY, 28 NOVEMBER 2016

PRESENT: Councillor T. Davies (Chair)

Councillors: W.T. Evans, J.D. James, D. Price and H.B. Shepardson

The following Officers were in attendance:

L.R. Jones, Head of Administration and Law

G. Morgan, Democratic Services Manager

J. Owen, Democratic Services Officer

Democratic Services Committee Room, County Hall, Carmarthen - 10.00 - 10.35am

1. APOLOGIES FOR ABSENCE.

No apologies were received.

It was noted that Councillor Mair Stephens the Executive Board Member Development Champion was not able to attend the meeting.

2. DECLARATIONS OF PERSONAL INTERESTS.

There were no declarations of personal interest.

3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 1ST SEPTEMBER 2016

UNANIMOUSLY RESOLVED that the minutes of the meeting of the Democratic Services Committee held on the 1st September 2016 be signed as a correct record.

4. INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT - FEBRUARY 2017

The Committee received for consideration the IRPW's Draft Annual Report (February 2017) that made a number of determinations and recommendations that the Council was required to consider incorporating within its Councillors' and Co-opted Member's Allowances Scheme for 2017/18. It was a requirement that the draft annual report was sent to County Councils and comments had to be submitted by no later than 28th November 2016. The IRPW was required to take into account the representations it had received on the draft before issuing its final version of the report in February 2017.

For 2017/18, the IRPW recommended that the Basic Salary be increased by 0.75%. The increase would be the first in 3 years and would represent an increase of £100 in basic salary for councillors to £13,400. However, there were no plans to increase senior salaries. Following consideration, the Committee felt that although the uplift of 0.75% in basic salary was acceptable, it was not sufficient to encourage younger people to join local government and become a councillor, particularly in a full time role.

It was suggested that Officers work closely with schools and colleges who have their own internal Council in order to educate and encourage youngsters to continue their role further into Local Government.

Members noted that Care Allowances would be re-named to 'Reimbursement of costs of care' and that the IRPW had also proposed changes in the way that such payments are published by allowing Councils to either "Publish the details of the amounts reimbursed to named members; or the total amount reimbursed by the authority during the year but not attributed to any named member. The Committee felt that in order to be open and transparent, the Authority should continue to publish allowances paid to individual members on the Council website.

It was raised, that those standing as Vice Chairperson, currently does not receive any allowance for undertaking this role. The Head of Administration and Law informed Members that a provision was available should the Committee wish to apply for an additional Senior Salary, however, the additional workload would need to be evidenced in order for the application to be successful.

The Chair stated that a response would be forwarded to IRPW incorporating Members comments.

UNANIMOUSLY RESOLVED that the Committee authorise the Chair to submit a response to the IRPW on behalf of the Committee.

5. CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION - ANNUAL REPORT 2015/16

The Head of Democratic Services presented Carmarthenshire County Council's scrutiny Function Annual Report 2015/16 to the Committee.

The Chair commented that scrutiny within the Council had developed considerably over the last few years and was now proving to be more engaging and effective.

Due to the increasing emphasis on Scrutiny functions, it was asked if the webcasting facility could be extended to each Scrutiny Committee. The Head of Democratic Services informed the Committee of the timeliness of the request as the current webcasting contract was due to end on 31st March 2017 and that this matter would be considered going forward into the new contract.

A Member noted an error on page 115 of the report referring to 2014/15 which should be 2015/16. The Head of Democratic Services stated that she would rectify the error and would also arrange for the Scrutiny Function Annual Report to be published onto the Council website.

UNANIMOUSLY RESOLVED that:

- 5.1 The report be received;**
- 5.2 The report be published onto the Council website.**

6. DEMOCRATIC SERVICES FUNCTION ANNUAL REVIEW

The Committee considered the Annual Review report of the Democratic Services Function. The report provided members with an outline of support provided by the Democratic Services Unit over the last 12 months which included;-

- Democratic Services Resources
- Committee Support
- Civic & Member Support
- Elected Member Support and Accommodation
- Democratic Services Committee Work Programme

With regard to a reminder which had been sent to the Leaders of each Political Group emphasising the importance of holding one to one meetings with their members in order to ascertain their training needs. Disappointment was expressed that, Leaders had not yet provided a response and in not doing so had missed a valuable opportunity to provide their Members' training requirements.

The Chair informed Members that it had not been possible to circulate the Induction Survey (agreed at the last meeting) due to technical difficulties however, there were plans in place to hold Focus Groups in the New Year.

The Chair expressed his gratitude and thanks to all members of the Democratic Services Unit for their hard work and commitment.

UNANIMOUSLY RESOLVED to note the Democratic Services Function Annual Review.

7. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

The Committee received and considered an updated forward work programme for 2016/17 which provided Members with Agenda Items for the 2016/17/18 Democratic Committee Cycle.

The Head of Democratic Services informed the Committee that Personal Development Reviews would be added to the agenda on a regular basis.

UNANIMOUSLY RESOLVED that the report be adopted.

CHAIR

DATE

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Democratic Services Committee

Date: 14/03/17

Subject: MEMBER INDUCTION PROGRAMME 2017

Purpose:

To update the committee on progress in the development of the Member Induction Programme 2017.

Recommendations / key decisions required:

- To obtain the Committee's views on the draft Member Induction Programme.

Reasons:

To update the committee and invite comments on draft induction programme

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- W.T. Evans – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

Tel Nos. 01267 246186

E Mail Addresses:
HMDaniels@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Democratic Services Committee
14/03/2017

Member Induction programme 2017

Member Induction Programme 2017

The WLGA in conjunction with the Lead Member and Officer network have produced what a typical induction might look like and which aspects of an induction might be usefully considered mandatory.

Within Carmarthenshire Count Council, we have adopted this induction and produced a 12 month development programme to support new and returning members following Elections in May 2017.

We also held two focus groups during February to seek feedback from existing councillors to help assist in delivering an effective induction programme to both new and returning councillors.

The focus groups discussed;

1. What worked well at the 2012 Councillor Induction?
2. What aspects of the 2012 Councillor Induction could have been better?
3. What would you like to see different at the 2017 Councillor Induction?

Key points from the focus groups included;

- Health and Safety / personal safety and lone working policies
- The role of the Public Services Board and joint scrutiny
- Corporate manslaughter to be included
- Explanation of Agile working
- Training of 'Chairing' meetings (to include specific consideration of community based roles)
- The use of social media (to include opportunities, risks and links to the code of conduct). This could include webcasting
- Council Chambers should be used when possible, so that new Members get used to the setting / acoustics / microphones etc.
- Members highlighted the video clips used as part of the initial webcasting training as good practice
- Could session notes be shared through a shared drive?
- Learning & Development were asked to share the timetable as soon as possible
- Is it possible to offer more than one session and at different times i.e. from 4pm?
- Members asked for narrative with each session title e.g. Corporate Parenting (what exactly does the session include)

Current Position

The Members Induction Programme is currently in draft and awaiting confirmation on Responsible Officers for some sessions identified. Each session has objectives to give the member an awareness of what will be covered.

The Members Induction Programme needs to be completed by Monday 13th March in order for it to be translated and ready to send to members following notice of candidature.

The draft Member Induction Programme is attached for comments.

DETAILED REPORT ATTACHED?

YES - Draft Member Induction Programme

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **P.R. Thomas** **Assistant Chief Executive**

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **P.R. Thomas** **Assistant Chief Executive**

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee: N/A

2. Local Member(s)

Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.

3. Community / Town Council – N/A

4. Relevant Partners – N/A

5. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE (Delete as applicable)

Title of Document	File Ref No.	Locations that the papers are available for public inspection

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SUPPORTING COUNCILLORS TO SERVE OUR COMMUNITY COUNCILLOR INDUCTION/REFRESHER PROGRAMME 2017

Dear Councillor

Congratulations on your election to Carmarthenshire County Council.

As a Councillor you have a number of important roles and responsibilities to discharge. Perhaps you are thinking:-

“What could happen if.....

.....I'm not sure of my legal or ethical responsibilities?

.....I don't know who to contact about a particular issue?

.....I'm asked to contribute to a meeting?

.....I'm asked about the performance of the Council?

.....I'm not sure how the Council makes decisions?

.....I'm not sure which department does what?

.....I'm asked to sit on a committee?”

All these questions and more will be answered by Carmarthenshire's Councillor Induction/Refresher Programme, and to ensure we're covering the right topics in the programme officers have worked closely with group leaders to develop it.

The programme, designed primarily for new Councillors but also open to re-elected Councillors, aims to give you information and advice to make your role as a Councillor as effective and rewarding as possible in the early days and beyond. The comprehensive programme is delivered to fit your busy schedule and to provide you with sufficient knowledge and understanding to get you off to a good start as a serving Councillor for Carmarthenshire County Council.

I wish you all the best in your new role and please remember that the officers of the Council are here to help you fulfil this role.

Mark James

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Chief Executive

Module Title	Day	Date	AM	PM
Introduction to Carmarthenshire County Council & Launch of Induction Programme (All Members)	Thursday	11 th May		◆
ICT Induction and equipment (All Members)	Friday	12 th May	All Day	
Code of Conduct, Ethics, Standards, Legal Duties and Responsibilities (All Members)	Monday	15 th May	All Day	
Local Government Finance including budgetary and treasury management (All Members)	Wednesday	17 th May	All Day	
Familiarisation Tour of the West of the County for Newly Elected Members To include	Friday	19 th May	All Day	
Familiarisation Tour of the East of the County for Newly Elected Members To include	Tuesday	23 rd May	All Day	
Executive Board Media Training (All Members)	Thursday	25 th May	All Day	
Members of the Planning Committee (Panel Members)	Friday	26 th May	◆	
Members of the Planning Committee (Panel Members)	Wednesday	31 st May		◆
Members of the Standards Committee (Panel Members)	Friday	9 th June	◆	

Module Title	Day	Date	AM	PM
Planning for non-planning members (All Members)	Monday	12 th June	All Day	
Appointments, appeals and interview skills (Panel Members)	Thursday	15 th June	All Day	
Members of the Licensing Committee (Hackney Carriage etc) (Panel Members)	Friday	16 th June	All Day	
Members of the Licensing Committee (Licensing Act & Gambling) (Panel Members)	Monday	20 th June	All Day	
Council Policy Framework Equalities and Diversity; Welsh Language; Sustainability [All Members]	Wednesday	21 st June	All Day	
Scrutiny in Carmarthenshire Including Performance Management [All Members]	Friday	23 rd June	All Day	
Members of the Audit Committee (Panel Members)	Friday	7 th July	All Day	
Corporate Parenting (All Members)	Friday	21 st July	◆	
Decisions for Future Generations (Well-being of Future Generations Act) (All Members)	Friday	21 st July		◆
Social Services and Well-being (Wales) Act (All Members)	Monday	4 th Sept	◆	

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Module Title	Day	Date	AM	PM
Safeguarding (All Members)	Monday	4 th Sept		◆
Scrutiny Chairing & Chairing Skills (committee and meeting management) (All Chairs)	Wednesday	13 th Sept	All Day	
Data Management & Freedom of Information (All Members)	Friday	22 nd Sept	All Day	
Health & Safety to include Corporate Manslaughter (All Members)	Thursday	28 th Sept	◆	
Executive Board Development (Cabinet Members)	Friday	6 th October	All Day	
Welsh Local Government (WLGA) Regional Workshop (Halliwell Centre, Carmarthen)	Friday	13 th Oct	All Day	
Community Leadership and Casework (All Members)	Friday	20 th Oct	All Day	
Education Consortia – Their Work (All Members)	Tuesday	24 th Oct	All Day	
Policy, Services & Legislative Requirements Update (All Members)	Monday	6 th Nov	All Day	

PRACTICAL ARRANGEMENTS

- ◆ Session venues are as described in the programme. Attendance will qualify as an approved duty for the payment of expenses.
- ◆ Unless otherwise stated session timings are as follows:
 - a.m. 10.00 – 12:30
 - p.m. 2:00 – 4:30
- ◆ Additional evening sessions may be organised depending on demand due to work/caring commitments of new Councillors.
- ◆ All materials presented to Councillors will be bi-lingual with simultaneous translation at every session. While the 'lead' facilitator at each session will not necessarily be bi-lingual – at least one Welsh speaking officer will be present.
- ◆ A Democratic Services Officer will be present at all sessions to respond to general support queries and will ensure attendance registers and evaluation forms are completed.
- ◆ Car parking is available at or near all venues.
- ◆ A loop system will be available at all sessions.
- ◆ If you have any queries with regard to this programme or are unable to attend sessions as planned please contact the Democratic Services Team on (01267) 224028.

If you would require a large print or an electronic version of this document please contact the Democratic Services Team.

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Thursday, 11 May 13:30 – 16:00 Venue TBC</p>	<p>Introduction to Carmarthenshire County Council & Launch of Induction Programme</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ To outline the main functions of the Council and of the responsibilities of each service; ◆ To provide you with an understanding of the principal strategies and the vision for service delivery for Carmarthenshire. ◆ To receive detailed information on the arrangements for the Induction/Refresher Programme for Councillors. <p>The afternoon will consist of:-</p> <ul style="list-style-type: none"> ◆ Presentation by Chief Executive; ◆ Presentation from ???? ◆ An introduction to the Councillor Induction/Refresher Programme; ◆ Time to browse the departmental 'stands' providing comprehensive information on the work of individual directorates; ◆ An opportunity, over refreshments, to network with other Councillors and officers. 	<p>Mark James Chief Executive</p> <p>Other Speakers TBC</p> <p>Thursday, 11 May</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Monday, 15 May</p> <p>10:00 – 12:30</p> <p>Venue TBC</p>	<p>Ethics, Standards, Legal Duties and Responsibilities (Note: All Members to Attend)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ To provide Councillors with the knowledge and understanding of the statutory and ethical framework within which they are obliged to operate to make decisions which are based only on merit and the public interest. <p>Specifically knowledge and understanding in the following areas:</p> <ul style="list-style-type: none"> ◆ The ethical and statutory background; ◆ The new local code of conduct; ◆ General code provisions; ◆ Personal and prejudicial Interests; ◆ Declarations and dispensations; ◆ Advice and enforcement roles; ◆ Breach of the code-potential outcomes. 	<p>Head of Administration and Law</p> <p>Linda Rees Jones</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Wednesday, 17 May</p> <p>10.00-16.30</p> <p>Venue TBC</p>	<p>Local Government Finance including budgetary and treasury management</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ To provide an overview of local government finances – Where do they come from? What are they spent on? And who is responsible for them? ◆ To provide an overview of the statutory background and the regulatory framework within which finances are governed; ◆ To provide an introduction to local government finance as a key to understanding its central role in both policy making and scrutiny; ◆ To provide an overview of the commonly used terms in local government finance and the wider resourcing of local government; ◆ To provide an overview of the Housing Benefit system. 	<p>Head of Finance</p> <p>Chris Moore</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Friday 19 May All Day</p> <p>Session will start from County Hall, Carmarthen</p>	<p>Familiarisation Tour of the West of the County for Newly Elected Members</p> <p>To include</p> <p>Objectives:</p> <ul style="list-style-type: none"> ❖ In company with Councillors and officers to participate in a tour of West Carmarthenshire designed to deliver an insight into the range of services provided by the authority by visiting a number of key service locations. <p>The tour will include lunch and will be a good opportunity to meet with colleagues in an informal setting and to see at firsthand how services are provided</p>	<p>TBC</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Tuesday 23 May All Day</p> <p>Session will start from County Hall, Carmarthen</p>	<p>Familiarisation Tour of the East of the County for Newly Elected Members</p> <p>To include</p> <p>Objectives:</p> <ul style="list-style-type: none"> ❖ In company with Councillors and officers to participate in a tour of East Carmarthenshire designed to deliver an insight into the range of services provided by the authority by visiting a number of key service locations ❖ The tour will include lunch and will be a good opportunity to meet with colleagues in an informal setting and to see at firsthand how services are provided and facilitated 	<p>TBC</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Friday 26 May	<p data-bbox="472 284 965 320">Executive Board Media Training</p> <p data-bbox="472 392 647 429">Objectives:</p> <ul data-bbox="521 501 1653 719" style="list-style-type: none"> <li data-bbox="521 501 1532 537">◆ The types of social media available and how they might be used <li data-bbox="521 544 1039 580">◆ Getting started on social media <li data-bbox="521 587 1256 624">◆ Social media etiquette and abiding by the law <li data-bbox="521 630 1368 667">◆ An overview of the Council’s Social Media Guidelines <li data-bbox="521 673 1653 710">◆ Code of Conduct considerations for councillors when using social media 	<p data-bbox="1771 284 2078 368">Media & Marketing Manager</p> <p data-bbox="1794 424 2056 461">Deina Hockenhull</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Tuesday, 6 June 10.00-12.30</p> <p>Wednesday, 7 June 2.00-4.30</p> <p>Both sessions will be held in:</p>	<p>Members of the Planning Committee</p> <p>There will be two separate sessions covering different subjects. :-</p> <p>Objectives:</p> <p>Within the context of the terms of reference of the Planning Committee to enable Councillors on these committees to gain an understanding of the following</p> <ul style="list-style-type: none"> ◆ Introduction to the planning system for Councillors; ◆ Explanation of the decision making process; ◆ Code of Conduct for Councillors in Planning Matters and the Protocol re Representations to the County Council on Planning Applications; ◆ The possibilities and limitations of Planning Agreements and conditions; ◆ The role of the local Councillor in the process; ◆ Enforcement: an overview for Councillors; ◆ Background to the Development Plan: Unitary Development Plan & Local Development Plan; ◆ Conservation Areas and Listed Buildings - explanation of additional considerations; ◆ Biodiversity. 	<p>Head of Planning</p> <p>Llinos Quelch</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 9 June 10.00-12.30	Members of the Standards Committee Objectives: <ul style="list-style-type: none"> ◆ Understanding of the law and constitution in relation to conduct 	TBC

Date/Venue	Module Title/Objectives of Session	Contributors
Monday, 12 June	Planning for non-planning members Objectives TBC	Head of Planning Llinos Quelch

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Friday, 16 June</p> <p>10.00-4.00</p> <p>Chamber & Ante Room, 3 Spilman Street, Carmarthen</p>	<p>Members of the Licensing Committee (Hackney Carriage etc)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ Introduction to the relevant legislation and guidance for Councillors; ◆ Explanation of the decision making process; ◆ Code of Conduct for Councillors in Licensing Matters and the Protocol re Representations to the County Council on Licensing Applications; ◆ The role of the local Councillor in the process; ◆ Enforcement: an overview for Councillors. 	<p>Sue Watts Commercial Services Manager</p> <p>Robert Edgecombe Legal Services Manager</p> <p>Emyr Jones Principal Licensing Officer</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Tuesday, 20 June</p> <p>10.00-4.00</p> <p>Chamber & Ante Room, 3 Spilman Street, Carmarthen</p>	<p>Members of the Licensing Committee (Licensing & Gambling Acts)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ Introduction to the Licensing Act for Councillors; ◆ Explanation of the decision making process; ◆ Code of Conduct for Councillors in Licensing Matters and the Protocol re Representations to the County Council on Licensing Applications; ◆ An overview of the Licensing and Gambling Policies; ◆ The role of the local Councillor in the process; ◆ Enforcement: an overview for Councillors. 	<p>Sue Watts Commercial Services Manager</p> <p>Robert Edgecombe Legal Services Manager</p> <p>Emyr Jones Principal Licensing Officer</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Wednesday, 21 June 10:00 – 12:30	<p>Council Policy Framework</p> <p>To provide a general overview of the function and support available through the Council's Corporate Policy Team with a specific focus on policy requirements and duties in relation to:</p> <ul style="list-style-type: none"> • Equalities and Diversity; • Welsh Language; and • Sustainable Development. <p>Equalities and Diversity Objectives:</p> <ul style="list-style-type: none"> ◆ To provide Elected Councillors with an introduction to and raise awareness of equality and diversity arrangements and duties within Local Government in Wales; ◆ To outline the legal requirements and define the UK wide identified protected characteristics; ◆ To give an overview of Carmarthenshire County Council's Strategic Equality Plan and the duties placed on the Authority in terms of its role as an employer, as a provider of services and with the wider community; ◆ To explain a Councillor's individual role in promoting equality and diversity within the local authority and engage with the community they represent. 	<p>Gwyneth Ayres Partnership Officer</p> <p>Llinos Evans Policy & Partnership Officer</p>

Date/Venue	Module Title/Objectives of Session	Contributors
	<p>Council Policy Framework (Cont.)</p> <p>Equalities and Diversity; Welsh Language; Sustainable Development.</p> <p>Welsh Language Objectives:</p> <ul style="list-style-type: none"> ◆ To provide information regarding the Welsh Language and its use in Carmarthenshire; ◆ To outline national requirements and the role of the Welsh Language Commissioner and Welsh Government; ◆ To outline legal requirements and duties; ◆ To introduce Carmarthenshire County Council's Welsh Language Scheme; ◆ To outline the Council's role in promoting the use of the Welsh language in the community. <p>Sustainable Development Objectives:</p> <ul style="list-style-type: none"> ◆ To provide Elected Councillors with an introduction to sustainable development; ◆ To outline the Council's duties and priorities around sustainable development; ◆ To outline what sustainable development means for us in Carmarthenshire and how we can make a difference within the work of the Council and with our communities. 	

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 23 June	<p data-bbox="398 284 1406 323">Scrutiny in Carmarthenshire Including Performance Management</p> <p data-bbox="398 376 568 416">Objectives:</p> <p data-bbox="398 464 819 504">To gain an understanding of</p> <ul data-bbox="443 552 1435 683" style="list-style-type: none">◆ the role of scrutiny committees within the democratic process◆ the role of the elected member on Scrutiny◆ to gain an understanding of Scrutiny Procedure Rules	<p data-bbox="1883 284 2063 416">Democratic Services Manager</p> <p data-bbox="1854 504 2092 544">Gaynor Morgan</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 7 July	<p>Members of the Audit Committee</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ Ability to scrutinise financial performance ◆ An understanding of Risk Management ◆ An understanding of internal and external audit arrangements ◆ An understanding of the relative roles of audit and scrutiny. 	<p>Head of Finance</p> <p>Chris Moore</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 21 July 10.0-12.30	<p>Corporate Parenting</p> <p>Clarity on Welsh Government guidance for Councillors on how to be good Corporate Parent</p> <p>Objectives</p> <ul style="list-style-type: none"> ◆ To ensure Councillors are aware of their corporate parenting responsibilities ◆ To familiarise Councillors with Carmarthenshire's Corporate Parenting Strategy ◆ To provide an overview of the performance and challenges for the council in this area ◆ To introduce Councillors to the Corporate Parenting Team and the role of the Corporate Parenting Panel ◆ To provide an indication of the numbers of looked after children and care leavers ◆ To ensure Councillors are familiar with specific roles and duties 	<p>Service Manager – Corporate Parenting</p> <p>Bethan James</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Friday, 21 July</p> <p>2.00-4.30</p>	<p>Decisions for Future Generations (Well-being of Future Generations Act)</p> <p>Introduction:-</p> <ul style="list-style-type: none"> A. The sustainable development principle B. The 5 ways of working C. The 7 national goals <p>Our Duties as a public body:-</p> <ul style="list-style-type: none"> 1. Set and publish well-being objectives 2. Take all reasonable steps to meet those objectives 3. Publish a statement about well-being objectives 4. Publish an annual report of progress 	<p>Economic Development Manager</p> <p>Helen Morgan</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Monday, 4 September</p> <p>10.00-12.30</p>	<p>Safeguarding & Violence Against Women & Domestic Abuse & Sexual Violence Act</p> <p>To provide members an awareness of:</p> <ul style="list-style-type: none"> ◆ Safeguarding ◆ Being able to identify types, signs and symptoms of abuse ◆ Have the confidence to act on concerns, suspicions and observations regarding abuse and unsafe practice ◆ Have an understanding of who is at risk ◆ Explore policy and procedures to Safeguard ◆ Updated in line with the Social Services Well-being (Wales) Act <p>Violence Against Women & Domestic Abuse & Sexual Violence Act</p> <ul style="list-style-type: none"> ◆ What is VAWDASV act- background & context in Wales * Public service leadership, building a culture & infrastructure ◆ Who is affected? ◆ How do you recognise violence against women, domestic abuse & sexual violence ◆ What can be done?- Where can people get help? 	<p>Director of Communities</p> <p>Jake Morgan</p> <p>Delivered by SCDWP</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Monday, 4 September</p> <p>2.00-4.30</p>	<p>Social Services and Well-being (Wales) Act</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ Be aware of the Parts and features of the Act ◆ Understand the aims and ethos of the Act ◆ Understand the implications and the duty to promote well-being ◆ Explore a range of practical approaches to prevent and reduce the need for care and support of people in the local area ◆ Understand the critical role of information, advice and assistance ◆ Reflect on the implications of the Act for them and Social Services 	<p>Director of Communities</p> <p>Jake Morgan</p> <p>Delivered by SCDWP</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Wednesday, 13 September</p> <p>10.00-12.30</p>	<p>An Introduction to Chairing Skills.</p> <p>An informal workshop for new and returning members from the WLGA.</p> <p>This workshop will provide members with an opportunity to:</p> <ul style="list-style-type: none">◆ Review the role of the Chair both in and outside meetings◆ Hear about some useful practice◆ Have an opportunity to develop their individual approaches to the role◆ Discuss solutions to challenging situations <p>The workshop will be very informal and interactive providing many opportunities for personal learning, discussion and reflection.</p>	<p>WLGA</p> <p>Sarah Titcombe</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Wednesday, 13 September</p> <p>2.00-4.30</p>	<p>An Introduction to Scrutiny Chairing Skills.</p> <p>An informal workshop for new and returning members from the WLGA.</p> <p>This workshop will provide members with an opportunity to:</p> <ul style="list-style-type: none"> ◆ Review the role of the Scrutiny Chair generally as ‘team leader’ and meeting manager ◆ Hear about some useful practice in chairing scrutiny committees set within the effective scrutiny context ◆ Have an opportunity to develop their individual approaches to the role ◆ Discuss solutions to challenging situations <p>The workshop will be very informal and interactive providing many opportunities for personal learning, discussion and reflection.</p>	

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 22 September	<p>Data Management & Freedom of Information</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ How to treat information securely to comply with legislation and our policies. ◆ Why data protection is important ◆ How personal information is defined ◆ Appropriate data security measures ◆ An understanding of the Data Protection Act and how its 8 core principles apply to our work. ◆ A council and its staff have a duty to protect data and treat information securely. <ul style="list-style-type: none"> ◆ Explain what Freedom of Information is ◆ Explain why FOI was introduced ◆ Describe the impact of FOI on local authorities and the public. 	TBC

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Thursday, 28 September</p>	<p>Health & Safety (including Corporate Manslaughter)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ The Health & Safety roles and responsibilities of Councillors' both within the Authority and the wider community; ◆ The legislative, economic and moral implications of Councillors' decisions as they may relate to health and safety; ◆ How Carmarthenshire County Council manages its risks. 	<p>Employee Wellbeing Manager</p> <p>Heidi Font</p> <p>Senior Business Partner (Working Safely)</p> <p>Eddie Cummins</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Friday, 6 October</p>	<p>Executive Board Development</p> <p>Objectives TBC</p>	<p>TBC</p>

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Friday, 13 October</p> <p>Halliwell Centre, Trinity College Carmarthen</p>	<p>Welsh Local Government (WLGA) Regional Workshop</p> <p>To include:</p> <ul style="list-style-type: none"> • Cabinet Secretary Mark Drakeford AM • Future Generations Commissioner Sophie Howe • WLGA Chief Executive Steve Thomas • Sessions on: <ul style="list-style-type: none"> ▪ Key behaviours for successful Councillors ▪ Digital Councillors 	<p>WLGA</p>

Date/Venue	Module Title/Objectives of Session	Contributors
Friday, 20 October	<p>Community Leadership and Casework</p> <p>Objectives:</p> <ul style="list-style-type: none"> ◆ Knowledge of community groups and leaders ◆ Understanding of community issues and concerns ◆ Ability to seek the views of all relevant parties. ◆ Understanding of and ability to arrange and publicise opportunities to discuss casework with the public ◆ Ability to use case management techniques and software and to monitor and communicate progress. 	TBC

Date/Venue	Module Title/Objectives of Session	Contributors
<p>Tuesday, 24 October</p>	<p>Education Consortia – Their Work</p> <p>Objectives TBC</p>	<p>Head of School Effectiveness</p> <p>Andi Morgan</p>

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DEMOCRATIC SERVICES COMMITTEE 14TH MARCH 2017

INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2017)

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

The Democratic Services Committee is asked to consider the IRPW Annual Report February 2017 and

1. note that the IRPW has determined that basic salary in 2017/18 for elected members of principal local authorities shall increase to £13,400.
2. consider whether to maintain existing arrangements in 2017/18 in respect of :-
 - level of senior salary paid to Executive Members (currently Band 1)
 - the level of senior salary paid to Committee Chairs for 2016/17 (currently Level 1)
 - the salary paid to the Chair and Vice-Chair of Council (currently level 2)
 - rates of reimbursement for subsistence costs and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit be continued;
 - the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities, and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2017/18 municipal year and to pay a salary;
 - payment of Co-opted Members' Fees being capped at 10 full day (of 20 half day) meetings;
3. determine publication arrangements for reimbursement of costs of care, specifically either to
 - a) publish details of the amounts reimbursed to named members or
 - b) the total amount reimbursed by the authority during the year but not attributed to any member.
4. accept the remaining IRPW recommendations and determinations for 2017 and incorporate them within the Council's existing Councillors' and Co-opted Members' Allowances Scheme for 2017/18./

REASONS:

The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration IRPW for Wales (IRPW) to review councillors' allowances in Wales. The IRPW was established in January 2008 to prescribe

the maximum levels of allowances payable by County and County Borough Councils in Wales. Following the approval of The Local Government (Wales) Measure 2011 the IRPW's remit has been extended to National Parks and Fire and Rescue Authorities and Town and Community Councils in Wales and the IRPW can also now prescribe the levels of allowances / salaries to be paid rather than recommend the maximum levels of allowances that could be paid.

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Executive Board Member Portfolio Holder(s): Councillors Emlyn Dole (Leader) & David Jenkins (Resources)
Councillor Terry Davies Chair of Democratic Services Committee.

Directorate	Chief Executive's	Tel Nos.
Name of Head of Service: Linda Rees Jones	Designations: Head of Administration & Law	01267 224012 LRJ 01267 224026 GM
Report Author: Gaynor Morgan	Head of Democratic Services	E Mail Addresses: gmorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
14TH MARCH 2017

**INDEPENDENT REMUNERATION IRPW FOR WALES (IRPW) ANNUAL
REPORT (FEBRUARY, 2017)**

The IRPW published its Annual Report in February, 2017 and the Committee is required to consider its determinations and recommendations and make recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2017/18. The report contains 51 determinations with the majority of determinations being unchanged from the 2016 report.

In setting the level of salaries and allowances for 2017/18 the IRPW has decided that there will be a modest increase of approximately 0.75% in the basic annual salary for elected members. No increase is proposed for senior salaries but these post holders will receive the uplift in the basic salary element.

The Panel has also introduced arrangements to recognise the implications of long term sickness of senior salary holders.

The Panel is mindful that there has been limited take up across all of the organisations of the Care Allowances, and has decided to allow optional approaches to publication of costs of care. The Panel also decided to use the term 'reimbursement of costs of care' to replace care allowance.

The attached report seeks the Committee's views on payments to Executive Members, Chairs of Committees, Civic Heads and Deputies, Subsistence and Accommodation Allowances, Remuneration of Joint Overview and Scrutiny Committee Chairs, and payment of Co-opted Members' Fees for the 2017/18 Municipal Year, together with its view on publication of reimbursement of costs of care.

The recommendations of the Democratic Services Committee will be considered by the Council at its meeting Annual Meeting held on the 24th May 2017.

A full copy of the IRPW's Annual Report (February, 2017) can be viewed on the IRPW's website :

<http://gov.wales/docs/dsjlg/publications/localgov/170223-annual-report-en.pdf>

DETAILED REPORT ATTACHED?

YES
IRPW Report February 2017
Appendix 1 – IRWP Determinations list.

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones, Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	NONE	NONE	NONE

Policy, Crime & Disorder and Equalities

The existing Members' Allowances Scheme which is contained within the Council's Constitution will need to be amended to reflect any changes agreed by the Council to the current level of allowances.

Finance

Any increases within Basic, Senior Salaries, Civic Salaries or Co-opted Members' fees and allowances to be paid would need to be reflected within the budget for 2017/18.

Legal

The Council's Constitution requires the Council to adopt a Scheme for Members Allowances, the Scheme must meet the requirements imposed by the Independent Remuneration IRPW for Wales.

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
 Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee Not applicable

2.Local Member(s) Not applicable

3.Community / Town Council Not applicable

4.Relevant Partners Not applicable

5.Staff Side Representatives and other Organisations Not applicable

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Independent Remuneration IRPW for Wales - Annual Report (February 2017)	AD030-001	Democratic Services Unit, Chief Executives Department, County Hall, Carmarthen The Independent Remuneration IRPW for Wales website: http://gov.wales/docs/dsjlg/publications/localgov/170223-annual-report-en.pdf

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REPORT OF THE HEAD OF ADMINISTRATION AND LAW

DEMOCRATIC SERVICES COMMITTEE

14th MARCH 2017

INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2017)

The Independent Remuneration Panel for Wales published its 2017-18 Annual Report in February 2017.

The report contains 51 determinations with the majority of determinations being unchanged from the 2016 report. This report therefore focuses on determinations which require annual decision by the Democratic Services Committee and thereafter full Council.

1. Payments to Elected Members of Principal Councils

The Committee will recall that in 2016 the IRPW introduced two levels of salary for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority could take account of the differences in responsibilities that may be attached to specific posts. The Panel, having examined the schedules for 2016/17, established that no principal council had introduced differential payments within Cabinets or to Chairs of Committees. The Panel has however retained the facility to allow flexibility to reflect variation in the levels of responsibility in the remuneration applied to specific senior posts. and is suggesting that newly elected Councils should consider using this flexibility when determining their Executive/Committee structures.

The **Democratic Services Committee is therefore asked to consider which level of payment should be paid to the Executive, Committee Chairs and Chair & Vice Chair of Council, for 2017-18**, existing payments levels are in bold:-

Basic Salary (payable to all elected members) - £13,400 (an increase of £100 per annum)

Senior Salaries (inclusive of basic salary) Carmarthenshire falls within Group B of the IRPW report:-

Band 1

Leader	£48,100	
Deputy leader	£33,600	(£31,350 each, where 2 x Deputy leaders)

Band 2

Executive members Level 1	£29,100
Executive members Level 2	£26,200

Band 3

Committee chairs (if remunerated):	Level 1	£22,100
	Level 2	£20,100

Band 4**Leader of the largest opposition group £22,100****Band 5****Leader of other political groups None - (Appropriate level £17,100 p.a)****Remuneration of civic heads and deputy civic heads (*inclusive of basic salaries*)**

Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,100	£18,100
Level 2	£21,600	£16,100
Level 3	£19,100	£14,100

2. Reimbursement of Travel and Subsistence Costs when on official business

There are no changes to the reimbursement of mileage or subsistence costs (pages 38 -39 of the report,) however **the Committee is asked to confirm the rates of reimbursement for subsistence costs for 2017/18 and whether to continue with the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit.** The Authority currently pays overnight costs of up to £150 for London, £95 elsewhere and £25 for staying with friends and/or Family. The IRPW rates allow payment of up to £200 for London, £95 for elsewhere and £30 for staying with friends and/or family.

3. Joint Overview and Scrutiny Committees

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities. However remuneration arrangements for chairs of JOSC is contained within pages 21-22 of the report and the **Democratic Services Committee is asked to consider whether to continue with the current practice** of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2016/17 municipal year and to pay a salary;

4. Payment to Co-opted Members of Principal Councils.

There is no change to the level of fees and allowances payable to Co-opted Voting Members of the Council's Committees (pages 33 – 34 of the report).

Principal Councils can decide on the maximum number of days in any one year for which co-opted members can be paid, Council currently caps payment of Co-opted Members' Fees at 10 full day (or 20 half-day) meetings per annum and the **Democratic Services Committee is asked to consider whether it wishes to retain this level or suggest an alternative maximum limit.**

5. Reimbursement of Care Costs

The IRPW has decided to use the term 'reimbursement of costs of care' to replace care allowance. The IRPW has also decided to allow optional approaches to the publication of costs of care.

Pages 79 – 80 of the report provides two options for publication namely

- 1) The details of the amounts reimbursed to named members; or
- 2) The total amount reimbursed by the authority during the year but not attributable to any member.

The Democratic Services Committee is asked to consider which of the above options it would consider most appropriate for publication.

Appendix 1 of the report details the IRPW's 51 determinations for the Committee's information together with any changes, if any.

IRPW Determinations for 2017/18

Section 3 - Principal Councils		
	Determination	Change (if any)
1.	Basic salary in 2017/18 for elected members of principal councils shall be £13,400.	An increase of 0.75% (£100)
2.	The Panel has determined that senior salary levels in 2017/18 for members of principal councils shall be as set out in table 2 (page 15 of the IRPW report).	(Includes £100 increase in basic salary)
3.	The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3, page 17 of the IRPW report) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.	No Change
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.	No Change
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.	No Change
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.	No Change
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.	No Change
Specific or Additional Senior Salaries		
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.	No Change
Section 4 - Joint Overview and Scrutiny Committees		

9.	The chair of a Joint Overview and Scrutiny Committee is eligible for a salary equivalent to that part of a Band 3 Level 2 senior salary that remunerates a committee chair of a principal authority (£6,700).	No Change
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £3,350.	No Change
11.	The chair of a sub committee of a JOSC is eligible for a salary of £1,675.	No Change
12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.	No Change
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.	No Change
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).	No Change
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.	No Change
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.	No Change
Section 5 - Local Government Pension Scheme		
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.	No Change
Section 6 - Family Absence		
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.	No Change
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.	No Change
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.	No Change

21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.	No Change
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.	No Change
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.	No Change
Section 7 - National Park Authorities		
24.	The basic salary for NPA ordinary members should be £3,625	N/A
25.	The senior salary of the chair of an NPA should be £12,325	N/A
26.	An NPA senior salary can be paid to a Deputy Chair, and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,025 or £7,325	N/A
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	N/A
28.	Members must not receive more than one NPA senior salary.	N/A
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility	N/A
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.	No Change
Section 8 - Fire and Rescue Authorities		
31.	The basic salary for FRA ordinary members should be £1,715	N/A
32.	The senior salary of the chair of an FRA should be £10,415.	N/A
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,415.	N/A
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	N/A

35.	Members must not receive more than one FRA senior salary.	N/A
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.	N/A
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.	No Change
Section 9 - Co-Opted Members		
38.	Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6, page 33 of the IRPW report) (who have voting rights).	No Change
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.	No Change
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).	No Change
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.	No Change
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.	No Change
Section 10-- Reimbursement of Costs of Care		
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.	Term reimbursement of costs of care' to replace 'care allowance' Optional approaches to publication introduced – see Annex 4 of report
Section 13 - Community and Town Councils		
44.	Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	N/A

45.	Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.	N/A
46.	Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.	N/A
47.	Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.	N/A
48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:	N/A
	<ul style="list-style-type: none"> - 45p per mile up to 10,000 miles in the year. - 25p per mile over 10,000 miles. - 5p per mile per passenger carried on authority business. - 24p per mile for private motor cycles. - 20p per mile for bicycles. 	N/A
49.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> - £28 per 24-hour period allowance for meals, including breakfast where not provided. - £200 – London overnight - £95 – elsewhere overnight. - £30 – staying with friends and/or family overnight. 	N/A
50.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> - Up to £33.00 for each period not exceeding 4 hours: - Up to £66.00 for each period exceeding 4 hours but not exceeding 24 hours. 	N/A

51.	Community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.	N/A
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OTHER ISSUES:-		
Section 11 – Sickness Absence for Senior Salary Holders		
IRPW is amending the Family Absence Regulations Framework to provide specific arrangements for long term sickness cover for Senior Salary Holders. These amendments are set out within the IRPW report.		
Section 12 – Reimbursement of Travel and Subsistence costs when on Official Business		
No Change		

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Democratic Services Committee March 14th 2017

MEMBERS ICT PROVISION		
Recommendations / key decisions required:		
To approve the recommendations made.		
Reasons: To provide an improved, more cost effective, sustainable and efficient ICT service to Members following the Local Government elections on May 5 th 2017.		
Relevant Scrutiny Committee to be consulted : N/A		
Exec Board Decision Required	No	
Council Decision Required	No	
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins		
Directorate: Chief Executives		
Name of Head of Service:	Designations: Head of ICT	Tel Nos.
Noelwyn Daniel		01267 246270
		Email Address:
		NDaniel@sirgar.gov.uk
Report Author:	ICT Digital Business	01267 246311
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EXECUTIVE SUMMARY

Democratic Services Committee March 14th 2017

MEMBERS ICT PROVISION

BRIEF SUMMARY OF PURPOSE OF REPORT.

1. Background.

1.1 The provision of Member ICT facilities is fundamental to the effective working of the Council and allows Members to provide an effective service to the public. For a number of years Elected Members have been provided with laptops or PCs and printers together with the installation of a separate telephone land line with the provision of broadband. In 2014 all Members were also provided with i-pads.

1.2 The use of these technologies has brought a number of advantages including improved communication with local residents and the Council, and the ability to access and process information that is necessary for Members to effectively undertake their role as democratically elected representatives.

1.3 While the current technologies have achieved significant benefits they also have some major disadvantages which have become increasingly noticeable over recent years. A number of Members have found that the use of ICT in its current form is increasingly complex and counterintuitive.

2. Recommendations

- New elected Members source and utilise their own broadband, we believe that broadband should now be considered a utility, rather than a luxury. Members would be given a Communication allowance of £20 per month.
- No new printers will be provided – Members can utilise printing at Council offices.
- Current Members re-elected can continue with current standard broadband provision or choose to source their own possible superfast broadband and receive the £20 communication allowance.
- We want Members to have the right device to suit the way they prefer to work. ICT will engage with Members to establish their needs and preference on which device they require. Options will include Lenovo Mix Tablet, Lenovo Laptop, i-pad (no new i-pads will be purchased as current Member i-pads have 3 years remaining.) Priority for new devices will be given to newly elected Members.
- The single device would have a Data Sim card.
- Executive Board Members will move to one device and the provision of a i-phone.

**DETAILED REPORT
ATTACHED ?**

No

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Noelwyn Daniel**

Head of ICT

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	YES	NONE	NONE	NONE

1. Legal

The Independent Remuneration Panel for Wales has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.

2. Finance

There are financial implications and potential savings with the recommendations being put forward. The £20 monthly allowance for the provision of broadband would yield a saving of £12560 over the 5 year term of the next Council. The provision of a Lenovo Mix at current market cost would be £719 and the Lenovo Laptop at £519 – moving to one device for Members would avoid future hardware costs of multiple devices. The single device provided would also have a data sim with a monthly costs of £9.50 per month. Executive Board Members would receive an i-phone6 at a cost of £410.00 each.

4. ICT

With Members sourcing their own broadband, ICT members of staff would no longer visit the homes of Councillors. All ICT support would be provided to Members at Council offices. ICT would offer support and advice to Members on sourcing their own broadband.

Members will receive a one to one session with ICT staff on how to make the best use of technology and the device they have chosen to use to carry out their duties.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Noelwyn Daniel

Head of ICT

- A cross party group of elected members met with ICT staff on January 20th. Various ICT devices were demonstrated and discussion took place on the provision of home broadband, the use of printers and the approach to be adopted post election in May 2017.
- Consulted with other Welsh Authorities to establish the ICT provision they provide elected Members.

Title of Document	File Ref No.	Locations that the papers are available for public inspection
CARMARTHENSHIRE COUNTY COUNCIL COUNCILLORS' AND CO- OPTED MEMBERS' SALARIES AND ALLOWANCES SCHEME 2016/17		http://www.carmarthenshire.gov.wales/media/1746052/part-61.pdf

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