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Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

WEDNESDAY, 9TH MAY, 2018

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND THE **ANNUAL MEETING OF CARMARTHENSHIRE COUNTY COUNCIL** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AT 11.00 A.M. ON WEDNESDAY, 16TH MAY, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Gaynor Morgan
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Ref:	AD016-001



EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

AGENDA

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. PERSONAL MATTERS / OUTGOING CHAIR'S ANNOUNCEMENTS.
4. ELECTION OF CHAIR OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR.
5. ELECTION OF VICE-CHAIR OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR.

Following the above appointment the Chair will propose that the meeting stands adjourned until 1.30 p.m. when the remaining business on the agenda will be transacted.

6. TO RECEIVE THE LEADER OF THE COUNCIL'S ANNUAL REPORT.
7. TO CONFIRM APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR. 3 - 22
8. TO CONSIDER NOMINATIONS RECEIVED AND TO ELECT CHAIRS AND VICE CHAIRS FOR THE COMMITTEES / PANELS OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR. 23 - 24
9. COUNCIL'S CONSTITUTION. 25 - 138
10. COUNCIL ADVISORY PANEL MEMBERSHIP:-
 - 10.1 TO NOTE THAT THE LABOUR GROUP HAS NOMINATED COUNCILLOR DERYK CUNDY TO REPLACE COUNCILLOR JEFF EDMUNDS ON THE CONSTITUTIONAL REVIEW WORKING GROUP
 - 10.2 TO NOTE THAT THE LABOUR GROUP HAS NOMINATED COUNCILLOR ROB JAMES TO REPLACE COUNCILLOR JEFF EDMUNDS ON THE PAY POLICY ADVISORY PANEL

NB: Reports are only printed in black and white to reduce costs. All reports however are available on-line so that members of the Committee / County Council and the public can view photographs/graphs in colour

ANNUAL MEETING OF COUNCIL

16TH MAY 2018

TO CONFIRM APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To confirm the appointment of members to Regulatory, Scrutiny and Other Committees as set out within Appendix 1 of the report or reported at the meeting.

REASONS:

The Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

Relevant Scrutiny Committee Consulted	N/A
Exec Board Decision Required	NO
Council Decision Required	YES

Executive Board Portfolio Holder – Not Applicable

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

EXECUTIVE SUMMARY

COUNCIL

16TH MAY 2018

TO CONFIRM APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR
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In accordance with the constitution the Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

Appendix 1 to the report details the nominations received from the Political Groups to serve on Committees of the Council for the 2018/19 Municipal Year.

DETAILED REPORT ATTACHED ?	YES – REPORT
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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
NONE	YES	NONE	NONE	NONE	NONE	NONE

Legal

The Council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the Council.

The Council's constitution sets out arrangement for appointment to fill vacancies on Committees.

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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
The Local Government Act 2000 The Local Government (Wales) Measure 2011		Administration & Law Division, Chief Executive's Department

**PWYLLGOR CRAFFU CYMUNEDAU
13 AELOD**

**COMMUNITY SCRUTINY COMMITTEE
13 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (6)

- | | | |
|----|-----------------------|-------------------|
| 1. | Cynghorydd/Councillor | Ann Davies |
| 2. | Cynghorydd/Councillor | Handel Davies |
| 3. | Cynghorydd/Councillor | Jeanette Gilasbey |
| 4. | Cynghorydd/Councillor | Betsan Jones |
| 5. | Cynghorydd/Councillor | Gareth Thomas |
| 6. | Cynghorydd/Councillor | Aled Vaughan Owen |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Deryk Cundy |
| 2. | Cynghorydd/Councillor | Sharen Davies |
| 3. | Cynghorydd/Councillor | Shirley Matthews |
| 4. | Cynghorydd/Councillor | Louvain Roberts |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Anthony Davies |
| 2. | Cynghorydd/Councillor | Irfon Jones |
| 3. | Cynghorydd/Councillor | Hugh Shepardson |

PWYLLGOR CRAFFU ADDYSG A PHLANT
14 AELOD O'R CYNGOR, 2 AELOD ANETHOLEDIG SYDD Â PHLEIDLAIS A 3
RHIANT-LYWODRAETHWYR ETHOLEDIG SYDD Â PHLEIDLAIS

EDUCATION AND CHILDREN SCRUTINY COMMITTEE
14 COUNCIL MEMBERS, 2 NON ELECTED VOTING MEMBERS AND 3
ELECTED VOTING PARENT GOVERNOR MEMBERS

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Liam Bowen |
| 2. | Cynghorydd/Councillor | Kim Broom |
| 3. | Cynghorydd/Councillor | Betsan Jones |
| 4. | Cynghorydd/Councillor | Jean Lewis |
| 5. | Cynghorydd/Councillor | Darren Price |
| 6. | Cynghorydd/Councillor | Emlyn Schiavone |
| 7. | Cynghorydd/Councillor | Dorian Williams |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Dot Jones |
| 2. | Cynghorydd/Councillor | Gary Jones |
| 3. | Cynghorydd/Councillor | Shahana Najmi |
| 4. | Cynghorydd/Councillor | Bill Thomas |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)

- | | | |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Ieuan Wyn Davies |
| 2. | Cynghorydd/Councillor | Edward Thomas |

HEB GYSYLLTIAD PLEIDIOL/UNAFFILIATED (1)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | John Jenkins |
|----|-----------------------|--------------|

Aelodau Anetholedig sydd â phleidlais (2) / Non Elected Voting Members (2)

- | | | |
|----|-----------------------|---|
| 1. | Mrs V. Kenny | Yr Eglwys Gatholig Rufeinig/Roman Catholic Church |
| 2. | Mrs J. Voyle Williams | Yr Eglwys yng Nghymru/Church in Wales |

Rhiant Lywodraethwyr Etholedig sydd â Phleidlais (3) / Elected Voting Parent Governor Members (3) (Yn dod i ben/Term ends 31/03/2020)

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Melanie Jones | Ardal/Area - 1 Dinewr |
| 2. | Georgina Cornock-Evans | Ardal/Area 2 – Caerfyrddin/Carmarthen |
| 3. | James Davies | Ardal/Area 3 - Llanelli |

<p>PWYLLGOR CRAFFU DIOGELU'R CYHOEDD A'R AMGYLCHEDD 14 AELOD ENVIRONMENTAL AND PUBLIC PROTECTION SCRUTINY COMMITTEE 14 MEMBERS</p>

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (8)

- | | | |
|----|-----------------------|-------------------|
| 1. | Cynghorydd/Councillor | Alun Davies |
| 2. | Cynghorydd/Councillor | Jeanette Gilasbey |
| 3. | Cynghorydd/Councillor | Andrew James |
| 4. | Cynghorydd/Councillor | Dorian Phillips |
| 5. | Cynghorydd/Councillor | Susan Phillips |
| 6. | Cynghorydd/Councillor | Alan Speake |
| 7. | Cynghorydd/Councillor | Dai Thomas |
| 8. | Cynghorydd/Councillor | Aled Vaughan Owen |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Penny Edwards |
| 2. | Cynghorydd/Councillor | Amanda Fox |
| 3. | Cynghorydd/Councillor | Tina Higgins |
| 4. | Cynghorydd/Councillor | John James |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Arwel Davies |
| 2. | Cynghorydd/Councillor | Joseph Davies |

**PWYLLGOR CRAFFU POLISI AC ADNODDAU
13 AELOD**

**POLICY AND RESOURCES SCRUTINY COMMITTEE
13 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (6)

- | | | |
|----|-----------------------|----------------|
| 1. | Cynghorydd/Councillor | Kim Broom |
| 2. | Cynghorydd/Councillor | Handel Davies |
| 3. | Cynghorydd/Councillor | Ken Howell |
| 4. | Cynghorydd/Councillor | Gareth John |
| 5. | Cynghorydd/Councillor | Carys Jones |
| 6. | Cynghorydd/Councillor | Elwyn Williams |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Fozia Akhtar |
| 2. | Cynghorydd/Councillor | Colin Evans |
| 3. | Cynghorydd/Councillor | Kevin Madge |
| 4. | Cynghorydd/Councillor | John Prosser |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Sue Allen |
| 2. | Cynghorydd/Councillor | Arwel Davies |
| 3. | Cynghorydd/Councillor | Giles Morgan |

**PWYLLGOR CRAFFU GOFAL CYMDEITHASOL AC IECHYD
14 AELOD**

**SOCIAL CARE AND HEALTH SCRUTINY COMMITTEE
14 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Kim Broom |
| 2. | Cynghorydd/Councillor | Alun Davies |
| 3. | Cynghorydd/Councillor | Tyssul Evans |
| 4. | Cynghorydd/Councillor | Jean Lewis |
| 5. | Cynghorydd/Councillor | Emlyn Schiavone |
| 6. | Cynghorydd/Councillor | Gwyneth Thomas |
| 7. | Cynghorydd/Councillor | Dorian Williams |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Ken Lloyd |
| 2. | Cynghorydd/Councillor | Andre McPherson |
| 3. | Cynghorydd/Councillor | Eryl Morgan |
| 4. | Cynghorydd/Councillor | Louvain Roberts |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Sue Allen |
| 2. | Cynghorydd/Councillor | Ieuan Davies |
| 3. | Cynghorydd/Councillor | Rob Evans |

**PWYLLGOR APELAU
6 AELOD**

**APPEALS COMMITTEE
6 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (3)

1. Cyngorydd/Councillor Kim Broom
2. Cyngorydd/Councillor Ken Howell
3. Cyngorydd/Councillor Dorian Williams

GRŴP LLAFUR / LABOUR GROUP (2)

1. Cyngorydd/Councillor Colin Evans
2. Cyngorydd/Councillor Eryl Morgan

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cyngorydd/Councillor Sue Allen

NI CHANIATEIR EILYDDION MEWN CYFARFODYDD O'R PWYLLGOR YMA

NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE

**PWYLLGOR PENODI A - CYFARWYDDWYR
16 AELOD**

**APPOINTMENTS COMMITTEE A – DIRECTORS
16 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (8)

- | | | |
|----|-----------------------|------------------------|
| 1. | Cynghorydd/Councillor | Glynog Davies |
| 2. | Cynghorydd/Councillor | Emlyn Dole |
| 3. | Cynghorydd/Councillor | Hazel Evans |
| 4. | Cynghorydd/Councillor | Tyssul Evans |
| 5. | Cynghorydd/Councillor | Peter Hughes Griffiths |
| 6. | Cynghorydd/Councillor | David Jenkins |
| 7. | Cynghorydd/Councillor | Alun Lenny |
| 8. | Cynghorydd/Councillor | Eirwyn Williams |

GRŴP LLAFUR / LABOUR GROUP (5)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Deryk Cundy |
| 2. | Cynghorydd/Councillor | Jeff Edmunds |
| 3. | Cynghorydd/Councillor | Amanda Fox |
| 4. | Cynghorydd/Councillor | Rob James |
| 5. | Cynghorydd/Councillor | Kevin Madge |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Philip Hughes |
| 2. | Cynghorydd/Councillor | Mair Stephens |
| 3. | Cynghorydd/Councillor | Edward Thomas |

TREFNIADAU LLUNIO RHESTR-FER

	Llunio Rhestr-fer	Penodiad gan
Y Prif Weithredwr a Phennaeth y Gwasanaethau Cyflogedig	Pwyllgor Penodi "A"	Y Cyngor, ar ôl derbyn argymhellion Pwyllgor Penodi "A"
Cyfarwyddwr(wyr)	Wyth Aelod o Bwyllgor Penodi "A" yn eu tro ar sail cydbwysedd gwleidyddol y Cyngor ac sydd wedi'u dewis yn ôl rota yn nhrefn yr wyddor (gan gynnwys hefyd yr Aelod o'r Bwrdd Gweithredol sy'n gyfrifol am y maes gwasanaeth y mae'r swydd yn rhan ohono)	Pwyllgor Penodi "A"

SHORTLISTING ARRANGEMENTS

	Shortlisting	Appointment by
Chief Executive & Head of Paid Service	Appointments Committee "A"	Council on the recommendation of Appointment Committee "A"
Director(s)	Eight Members of Appointment Committee "A" reflecting the political balance of the Council and chosen on rota via alphabetical order (to also include the Executive Board Member within the service area the post is located)	Appointments Committee "A"

**PWYLLGOR PENODI B - PENNAETHIAID GWASANAETH
10 AELOD**

**APPOINTMENTS COMMITTEE B – HEADS OF SERVICE
10 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (5)

- | | | |
|----|-----------------------|----------------|
| 1. | Cynghorydd/Councillor | Cefin Campbell |
| 2. | Cynghorydd/Councillor | Emlyn Dole |
| 3. | Cynghorydd/Councillor | Linda Evans |
| 4. | Cynghorydd/Councillor | Tyssul Evans |
| 5. | Cynghorydd/Councillor | David Jenkins |

GRŴP LLAFUR / LABOUR GROUP (3)

- | | | |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Colin Evans |
| 2. | Cynghorydd/Councillor | Rob James |
| 3. | Cynghorydd/Councillor | John Prosser |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Joseph Davies |
| 2. | Cynghorydd/Councillor | Mair Stephens |

TREFNIADAU LLUNIO RHESTR-FER

Llunio Rhestr-fer	Penodiad gan
Y Cyfarwyddwr perthnasol ar gyfer y gwasanaeth o dan sylw, gan ymgynghori ag Aelod(au) perthnasol y Bwrdd Gweithredol/Cadeirydd y Pwyllgor Craffu	Pwyllgor Penodi "B"

SHORTLISTING ARRANGEMENTS

Shortlisting	Appointment by
Relevant Director for the service concerned in consultation with the relevant Executive Board Member(s)/Chair of Scrutiny Committee	Appointment Committee "B"

**PWYLLGOR ARCHWILIO
8 AELOD O'R CYNGOR A 1 AELOD ALLANOL A PHLEIDLAIS**

**AUDIT COMMITTEE
8 MEMBERS PLUS ONE EXTERNAL MEMBER WITH
VOTING RIGHTS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (4)

1. Cynghorydd/Councillor Kim Broom
2. Cynghorydd/Councillor Gareth John
3. Cynghorydd/Councillor Emlyn Schiavone
4. Cynghorydd/Councillor Elwyn Williams

GRŴP LLAFUR / LABOUR GROUP (2)

1. Cynghorydd/Councillor Tina Higgins
2. Cynghorydd/Councillor Bill Thomas

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)

1. Cynghorydd/Councillor Giles Morgan
2. Cynghorydd/Councillor Edward Thomas

AELOD ALLANOL A PHLEIDLAIS / EXTERNAL VOTING MEMBER

(Cyfnod y penodiad/period of appointment 01/07/2016 – 30/06/2019)

1. Mrs Julie James

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD
5 AELOD**

**DEMOCRATIC SERVICES COMMITTEE
5 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (2)

1. Cyngorydd/Councillor Tyssul Evans
2. Cyngorydd/Councillor Dai Thomas

GRŴP LLAFUR / LABOUR GROUP (2)

1. Cyngorydd/Councillor Fozia Akhtar
2. Cyngorydd/Councillor Suzy Curry

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cyngorydd/Councillor Jim Jones

**PWYLLGOR CRONFA BENSIWN DYFED
3 AELOD**

**DYFED PENSION FUND COMMITTEE
3 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (1)

1. Cynghorydd/Councillor Elwyn Williams

GRŴP LLAFUR /LABOUR GROUP (1)

1. Cynghorydd/Councillor John Prosser

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cynghorydd/Councillor Jim Jones

DIRPRWY ENWEBEDIG/NOMINATED SUBSTITUTE (1)

Cyng/Cllr Dai Thomas

**PANEL ADOLYGU TAI
8 AELOD**

**HOUSING REVIEW PANEL
8 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (4)

1. Cyngorydd/Councillor Jean Lewis
2. Cyngorydd/Councillor Susan Phillips
3. Cyngorydd/Councillor Alan Speake
4. Cyngorydd/Councillor Gareth Thomas

GRŴP LLAFUR / LABOUR GROUP (2)

1. Cyngorydd/Councillor Shahana Najmi
2. Cyngorydd/Councillor Louvain Roberts

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cyngorydd/Councillor Ieuan Davies

HEB GYSYLLTIAD PLEIDIOL/UNAFFILIATED (1)

1. Cyngorydd/Councillor John Jenkins

DIRPRWYON ENWEBEDIG/NOMINATED SUBSTITUTES

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (1)

1. Cyngorydd/Councillor Alun Lenny

GRŴP LLAFUR / LABOUR CYMRU GROUP (1)

1. Cyngorydd/Councillor John James

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cyngorydd/Councillor Irfon Jones

**PWYLLGOR TRWYDDEDU
14 AELOD**

**LICENSING COMMITTEE
14 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Mansel Charles |
| 2. | Cynghorydd/Councillor | Alun Davies |
| 3. | Cynghorydd/Councillor | Ann Davies |
| 4. | Cynghorydd/Councillor | Tyssul Evans |
| 5. | Cynghorydd/Councillor | Ken Howell |
| 6. | Cynghorydd/Councillor | Eirwyn Williams |
| 7. | Cynghorydd/Councillor | Elwyn Williams |

GRŴP LLAFUR / LABOUR GROUP (4)

- | | | |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Penny Edwards |
| 2. | Cynghorydd/Councillor | Amanda Fox |
| 3. | Cynghorydd/Councillor | Andre McPherson |
| 4. | Cynghorydd/Councillor | John Prosser |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Rob Evans |
| 2. | Cynghorydd/Councillor | Irfon Jones |
| 3. | Cynghorydd/Councillor | Edward Thomas |

NI CHANIATEIR EILYDDION MEWN CYFARFODYDD O'R PWYLLGOR YMA

NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE

Bydd aelodaeth yr Is-bwyllgorau Trwyddedu yn cael eu gadarnhau gan y Pwyllgor Trwyddedu yn ei gyfarfod cyntaf yn dilyn y Cyfarfod Blynnyddol

Membership of the Licensing Sub-Committees will be confirmed by the Licensing Committee at its first meeting following the Annual Meeting

**PWYLLGOR PENODI AELODAU
7 AELOD**

**MEMBER APPOINTMENTS COMMITTEE
7 MEMBERS**

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (4)

1. Cynghorydd/Councillor Mansel Charles
2. Cynghorydd/Councillor Tyssul Evans
3. Cynghorydd/Councillor Jeanette Gilasbey
4. Cynghorydd/Councillor Alan Speake

GRŴP LLAFUR / LABOUR GROUP (2)

1. Cynghorydd/Councillor Suzy Curry
2. Cynghorydd/Councillor Andre McPherson

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)

1. Cynghorydd/Councillor Anthony Davies

PWYLLGOR CYNLLUNIO - 20 AELOD

PLANNING COMMITTEE - 20 MEMBERS

GRŴP PLAID CYMRU / PLAID CYMRU GROUP (10)

- | | | |
|-----|-----------------------|-------------------|
| 1. | Cynghorydd/Councillor | Mansel Charles |
| 2. | Cynghorydd/Councillor | Tyssul Evans |
| 3. | Cynghorydd/Councillor | Jeanette Gilasbey |
| 4. | Cynghorydd/Councillor | Ken Howell |
| 5. | Cynghorydd/Councillor | Carys Jones |
| 6. | Cynghorydd/Councillor | Alun Lenny |
| 7. | Cynghorydd/Councillor | Jean Lewis |
| 8. | Cynghorydd/Councillor | Dorian Phillips |
| 9. | Cynghorydd/Councillor | Gareth Thomas |
| 10. | Cynghorydd/Councillor | Eirwyn Williams |

GRŴP LLAFUR / LABOUR GROUP (6)

- | | | |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Suzy Curry |
| 2. | Cynghorydd/Councillor | Penny Edwards |
| 3. | Cynghorydd/Councillor | John James |
| 4. | Cynghorydd/Councillor | Dot Jones |
| 5. | Cynghorydd/Councillor | Ken Lloyd |
| 6. | Cynghorydd/Councillor | Kevin Madge |

GRŴP ANNIBYNNOL / INDEPENDENT GROUP (4)

- | | | |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Sue Allen |
| 2. | Cynghorydd/Councillor | Ieuan Wyn Davies |
| 3. | Cynghorydd/Councillor | Joseph Davies |
| 4. | Cynghorydd/Councillor | Irfon Jones |

NI CHANIATEIR EILYDDION MEWN CYFARFODYDD O'R PWYLLGOR YMA

NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE

**PWYLLGOR SAFONAU
9 AELOD**

**STANDARDS COMMITTEE
9 MEMBERS**

AELODAU ANNIBYNNOL / INDEPENDENT MEMBERS(5)

- | | |
|--|--|
| 1 Mrs Mary Dodd
<i>IS-GADEIRYDD/VICE-CHAIR</i> | <i>(Cyfnod y Penodiad/Period of Appointment
15/04/15 – 14/04/21)</i> |
| 2 Mrs Daphne Evans | <i>(Cyfnod y Penodiad/Period of Appointment
13/12/17 – 12/12/23)</i> |
| 3 Mrs Julie James | <i>(Cyfnod y Penodiad/Period of Appointment
13/12/17 – 12/12/23)</i> |
| 4 Mr M. Andre Morgan
<i>CADEIRYDD / CHAIR</i> | <i>(Cyfnod y Penodiad/Period of Appointment
06/12/11 – 04/12/21)</i> |
| 5 Mr Alun Williams | <i>(Cyfnod y Penodiad/Period of Appointment
06/12/11 – 04/12/21)</i> |

Aelod Cymunedol y Pwyllgor / Community Committee Member (1)

*(Cyfnod y Penodiad – tan etholiad Llywodraeth Leol Mai 2022 / Period of Appointment – until the
Local Government Elections in May 2022)*

- | | |
|--|-----------------------|
| 1 Cynghorydd Tref/Town Councillor | Phillip Rogers |
|--|-----------------------|

**Aelodau Etholedig y Cyngor Sir / Elected Members of the County
Council (3)**

- | | |
|--------------------------------|--------------------------|
| 1 Cynghorydd/Councillor | Jeanette Gilasbey |
| 2 Cynghorydd/Councillor | Andre McPherson |
| 3 Cynghorydd/Councillor | Gareth Thomas |

CYFARFOD BLYNYDDOL Y CYNGOR – 16EG MAI 2018

ANNUAL MEETING OF COUNCIL – 16TH MAY 2018

ENWEBIADAU A DERBYNIWYD AR GYFER CADEIRYDDION AC IS-GADEIRYDDION PWYLLGORAU A PHANELAU'R CYNGOR

NOMINATIONS RECEIVED FOR CHAIRS AND VICE-CHAIRS OF COMMITTEES/PANELS

<u>PWYLLGORAU CRAFFU / SCRUTINY COMMITTEES:</u>	CADEIRYDD CHAIR	IS-GADEIRYDD VICE-CHAIR
CYMUNEDAU <i>COMMUNITY</i>	Sharen Davies	Gareth Thomas
ADDYSG A PHLANT <i>EDUCATION AND CHILDREN</i>	Darren Price	Edward Thomas
DIOGELU'R CYHOEDD A'R AMGYLCHEDD <i>ENVIRONMENTAL AND PUBLIC PROTECTION</i>	John James	Alun Davies
POLISI AC ADNODDAU <i>POLICY & RESOURCES</i>	Giles Morgan	Ken Howell
GOFAL CYMDEITHASOL AC IECHYD <i>SOCIAL CARE AND HEALTH</i>	Gwyneth Thomas	Ieuan Davies

<u>PWYLLGORAU ERAILL /</u> <u>OTHER COMMITTEES</u>	CADEIRYDD CHAIR	IS-GADEIRYDD VICE-CHAIR
PWYLLGOR APELAU <i>APPEALS COMMITTEE</i>	Ken Howell	Sue Allen
PWYLLGOR PENODI "A" – CYFARWYDDWYR <i>APPOINTMENTS COMMITTEE A – DIRECTORS</i>	Emlyn Dole	Mair Stephens
PWYLLGOR PENODI "B" – PENNAETH GWASANAETH <i>APPOINTMENTS COMMITTEE B – HEADS OF SERVICE</i>	Mair Stephens	Emlyn Dole
PWYLLGOR GWASANAETHAU DEMOCRATAIDD <i>DEMOCRATIC SERVICES COMMITTEE</i>	Suzy Curry	Tyssul Evans
PWYLLGOR CRONFA BENSIWN DYFED <i>DYFED PENSION FUND COMMITTEE</i>	Elwyn Williams	Ddim yn eisiau Not required
PWYLLGOR TRWYDDEDU <i>LICENSING COMMITTEE</i>	Edward Thomas	Elwyn Williams
PWYLLGOR PENODI AELODAU <i>MEMBER APPOINTMENTS COMMITTEE</i>	Alan Speake	Anthony Davies
PWYLLGOR CYNLLUNIO <i>PLANNING COMMITTEE</i>	Alun Lenny	Irfon Jones
PANEL ADFYWIO TAI <i>HOUSING REVIEW PANEL</i>	Gareth Thomas	Ieuan Davies

SYLWER:

- 1) Bydd yr aelodau o'r Pwyllgor Archwilio, yn eu cyfarfod cyntaf yn dilyn Cyfarfod Blynyddol y Cyngor, yn ethol y Cadeirydd a'r Is-gadeirydd am Flwyddyn y Cyngor 2018/19.
- 2) Bydd yr aelodau o'r Pwyllgor Trwyddedu, yn eu cyfarfod cyntaf yn dilyn Cyfarfod Blynyddol y Cyngor, yn ethol Cadeiryddion y 3 Is-Bwyllgor Trwyddedu am Flwyddyn y Cyngor 2016/17.

NOTE:

- 1) Members of the Audit committee will, at their first meeting, following the Annual Meeting of Council, elect their Chair and Vice-Chair for the 2018/19 municipal year.
- 2) Members of the Licensing Committee will at their first meeting, following the Annual Meeting of Council, elect the Chairs for the 2 Licensing Sub Committees for the 2018/19 municipal year.

ANNUAL MEETING OF THE COUNCIL 16TH MAY 2018

COUNCIL CONSTITUTION

To update the Constitution to reflect amendments by the Constitutional Review Working Group and the requirement to annually review the Councillors' and Co-opted Members' Salaries and Allowance Scheme.

Recommendations/key decisions required:-

1. To amend Part 4.1 of the constitution to clarify that a proposer and seconder are required for Motions on Notice and to allow Motions on Notice to be submitted electronically. (CPR 12.1)
2. To adopt the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19, (Part 6.1) subject to the following inclusions:-
 - a) attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair at meetings of the Executive Board (Section 4.5 – Approved duties)
 - b) attendance by a Councillor at meetings or events to which the Councillor has been formally appointed or nominated by the Council in a Champion or Ambassador role e.g. Armed Forces Champion, Disability Ambassador etc (Section 4.5 – Approved duties)
 - c) Member Champion/Ambassador role description (Appendix D)
3. To approve any necessary membership changes to the Constitution arising from decisions made earlier in the meeting.
4. That the Monitoring Officer be authorised to make any minor amendments, correct typographical or drafting errors and ensure all cross-references within the Constitution are correct and that these be reported to the Constitutional Review Working Group as and when necessary.
5. That subject to recommendations 1 – 4 above, the Council Constitution be adopted for 2018/19.

Reasons:

Under Article 14 of the Constitution the Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure that the aims and principles contained therein are given full effect and to formulate recommendations for changes. Changes to the Constitution will only be approved by the full Council.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required NO

Council Decision Required YES

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Leader of the Council

Directorate Chief Executive's	Designations:	Tel Nos.01267 224010
Name of Head of Service:	Head of Administration & Law	LRJones@carmarthenshire.gov.uk
Linda Rees Jones		
Report Author:	Democratic Services Manager	Tel Nos.01267 224026
Gaynor Morgan		GMorgan@carmarthenshire.gov.uk

COUNTY COUNCIL ANNUAL MEETING 16TH MAY 2018

COUNCIL CONSTITUTION

Council is required to review its Constitution on an annual basis, and has established the Constitutional Review Working Group to present recommendations for constitutional change.

There have been no legislative changes requiring amendments to the Constitution during 2017/18 however, the Council will need to amend Part 6.1 of the Constitution to reflect the IRPW prescribed amounts to be paid to Councillors for 2018/19 and to consider any recommendations made by the Constitutional Review Working Group.

Councillors' and Co-opted Members' Salaries and Allowances Scheme (Part 6.1)

Constitutionally, responsibility for adopting a Scheme of Members' Allowances rests with the Council but the Independent Remuneration Panel for Wales (IRPW) now prescribes the amounts to be paid with a view to providing a consistent national framework for councillor remuneration. Council considered the IRPW determinations and recommendations from the Democratic Services Committee for 2018/19 at its meeting on the 18th April 2018 (Minute 15 refers), and approved the report subject to one amendment, in that it determined that the Authority would publish the total amount reimbursed by the authority during the year for costs of care, rather than details of the amounts reimbursed to named members.

The Constitutional Review Working Group at its meetings held on the 12th February 2018 and 20th April 2018, also agreed to recommend to Council the following amendments to the scheme:-

Approved Duties (Section 4.5)

- Inclusion of attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair at meetings of the Executive Board; and
- Inclusion of attendance by a Councillor at meetings or events to which the Councillor has been formally appointed or nominated by the Council in a Champion or Ambassador role e.g. Armed Forces Champion, Disability Ambassador etc

Job Descriptions (Appendix D of the Salaries and Allowance Scheme scheme)

- To include within the Job Descriptions a role description for Member Champions.

A copy of the proposed 2018/19 scheme, with suggested amendments is attached for Council's approval (Appendix 1).

Rules of Procedure (Part 4.1) – Motions on Notice (CPR 12)

The Constitutional Review Working Group at its meeting held on the 20th February 2018 considered and approved, as a recommendation to Council, a request to clarify the requirement for a proposer and seconder for Motions on Notice. The Group also agreed to update CPR12.1 in order to allow Motions on Notice to be submitted electronically. A copy of Part 4.1 of the Constitution is attached with suggested revised text for CPR 12.1. (Appendix 2).

Other than the issues raised, no other amendments are being put forward.

DETAILED REPORT ATTACHED ?	Appendix 1 – Part 6.1 Councillors' & co-opted member's scheme of allowances Appendix 2 - Part 4.1 – Council Procedure Rules
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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	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Adoption and any amendment to the Constitution is a matter for Full Council

2. Legal

The Council is required to comply with the Local Government Act 2000 and in the drafting and subsequent operation of the Constitution.

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

N/A

2. Local Member(s)

N/A

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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Carmarthenshire Council Constitution		http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/
Local Government Act 2000		http://www.legislation.gov.uk/ukpga/2000/22/pdfs/ukpga_20000022_en.pdf
Independent Remuneration Panel for Wales Report – February 2018		http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf

PART 6.1

CARMARTHENSHIRE COUNTY COUNCIL COUNCILLORS' AND CO-OPTED MEMBERS' SALARIES AND ALLOWANCES SCHEME 2018/19

For adoption at the Annual Meeting of Council held on 16/05/2018

INDEX

	SECTION	Page
1.	INTRODUCTION	5
	1.1 Renunciation	6
	1.2 Right to Family Absence	6
2.	SUSPENSION OF COUNCILLORS	6
3.	SUSPENSION OF CO-OPTED MEMBERS	7
4.	SALARIES & APPROVED DUTIES	
	4.1 Basic Salary	7
	4.2 Senior Salaries	8
	4.3 Civic Salaries	8
	4.4 Co-opted Members' Payments	8
	4.5 Approved Duties	8
	4.6 Executive Board Members Approved Duties	10
	4.7 Official openings, public launch events of new buildings/services/ facilities within the County	10
5.	ALLOWANCES	
	5.1. Reimbursement of Costs of Care	10
	5.2 Travelling Allowances	10
	5.3 Subsistence Allowances	13
	5.4 Overnight Accommodation and "Out of County" Subsistence Allowances	13

INDEX

	SECTION	Page
6.	I.T. COMMUNICATIONS SERVICES, EQUIPMENT AND STATIONERY	
	6.1 Data Services / Telephone Lines	14
	6.2. I.T. Equipment	14
	6.3 Office Supplies, Stationery and Postage	14
7.	PENSION	15
8.	PAYMENTS	15
	8.1. Duplicate Payments	15
	8.2 Recovery of Overpayments	16
9.	INCOME TAX	16
10.	NATIONAL INSURANCE CONTRIBUTIONS	17
11.	SOCIAL SECURITY BENEFITS	
	11.1 Benefits Unaffected by Councillors /Co-opted Members' Duties or Allowances	17
	11.2 Claiming Benefits - The Basic Rules	18
12.	PUBLICITY OF ALLOWANCES	20
13.	ATTENDANCE AT MEETINGS	20
14.	ANNUAL REPORTS BY COUNCILLORS	20
15.	FURTHER INFORMATION	20

INDEX

	SECTION	Page
	APPENDIX A RATES OF ALLOWANCES TO BE PAID IN 2018/19	21
	APPENDIX B COUNCILLORS AND VOTING CO-OPTED MEMBERS' REIMBURSEMENT OF COSTS OF CARE ALLOWANCE SCHEME 2018/19	29
	APPENDIX C RIGHT TO FAMILY ABSENCE RIGHT TO SICKNESS ABSENCE FOR SENIOR SALARY HOLDERS	31 32
	APPENDIX D JOB PROFILES AND PERSON SPECIFICATIONS FOR COUNCILLORS AND CO-OPTED MEMBERS Note: (The Job Profile and Person Specification for Co-opted Members of Scrutiny Committees are the same as that set out for Members of the Scrutiny Committees) (The Role of the Lay Member of the Audit Committee is set out in Part 3 Responsibility for Functions [table 3 Committees of the Council] of the Council's Constitution and is the same as that set out for Members of the Audit Committee)	33
	APPENDIX E SCHEDULE OF MEMBER REMUNERATION	87

1. INTRODUCTION

The basic powers for paying salaries and allowances to Councillors are provided in the Local Government and Housing Act 1989, Section 100 of the Local Government Act 2000 and in Regulations made by the Wales Assembly Government namely The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002. These Regulations require the Council to make a scheme for the payment of salaries and allowances in respect of the current year and subsequent years.

The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales (IRPW) to review councillors' allowances in Wales. The Panel was established in January 2008 to prescribe the maximum levels of salaries and 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 in Wales and the Panel can also now prescribe the levels of allowances / salaries to be paid rather than recommend the maximum levels of allowances that could be paid.

The Council is required to publish its Members' Salaries and Allowances Scheme, any amendments thereto, and details of the amounts to be paid and that are paid to Councillors each year in respect of Basic, Senior and Civic Salaries and travelling, accommodation, subsistence and reimbursement of costs of care. Similarly it also has to publish details of the amounts to be paid and that are paid to Co-opted Members in fees and the amounts paid to them in travelling, accommodation, subsistence and reimbursement of costs of care.

The Council is required to produce within 4 weeks of the Council's Annual Meeting an annual Schedule of Member Remuneration outlining the payments it intends to make to its members and co-opted members during the forthcoming financial year. A copy of the schedule must be published and forwarded to the IRPW by the 31st July each year. By the 30th September each year the Council must also produce and publish a Schedule of Member Remuneration outlining the payments made to its members and co-opted members during the previous financial year

The schedule of proposed payments is appended to this scheme as **Appendix A** and will be reviewed by the Council at its Annual Meeting each year.

The Council's Reimbursement of Costs of Care Scheme is appended to this scheme as **Appendix B**.

Details of rights to Family Absence and Sickness Absence for Senior Salary Holders are appended to this scheme as **Appendix C**.

Details of Councillors' and Co-opted Members' job profiles and person Specifications are appended to this scheme as **Appendix D**.

What is required to be published in the schedule of member remuneration by the 31st July each year is set out in **Appendix E**.

1.1 Renunciation

Councillors may elect to forego any part of their entitlement to a salary or an allowance by giving written notice to the Chief Executive. However, ***Social Security rules take into account any income that is available to Councillors even if they choose not to take advantage of it. Thus, even though Councillors may elect to forego their allowances, the Benefits Agency or the Council's Housing Benefits Section can treat Councillors as if they had been paid the allowances and reduce their benefits accordingly. For further information please see section 10 below***

1.2 Right to Family Absence/Sickness Absence for Senior Salary Holders

A councillor must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of family absence, the councillor may be absent from meetings of the council during that period of family absence. This right will also be available to members of the Executive Board.

Family absence relates to the following:

- Maternity absence
- Newborn absence
- Adopters absence
- New adoption absence
- Parental absence

Details in respect of the above are set out in APPENDIX C of this scheme

During a period of family absence a Councillor's basic or senior salary will continue to be paid in full.

In the event of a senior salaried member being on a period of family absence/sickness absence the Authority may decide to appoint a substitute member, in which case the substitute member will be eligible to be paid a senior salary if the Authority so decides.

2. SUSPENSION OF COUNCILLORS

Where a councillor is suspended or partially suspended from being a member of the Council (Part III of the 2000 Act refers) the Council will not make payment of the basic allowance or any allowances claimed for the duration of the suspension (Section 155(1) of the LG Measure). The payment of any allowances claimed during the period will also be withheld.

Where a councillor is suspended or partially suspended from being a member of the Council (Part III of the 2000 Act refers) and is in receipt of a senior salary, the Council will not make payments of the councillor's senior salary for the duration of the suspension (Section 155(1) of the LG Measure). If the partial suspension relates only to the specific responsibility element of the payment of senior salary, the councillor may retain the basic salary

Where any type of allowance has already been paid during a period when a councillor has been suspended or partly suspended from office, or he/she has ceased to be a councillor or is not otherwise entitled to receive an allowance, that allowance will be repaid. (See also paragraph 8 below regarding Payments).

3. SUSPENSION OF CO-OPTED MEMBERS

Where a co-opted member is suspended or partially suspended from the Council (Part III of the 2000 Act refers) the Council will not make payment of a co-opted member fee or any allowances claimed for the duration of the suspension (Section 155(1) of the LG Measure).

4. SALARIES & APPROVED DUTIES

Payments of Salaries and Fees will be made at the levels prescribed by the Independent Remuneration Panel for Wales.

Other than in the year of County Council Elections (referred to in paragraph 4.1 below) any increase / reduction in salaries or fees will be payable with effect from the date of the Annual Meeting of the Council approving the scheme for the following Municipal Year, unless prescribed otherwise by the IRPW.

Other than in the year of County Council Elections where Senior Salaries will be payable with effect from the date of appointment any increase/reduction in Senior Salaries will be payable with effect from the date of the Annual Meeting of the Council, unless prescribed otherwise by the IRPW.

4.1 Basic Salary

Basic salary is payable at the same rate to all Councillors. It is paid in recognition of the time devoted by Councillors to their work including incidental expenses, such as inevitable calls on their time as meetings with constituents, political group meetings, attendance at meetings of Town and Community Councils., including the undertaking of approved duties(see para 3.2 below). This will be payable from the 4th day after the election to the council subject to the member having signed their declaration of acceptance of office in accordance with Section 83(1) of the Local Government Act 1972

Basic Salary also covers other incidental costs such as the use of their homes.

Members who are only in receipt of a basic salary are not precluded from receiving a second salary as a member of a Fire & Rescue or National Park Authority.

4.2 Senior Salaries

A Senior Salary is paid to councillors appointed by the Council or Leader of the Council to specific positions i.e. Executive Board Members and Chairs of Committees. Senior salaries will be payable from the date of the Council's Annual meeting.

A Senior Salary must also be paid to the Leader of the largest opposition group (a political group other than a controlling group which has a greater number of members than any other political group in the Council) provided that the group's membership comprises 8 or more members (at least 10% of the Council's members [74]).

The number of Senior Salaries payable by the Council is limited to a total of 18 by the Independent Remuneration Panel for Wales. This maximum number of senior salaries may only be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder.

The IRPW has based its remuneration of Council Leaders and Executive Members on the assumption that these roles are full time and this therefore precludes them from receiving a second salary as a member of a Fire & Rescue or National Park Authority.

4.3 Civic Salaries

A Civic Salary is paid to the Chair and Vice Chair appointed by the Council and will be payable from the date of the Council's Annual meeting. The Chair and Vice Chair of the Council receive Civic Salaries under Sections 22 and 24 of the Local Government Act, 1972 to assist them with the expenses of their office.

The Civic Salary includes any out of pocket expenses not otherwise paid directly by the Council in support of the functions of the Chair and Vice Chair of Council.

4.4 Co-opted Members' Payments

Co-opted Members with voting rights will receive payments in recognition of the time devoted to their work associated with and in attending meetings including incidental expenses. Payments will be made via a daily fee at the levels prescribed by the Independent Remuneration Panel for Wales.

Payments will also be made for attending authorised training events, conferences and preliminary meetings convened by Officers.

4.5 Approved Duties

- a) Attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority makes appointments or nominations or of any committee of such a body;
- b) Attendance at a meeting of any association of authorities of which the authority is a member.
- c) Attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities

- d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act.
- e) A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises
- f) Attendance at any training or developmental event approved by the Executive Board
 - (All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Executive Board following presentation of a report prepared by the Chief Executive which will include:
 - a) conference / seminar / training course details
 - b) the comments of the relevant Director as to the necessity to attend.
 - c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.
 Should the majority of Executive Board Members be in favour of the application then the Leader has delegated authority to approve the application for attendance.)
- g) Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees
- h) Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council.
- i) Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a Committee of the Council.
- j) Meetings of Joint Liaison Committees
- k) Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty"
- l) Attendance at meetings of the Shadow Executive Board* convened by the Chief Executive
- m) Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council.
- n) *Attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair at meetings of the Executive Board.***
- o) *Attendance by a Councillor at meetings or events to which the Councillor has been formally appointed or nominated by the Council in a Champion or Ambassador role.***
- p) Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies (***other than for the Leader, Deputy Leader or an Executive Board Member who is in receipt of a Senior Salary***), and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes.
(***claims for travelling and subsistence allowances should not be made to outside bodies and the Council for the same duties.***)

*****Recommendation to Council by CRWG – to be determined at the meeting***

4.6 Executive Board Members Approved Duties

The following duties are also “approved duties” for the Leader and Executive Board Members:

Attendance at Meetings of the Council, the Executive Board, Committees and Advisory Panels

Attendance at Meetings of Executive Board Members convened for the purpose of taking executive decisions and formally convened by the Chief Executive

Activities in connection with the exercise of duties as an Executive Board Member

Attendance by members of the Executive Board at any local, regional or national event where the Leader has, prior to the event, informed the Chief Executive that he/she has nominated them to attend in his/her place as a representative of the Council

4.7 Official openings, public launch events of the Council’s new buildings/services/facilities within the County

Attendance at public launch events/official openings of new Council buildings/services/facilities will not be an approved duty unless a formal invitation is received from the Chief Executive to attend.

The attendance of the Leader and relevant Executive Board Members at such events would form part of their duties as a member of the council’s executive.

The attendance of the Chair and Vice Chair of Council at such events would form part of their civic duties.

5. ALLOWANCES

Payments of allowances will be made at the levels prescribed by the Independent Remuneration Panel for Wales.

5.1. Reimbursement of Costs of Care

A copy of the Council’s adopted Reimbursement of Costs of Care scheme is set out in Appendix B to this scheme

5.2 Travelling Allowances

Councillors / Co-opted Members must notify the Democratic Services Unit of the Chief Executive’s Department as soon as possible of their impending journey in order that the most economical price can be negotiated where accommodation, rail or air travel will be required. These arrangements will be made by the Democratic Services Unit and paid for by using the corporate credit card which enables the Council to re-claim any VAT charges. The Independent Remuneration Panel for Wales’ view is that Council members should always be mindful of choosing the most cost effective method of travel. Where Councillors are required to travel on Council approved duties (see Section 3.2 above), the following rules will apply.

5.2.1 Travel by Rail

All rail travel by councillors / co-opted members must be arranged, at the earliest opportunity, through the Democratic Services Unit in order to maximise savings to the Council. Travel by rail will normally be by standard second class ticket.

Members are permitted to travel by first class rail where work requirements justify such expenditure. (i.e. working on the train prior to attending a meeting the same day). First class apex tickets, or their equivalent, will be provided when they are available and it can be shown that these tickets would produce a saving to the Council over the standard second class rail fare. (Obtaining a first class apex ticket normally requires the ticket to be booked at least a week in advance of the rail journey.)

Rail tickets will be obtained by the Democratic Services Unit for all rail journeys.

5.2.2 Travel by Private Car

When travelling by private car the journey should be undertaken by the shortest route, allowance claims will be verified by the Democratic Services Unit of the Chief Executive's Department and payment made for the shortest route calculated for the journey.

PLEASE NOTE: Members who use a personal vehicle to attend meetings and for approved duties will be required to declare this to their motor insurers and ensure they obtain Business Use. The Democratic Services Unit will ask members to produce their car insurance certificates and driving licence on an annual basis to ensure compliance.

Travelling "in County"

The current travelling allowances paid to councillors and co-opted members for travel by private car, as outlined in Appendix A of this scheme will be payable for journeys within County.

Travelling "Out of County"

When travelling "out of County" councillors and co-opted members must travel by the most cost effective means to the Council, taking into account the cost of travel and time involved in a journey. This will usually be by rail and where rail facilities exist the rate for travel by a member's own car will be the equivalent of the Standard Day Return rail fare in lieu. Expenses incurred such as parking fees, ferry fees and tolls paid for bridges and roads will be refunded on the production of receipts.

However, where the Chief Executive or his representative agrees prior to the journey being made that travel by rail is inappropriate because of meeting start time or inappropriate rail services, the councillor concerned will be authorised to travel using one of the Council's leased cars (provided the Councillor has undertaken a driver assessment course and then authorised to use such a vehicle or, if unavailable, by private car at the travelling allowances outlined in Appendix A of this scheme.

In instances where more than one member is travelling to the same meeting / event outside the County and a member is authorised to travel by private car, then whenever possible, arrangements should be made to share car travel. .

5.2.3 Travelling by Hired Car / Council Leased Car

Councillors may hire cars through the Democratic Services Unit if the total of the hire charge and the petrol used will be less than the Standard Class rail fare. If a car is hired, the hire charge is paid direct by the Council and a claim form has to be submitted for the fuel used. Expenses incurred such as parking fees, ferry fees and tolls paid for bridges and roads will also be refunded on the production of receipts. Prior to being authorised to have the use of a hire / council leased car a Councillor / Co-opted Member must undertake a driver assessment course and be authorised to use such a vehicle. The course will be arranged by the Democratic Services Unit of the Chief Executive's Department in conjunction with the Transport Manager of the Technical Services Department.

(Recognised as good practice under the Council's Fleet Road Risk Policy)

5.2.4 Travel by Taxi / Bus

Where it is reasonable to do so, the actual fare may be claimed on the production of the relevant receipts

5.3 **Subsistence Allowances**

Claims for subsistence will be paid for the actual expenses incurred supported by the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme.

Note:

Subsistence will not be paid to Councillors when conducting official business within the County of Carmarthenshire.

(This does not apply to Co-opted Members who live outside the County of Carmarthenshire.)

Receipts must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

For co-opted members that live outside the County the method of determining the payment of subsistence allowance when undertaking official business within the County, will be as follows:-

Breakfast – more than 4 hours before 11.00 a.m.	£4.00
Lunch – more than 4 hours including the period 12 noon to 2.00 p.m.	£8.00
Tea – more than 4 hours including the period 3.00 p.m. to 6.00 p.m.	£3.00
Dinner – more than 4 hours ending after 7.00 p.m.	£13.00

5.4 **Overnight Accommodation and “Out of County” Subsistence Allowances**

All arrangements for overnight stays by elected members must be carried out by the Democratic Services Unit of the Chief Executive's Department. Where an approved

duty involves an overnight stay from the member's usual place of residence for a continuous period of absence of 24 hours or more outside the County, all reasonable subsistence expenses incurred will be paid on an actual basis, subject to the production of receipts and not exceeding the appropriate rates referred to in Appendix A of this scheme

A reasonable level of accommodation will be arranged by the Democratic Services Unit (except where the accommodation is provided as part of a conference/seminar or event fee).

Where the accommodation does not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding the appropriate rates as shown in Appendix A of this scheme.

Where Seminar/Conference or Event fees are paid direct by the Council and are inclusive of accommodation but do not include meals then any costs incurred for meals will be paid on an actual basis subject to the production of receipts and not exceeding in total the appropriate rates as shown in Appendix A of this scheme.

Overnight accommodation will not be arranged and paid for within the County of Carmarthenshire.

6 I.T. COMMUNICATIONS SERVICES, EQUIPMENT AND STATIONERY

In the same way that officers are provided with equipment and supplies to enable them to carry out their functions, the Council provides or facilitates the provision of a range of services directly to councillors to assist them with their office costs.

6.1 Communications Allowance

The Council will provide all newly elected members with a communications allowance of £20.00 per month to source their own broadband. Members who were elected prior to the elections in May 2017 will be permitted to continue with current standard broadband provision or alternatively choose to source their own broadband and receive the £20.00 communications allowance.

6.2. I.T. Equipment

The Council will provide each councillor with an I.T. device based on user preference – options to include a) Mix Tablet or b) Standard Laptop and i-pad to enable them to access the Council's internal systems and the internet. Appropriate computer software and consumables will also be provided. Members will be able to access printing facilities at Council offices.

(It should be noted that only the Council's own encrypted devices can be linked to the Council's IT equipment e.g. Memory Sticks, CD's. and that the equipment provided should only be used for Council business.)

Mobile telephones may also be provided free of charge to Executive Board Members if they are necessary to assist them in fulfilling their duties as determined by the Council.

No payments will be made to Councillors and Co-opted members towards their telephone costs (line rental and call charges).

6.3 Office Supplies, Stationery and Postage

Office supplies, such as pens, pencils, postage, files, paper, envelopes, etc. will be provided to councillors at a reasonable level and also direct practical support from the Democratic Services Unit in the preparation of letters, surgery posters, newsletters, obtaining responses to councillor enquiries and so forth.

No payments will be made to Councillors and Co-opted members towards their postage costs

7. PENSION

All councillors will be entitled to join the Local Government Pension Scheme (LGPS) and their Basic and where appropriate Senior Salaries will be pensionable.

8. PAYMENTS

The payment of Basic, Senior and Civic Salaries is incorporated into the monthly payroll system and will be paid automatically by Bank Credit Transfer without any action required by Councillors or Co-opted Members.

These payments are enhanced by the Reimbursement of Costs of Care, Travelling and Subsistence Allowances claimed for the previous month. Claims should be submitted on the appropriate forms to the Democratic Services Unit of the Chief Executive's Department within one month of the meeting to which the allowance refers, together with appropriate receipts. Councillors and Co-opted Members are requested to submit regular monthly claims in order that the Council can maintain accurate financial profiles for budget management purposes.

Payment of Co-opted Members' Fees , Reimbursement of Costs of Care, Travelling and Subsistence Allowances will be paid in the same way.

Payment is made on the 15th of each month, or the nearest banking day and the appropriate claim form for travelling and subsistence allowances should be submitted to the Democratic Services Unit by the twenty seventh (27th) day of every calendar month

Note:

Receipts provided must be formal documents, showing the name of the business, the date and the nature of the supply. Basic non detailed till roll receipts are not acceptable.

Councillors and Co-opted Members will lose their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.

Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.

8.1. Duplicate Payments

All claims made will be signed by Councillors and Co-opted members to signify that they have actually and necessarily incurred expenditure being claimed and will not make any other allowances claims under any enactment for the duties being claimed for. In addition the Democratic Services Unit of the Chief Executive's Department will adopt procedures to ensure that no duplicate payments are made.

8.2 Recovery of Overpayments

Any overpayments made by the authority in error in respect of salaries, allowances, or fees, will be recovered either from the following month's payment or in instalments over a maximum period of 3 months' payments.

That in instances where payment has already been made in respect of any period which a councillor or co-opted member concerned:

Is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act.

Ceases to be a member or co-opted member of the authority

Or in any way is not entitled to receive a salary, allowance or fee in respect of that period

Repayment of the sums involved will be sought immediately.

9. INCOME TAX

Basic, Senior and Civic Salaries and Co-opted Members' Fees are taxable and members will be taxed under the normal PAYE system. Daily subsistence for a period of attendance at meetings away from the normal place of attendance (outside the County), tax is non-deductible.

Councillors, Independent and Co-opted Members should contact Her Majesty's Revenue and Customs (HMRC) if they feel they are entitled to allowances against this income. Typical tax deductible expenses which may be claimed by councillors include:-

Travel by Car - An arrangement applies where a member uses his/her own car in the performance of non approved duties which do not attract mileage allowance. This provides for an allowance, calculated using HMRC authorised mileage rates (45p per mile from 2015/16) Members will have to keep records of their mileage on non-approved duties in order to claim this allowance.

Secretarial Expenses - Where payments are made for necessary secretarial assistance involving, for example, drafting replies to letters, typing and filing, and such assistance is not provided by the Authority. Any amounts claimed must be reasonable in relation to the councillor's allowances and to the assistance given. The amounts must actually have been paid to the assistant on a regular basis. HMRC may wish to see evidence of such payments.

Hire of Rooms – The expenditure to be claimed should be limited to the amount incurred and should relate to hire for 'surgeries' or public meetings e.g. planning objections. A claim cannot be allowed in respect of the hire of rooms for party political purposes

Household Expenses - Where additional household expenses are incurred (light, fuel, heating etc.) relating to those parts of councillors' homes that are used for council duties, HMRC will accept a standard deduction (an amount agreed between the Association of Councillors and HMRC) to cover this. If a room is used exclusively for council business, a claim may also be made for the proportion of Council Tax, heat and light relative to that room.

Other Expenses - Members with expenses not covered by the above should itemise them on their tax return. HMRC may require evidence and details of the expenditure.

10. NATIONAL INSURANCE CONTRIBUTIONS

If a Councillor or Co-opted member is under state-pension age and receives taxable allowances equalling or exceeding the current lower earnings limit, there is a liability for Class 1 National Insurance contributions at the standard rate.

Each employment is considered separately for contribution purposes and no account is taken of the fact that a Councillor or Co-opted Member may have another job or is self-employed.

However, there is an annual maximum for contribution liability and in certain instances a Councillor or Co-opted Member may be entitled to a refund. An explanatory leaflet (NP28 People with more than one job) is available from Social Security Offices. In addition leaflet NP 18 is available for people who pay Class 4 contributions and are also self employed.

11. SOCIAL SECURITY BENEFITS

11.1 Benefits Unaffected by Councillors /Co-opted Members' Duties or Allowances

The following benefits should be unaffected by being a Councillor or by any payments they receive for undertaking their duties -

Child benefit and one parent benefit.

Retirement or widow's pension.

Personal Independence Payments or Department for Work and Pensions attendance allowance.

Industrial disablement or war disablement benefit paid because of being assessed as having a percentage disability.

If a Councillor / Co-opted Member is single, and these are the only benefits which they are claiming in their own right, then these benefits are unlikely to be affected by their salaries or fees.

If a Councillor/Co-opted Member receives a married woman's retirement pension or if a their partner claims benefits which include an amount for the Councillor/Co-opted Member as their dependant , then these benefits can be affected by the Councillor's allowances.

Advice should therefore be sought from the Department for Work and Pensions regarding partners under each of the separate benefits available.

11.2 Claiming Benefits - The Basic Rules

The following rules apply if -

Claiming any benefit, other than those listed above; or

A partner claims a means-tested benefit; or

A partner claims an extra amount or retirement pension, unemployment benefit, incapacity benefit, severe disablement allowance, maternity allowance or invalid care allowance for the Councillor / Co-opted Member as his or her dependant.

A Councillor/Co-opted Member must notify the Department for Work and Pensions Office from which they receive the benefits that he/she is an elected Councillor or Co-opted Member. If a partner claims a means-tested benefit or claims for the Councillor/Co-opted Member as his or her dependant, he or she must also tell the relevant benefit offices about their partner's Council duties.

Some Councillors / Co-opted Members may think that if they refuse to accept their Salaries / Fees, this will mean their benefits will not be affected. This is not true. In most cases, the social security rules take into account any income that is available to you, even if you choose not to take advantage of it.

The treatment of different allowances varies from benefit to benefit. For some benefits, the very fact that the Councillor/Co-opted Member is undertaking Council duties (whether or not they get aid for them) can affect their rights to claim. In other cases, it is the level of income from the allowance that affects entitlement.

Social Security benefits is an area of complexity and detailed specialist advice should be obtained from the local office of the Benefits Agency or online at www.gov.uk

12. INSURANCE - PERSONAL ACCIDENT COVER

The Council maintains a Personal Accident Policy to provide benefits for Councillors and Co-opted Members who sustain injuries or who suffer an assault in the course of their duties as a Council Member or a Co-opted Member of a Committee of the Council

The Policy will operate during the time the Member is engaged on Council business, including:

service on behalf of the Council on Committees of other Authorities or bodies, provided no other cover applies in respect of such service, and

direct travel in connection with the above.

The Policy is extended to cover Members' spouses while travelling on official journeys on Council business

The range of benefits are:-

Death	£50,000
Permanent Total Disablement	£50,000 applied on Continental scale
Temporary Total Disablement	£100 per week
Temporary Partial Disablement	£50 per week
Hospitalisation	£20 per day after first day
Convalescence Benefit	£20 per day after first day

N.B. the maximum combined benefit period for hospitalisation and convalescence is 31 days.

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the Hospitalisation and Convalescence Benefit are not affected.

The Council also maintains a Business Travel Policy to provide benefits for Members participating in official journeys outside the U.K.

This policy is also extended to cover Members' spouses.

The range of benefits are:-

Death	£150,000
Permanent Total Disablement	£150,000 applied on Continental scale
Medical and other expenses	£1,000,000 per person less £25 excess
Baggage and Personal Effects	£1,500 subject to £250 maximum any one item and £25 excess
Money	£400 any one person and £25 excess
Cancellation, loss of deposit, etc.	£3,000 any one person
Personal Legal Liability	£1,000,000

Reduced accident benefits are payable to Members aged 70 to 79 years, and no accident benefits are payable to Members aged 80 and over, but the medical expenses, baggage and personal effects, money, cancellation etc., and personal liability benefits are not affected.

13. PUBLICITY OF ALLOWANCES

As soon as practicable after determining its Schedule of Councillors and Co-opted Members' payments for the year the Council will no later than 31 July of the year to which the Schedule refers, make arrangements for the schedule's publication within the County.

As soon as practicable and no later than 30 September following the end of a financial year (1st April – 31st March), the Council will make arrangements for the publication within the County, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of Costs of Care, travel and subsistence allowances.

Also in the same timescale and in the same manner, the Council will make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. (i.e. Fire and Rescue Authority, National Park Authority)

14. ATTENDANCE AT MEETINGS

Details of Councillors' and Co-opted Members' attendance at meetings of the Council and its Committees and Sub Committees will be maintained by the Democratic Services Unit of the Chief Executive's Department.

15. ANNUAL REPORTS BY COUNCILLORS

The Council will make arrangements for each member of the Council to make an annual report regarding his/her activities as a member of the Council. Copies of annual reports produced by Councillors will be available to view on their web pages on the Council's website:

<http://democracy.carmarthenshire.gov.wales/ecCatDisplay.aspx?sch=doc&cat=13194&path=0>

16. FURTHER INFORMATION

For further information in respect of this scheme please contact:

<i>Linda Rees-Jones, Head of Administration and Law</i>	<i>Tel. 01267 224010</i>
<i>Kevin Jenkins, Payroll Manager</i>	<i>Tel. 01267 224680</i>
<i>Gaynor Morgan, Democratic Services Manager</i>	<i>Tel. 01267 224026</i>
<i>Eira Evans, Principal Democratic Services Officer</i>	<i>Tel. 01267 224060</i>

APPENDIX A

RATES OF ALLOWANCES TO BE PAID IN 2018/19

The amounts of Salaries, Fees and Allowances to be paid to Councillors and Co-opted Members are prescribed by the Independent Remuneration Panel for Wales. It should be noted that members in receipt of Senior and Civic Salaries do not receive the Basic Salary in addition to those salaries. Also a Councillor cannot be paid more than one Senior Salary or a Senior Salary and a Civic Salary

Any Councillor or Co-opted Member may also elect to forego any part of their entitlement to a salary, allowance or fee.

1. Basic Salary is payable at the same rate to all Councillors and the prescribed amount for is £13,600 p.a. Basic salary will remain payable during a period of “Family Absence” (Councillors receiving a Senior Salary or a Civic Salary do not also receive a Basic Salary)

2. Senior Salary is paid to Councillors appointed by the Council or Leader of the Council to specific positions (e.g. Chairs of Committees, Executive Board Members) and is limited to a total of 18 senior salaries by the Independent Remuneration Panel for Wales. Senior salary will remain payable during a period of “Family Absence”.

A Senior Salary must also be paid to the Leader of the largest opposition group (a political group other than a controlling group which has a greater number of members than any other political group in the Council) provided that the group’s membership comprises 8 or more members (at least 10% of the Council’s members [74]).

MEMBERS ENTITLED TO BASIC SALARY (54)	ANNUAL AMOUNT OF BASIC SALARY																																																						
<p>The following named elected members of the authority who are not entitled to senior/civic salary:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1. Fozia Akhtar</td> <td style="width: 33%;">19. Amanda Fox</td> <td style="width: 33%;">37. Andre McPherson</td> </tr> <tr> <td>2. Sue Allen</td> <td>20. Jeanette Gilasbey</td> <td>38. Eryl Morgan</td> </tr> <tr> <td>3. Liam Bowen</td> <td>21. Deian Harries</td> <td>39. Shahana Najmi</td> </tr> <tr> <td>4. Kim Broom</td> <td>22. Carl J. Harris</td> <td>40. Dai Nicholas</td> </tr> <tr> <td>5. Deryk Cundy</td> <td>23. Tina Higgins</td> <td>41. Aled Vaughan Owen</td> </tr> <tr> <td>6. Suzy Curry</td> <td>24. Ken Howell</td> <td>42. Dorian Phillips</td> </tr> <tr> <td>7. Alun Davies</td> <td>25. Andrew James</td> <td>43. Susan Phillips</td> </tr> <tr> <td>8. Anthony Davies</td> <td>26. John Jenkins</td> <td>44. John Prosser</td> </tr> <tr> <td>9. Arwel Davies</td> <td>27. Gareth John</td> <td>45. Louvain Roberts</td> </tr> <tr> <td>10. Ann Davies</td> <td>28. Carys Jones</td> <td>46. Emlyn Schiavone</td> </tr> <tr> <td>11. Handel Davies</td> <td>29. Betsan Jones</td> <td>47. Hugh Shepardson</td> </tr> <tr> <td>12. Ieuan Davies</td> <td>30. Dot Jones</td> <td>48. Alan Speake</td> </tr> <tr> <td>13. Joseph Davies</td> <td>31. Gary Jones</td> <td>49. Bill Thomas</td> </tr> <tr> <td>14. Jeff Edmunds</td> <td>32. Jim Jones</td> <td>50. Dai Thomas</td> </tr> <tr> <td>15. Penny Edwards</td> <td>33. Jean Lewis</td> <td>51. Gareth Thomas</td> </tr> <tr> <td>16. Colin Evans</td> <td>34. Ken Lloyd</td> <td>52. Elwyn Williams</td> </tr> <tr> <td>17. Rob Evans</td> <td>35. Kevin Madge</td> <td>53. Dorian Williams</td> </tr> <tr> <td>18. Tyssul Evans</td> <td>36. Shirley Matthews</td> <td>54. Eirwyn Williams</td> </tr> </table>	1. Fozia Akhtar	19. Amanda Fox	37. Andre McPherson	2. Sue Allen	20. Jeanette Gilasbey	38. Eryl Morgan	3. Liam Bowen	21. Deian Harries	39. Shahana Najmi	4. Kim Broom	22. Carl J. Harris	40. Dai Nicholas	5. Deryk Cundy	23. Tina Higgins	41. Aled Vaughan Owen	6. Suzy Curry	24. Ken Howell	42. Dorian Phillips	7. Alun Davies	25. Andrew James	43. Susan Phillips	8. Anthony Davies	26. John Jenkins	44. John Prosser	9. Arwel Davies	27. Gareth John	45. Louvain Roberts	10. Ann Davies	28. Carys Jones	46. Emlyn Schiavone	11. Handel Davies	29. Betsan Jones	47. Hugh Shepardson	12. Ieuan Davies	30. Dot Jones	48. Alan Speake	13. Joseph Davies	31. Gary Jones	49. Bill Thomas	14. Jeff Edmunds	32. Jim Jones	50. Dai Thomas	15. Penny Edwards	33. Jean Lewis	51. Gareth Thomas	16. Colin Evans	34. Ken Lloyd	52. Elwyn Williams	17. Rob Evans	35. Kevin Madge	53. Dorian Williams	18. Tyssul Evans	36. Shirley Matthews	54. Eirwyn Williams	£13,600
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APPENDIX A

	SENIOR SALARIES (includes basic salary)	ENTITLEMENTS	* ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Emlyn Dole	£48,300
2.	Deputy Leader	Mair Stephens	£33,800
3.	Executive Board Member – Environment	Hazel Evans	£29,300
4.	Executive Board Member – Education & Children	Glynog Davies	£29,300
5.	Executive Board Member – Housing	Linda Evans	£29,300
6.	Executive Board Member – Resources	David Jenkins	£29,300
7.	Executive Board Member – Culture, Sport & Tourism	Peter Hughes-Griffiths	£29,300
8.	Executive Board Member – Public Protection	Philip Hughes	£29,300
9.	Executive Board Member – Social Care & Health	Jane Tremlett	£29,300
10.	Executive Board Member – Communities and Rural Affairs	Cefin Campbell	£29,300
11.	Chair of Planning Committee	Alun Lenny	£22,300
12.	Chair of Licensing Committee	Edward Thomas	£22,300
13.	Chair of Community Scrutiny Committee	Sharen Davies	£22,300
14.	Chair of Education & Children Scrutiny Committee	Darren Price	£22,300
15.	Chair of Environmental & Public Protection Scrutiny Committee	John James	£22,300
16.	Chair of Policy & Resources Scrutiny Committee	Giles Morgan	£22,300
17.	Chair of Social Care & Health Scrutiny Committee	Gwyneth Thomas	£22,300
18.	Leader of the Largest Opposition Group	Rob James	£22,300
A maximum of 18 senior salaries for Carmarthenshire County Council may be paid and this has not been exceeded.			

*Note – Committee Chairs and Chair & Vice Chair of Council for 2018/19 will be confirmed at the Annual Meeting

APPENDIX A

ENTITLEMENT TO CIVIC SALARIES * (includes Basic Salary)		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Chair)	Mansel Charles	£21,800
Deputy Civic Head (Chair)	Kevin Madge	£16,300

ENTITLEMENT AS STATUTORY CO-OPTees WITH (VOTING RIGHTS)		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	A. Morgan	£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Ordinary Members of Standards Committees, Education Scrutiny Committees, Crime and Disorder Scrutiny Committee and Audit Committee	<u>Standards Committee:</u> <ul style="list-style-type: none"> • Mary Dodd • Daphne Evans • Julie James • Alun Williams <u>Education & Children Scrutiny Committee</u> <ul style="list-style-type: none"> • Vera Kenny • Jean Voyle-Williams • Melanie Jones (Area 1) • Georgina Cornock-Evans (Area 2) • James Davies (Area 3) <u>Audit Committee</u> Julie James	£198 Daily Fee £99 ½ Day Fee
Ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£226 Daily Fee £113 ½ Day Fee
Community and Town Councillors sitting on Principal Council Committees	<ul style="list-style-type: none"> • Town Councillor Philip Rogers 	£198 Daily Fee £99 ½ Day Fee

APPENDIX A

The co-optee allowance will also be payable for attending authorised training events, conferences and preliminary meetings convened by Officers.

For the purposes of claiming:

A half day meeting is defined as up to 4 hours

A full day meeting is defined as over 4 hours

- Reasonable time for pre meeting preparation is eligible to be included in claims made for daily fees by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
- Travelling time to and from the place of the meeting can be included in the claims made for daily fees by co-opted members (up to the maximum of the daily rate).
- The appropriate officer within the authority will 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.

- Meetings eligible for the payment of a daily fee include other committees and working groups (including task and finish groups) or any other formal meeting to which co-opted members are requested to attend. (pre meetings with officers, training and attendance at conferences are already eligible for payment).

These payments are also capped at a maximum of the equivalent of 10 full days a year (20 half days a year) for each committee to which an individual may be co-opted. (The setting of the cap for the maximum number of daily fees payable within a municipal year will be reviewed annually)

Co-opted Members of Committees that do not have voting rights will not be entitled to a daily fee for attending meetings although they will be able to claim travelling and subsistence allowances at the same rates as that paid to councillors, Independent and co-opted members with voting rights

(Independent and Co-opted Members of the Council's Committees will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred)

MEMBERS ELIGIBLE TO RECEIVE REIMBURSEMENT OF COSTS OF CARE	
All Members	Up to a maximum of £403 per month *
The Council has determined to publish the total amount reimbursed by the Authority during the year but not attributed to any named member.* Council 18/04/2018	

5. Joint Overview and Scrutiny Committees (JOSC)

5.1 Chair of a JOSC

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 p.a.

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.

5.2 Chair of a JOSC Sub-Committee

The chair of a sub-committee of a Joint Overview and Scrutiny Committee is eligible for a salary of £1,675.

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.

Payments to chairs of task and finish sub-committees are to be pro-rated to the duration of the task.

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).

A deputy chair of a JOSC or sub committee is not eligible for payment.

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. (entitled to vote)

The remuneration of Chairs of JOSCs (or a sub-committee of a JOSC) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is awarded, it must be at the level set out above.

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities and the above level of payments are for noting and inclusion within the Council's Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19 in the event that the Council should decide to establish JOSC's during the 2018/19 Municipal Year and to pay a salary.

6. Travelling Allowances are payable to Councillors and Co-opted Members undertaking approved duties and will be paid at the following rates for 2018/19:-

All vehicle sizes of private motor vehicle:

Up to 10,000 miles – 45p per mile

Over 10,000 miles – 25p per mile

Private motor cycles – 24p per mile

Pedal cycles – 20p per mile

Passenger supplement – 5p per passenger per mile

All other forms of travel including Bus/Taxi fares will only be reimbursed at the actual expense incurred and must be accompanied by appropriate receipts.

PLEASE NOTE - Members who use a personal vehicle to attend meetings and for approved duties will be required to declare this to their motor insurers and ensure they obtain Business Use. The Democratic Services Unit will ask members to produce their car insurance certificates and driving licence on an annual basis to ensure compliance.

Councillors and Co-opted Members should always be mindful of choosing the most cost-effective method of travel

Note: The Council decided at its adjourned meeting held on 1st June, 2012 that travelling allowance would not be paid to Councillors for undertaking official business in connection with constituency or ward responsibilities where they arose out of the discharge of the functions of the Council

7. Subsistence Allowances

The maximum daily rate of subsistence allowance of £28.00 per day covers a 24 hour period and will become payable from the time that the Councillor / Co-opted member leaves home to undertake their journey on official business. The maximum daily rate reimbursable covers a 24 hour period and can be claimed for meals during this period, provided such a claim is supported by receipts.

Where an overnight stay is involved and includes breakfast as part of overnight accommodation a day subsistence rate of £24.00 will be made available.

Re-imbusement of alcoholic drinks is not permitted.

It should be noted that subsistence allowances will not be payable for official business which takes place within the County. (This does not apply in respect of co-opted members who live outside the County)

Claims will be paid on the basis of actual expenditure supported by receipts and the maximum allowance in each case will be paid only if actual expenditure equals or exceeds it.

8. Overnight Accommodation will be arranged and paid for by the Democratic Services Unit of the Chief Executive's Department. The overnight accommodation costs will not exceed the following amounts for 2018/19:

Overnight Costs in London	£200
Overnight Costs elsewhere	£ 95

An allowance of £25.00 per night if staying with friends or relatives

Overnight accommodation will not be arranged and paid for within County.

9. Reimbursement of Costs of Care is paid to Councillors and Co-opted Members with voting rights in respect of such expenses in arranging for the care of children or dependants (Aged 15 years and over) as are necessarily incurred in the carrying out of their duties.

The maximum level of Reimbursement of Costs of Care payable for 2018/19 is £403 per month and claims will be paid on the basis of actual expenditure supported by receipts, the maximum allowance will be paid only if actual expenditure equals or exceeds it.

It should be noted that the allowance is a contribution to actual monthly costs which cannot be annualised.

Care provided by Registered Carers will be reimbursed at cost

Care provided by family members or friends will be reimbursed at the following appropriate current minimum wage rate per hour:

£7.50 per hour the New National Living Wage rate for workers aged 25 and over

£7.05 per hour the main rate for workers aged between 21 and 24

£5.60 per hour the main rate for workers aged 18 – 20 years of age

£4.05 per hour the rate for workers above school leaving age but under 18 (16-17 years of age)

Siblings of 14 and 15 years of age providing care will be reimbursed at the Council's agreed rate of £3.30 per hour

These allowances will be payable for 2018/19.

APPENDIX A

Receipts from registered carers must be formal documents, showing the name of the business/person, the date period of time and the nature of the supply.

In cases where care is provided by a Councillor's / Co-opted Member's family member or friends the Councillor / Co-opted Member will make a declaration providing specific details of the nature of the care service provided to the child or dependent, the specific time period and the date.

The Chief Executive was delegated authority by Council at its adjourned annual meeting held on 1st June, 2012 to increase the reimbursement of care provided by family members and friends, in line with increases in the appropriate minimum wage rate per hour and the Council's prescribed rate paid to "responsible siblings" by the same percentage level.

10. Scrutiny Participants who are formally invited to contribute to Scrutiny Committees or Task & Finish Groups will be entitled to claim travelling allowance at the same rates as that paid to councillors.

11. IT Equipment, Office Supplies will be provided free of charge to councillors at an appropriate level.

APPENDIX B

REIMBURSEMENT OF COSTS OF CARE SCHEME COUNCILLORS AND VOTING CO-OPTED MEMBERS

In accordance with the requirements of the Independent Remuneration Panel for Wales (IRPW) the Council provides for the payment to Councillors and Co-opted Voting Members of a reimbursement of costs of care in respect of such expenses of arranging for the care of children or dependants as are necessarily incurred in the carrying out of that Councillor's duties.

It is a matter for councillors and co-opted members to satisfy the council that it is reasonable and appropriate for them to receive a care allowance

Payment will not be paid:

- in respect of the care of any child aged 15 years or over or dependent(s) unless the councillor / co-opted voting member satisfies the Council that the child or dependant required supervision which has caused him or her to incur expenses that were necessary for the carrying out of his/her duties as a member of the Council.
- to more than one councillor / co-opted voting member in relation to the care of the same child or dependent
- in respect of more than one care allowance to any councillor / co-opted voting member who is unable to demonstrate to the reasonable satisfaction of the Council that he / she has to make separate arrangements for the care of different children or dependants.
- In respect of a sibling providing care who is less than 14 years of age.

The total amount of allowance payable will not exceed the monthly maximum prescribed by the IRPW.

Subject to the above maximum payment the reimbursement of the costs of providing care will be made as follows:

- Care provided by Registered Carers will be reimbursed at cost.
- Care provided by family members or friends will be reimbursed at the appropriate national minimum wage rate per hour:
- Care provided by a responsible sibling will be reimbursed at the Council's prescribed rate per hour

Reimbursement of Costs of Care is a contribution to actual monthly costs which cannot be annualised.

To be considered for the payment of care allowance, councillors and co-opted voting members will have to complete an application form providing relevant details and will also have to re-apply for the allowance at the beginning of each financial year. Applications for the care of children or dependents aged 15 years of age or over requiring supervision must be supported by a letter from a GP setting out the reasons for supervision.

APPENDIX B

Applications will be considered and approved by the Chief Executive who may, if necessary, seek the views of the authority's Occupational Health Physician in respect of the need for supervision of children or dependents aged 15 years of age or over.

Claims for Reimbursement of Costs of Care will be submitted to the Chief Executive or his nominated representative by the 25th day of each month and will be accompanied by relevant receipts for payments made showing the name of the registered carer, the date, period of time and nature of the care service provided together with details of the Council duties undertaken by the councillor/co-opted member during that time.

Receipts from registered carers must be formal documents, showing the name of the business/person, the date period of time and the nature of the supply.

In cases where care is provided by a Councillor's / Co-opted Member's family member or friends, the Councillor / Co-opted Member must provide specific details of the nature of the care service provided to the child or dependent, the specific time period and the date.

If there are any changes in councillors' or co-opted voting members' eligibility for the allowance then they must immediately notify the Chief Executive of the changes.

Councillors will forfeit their entitlement to claim expenses that are more than 3 calendar months in arrears from the date the actual expenditure was incurred.

(Only in circumstances such as incapacity due to illness will the Chief Executive or his nominated representative, in consultation with the Leader of the Council, be authorised to pay claims that are in excess of this period.)

Abuse of this scheme will be considered as a breach of the provision in the Members Code of Conduct concerning the stewardship of public funds

NOTE: Responsible Siblings

In view of the fact that an informal carer can include an extended family member, such as a responsible sibling of the child/dependent, and care arrangements can encompass a situation in which a councillor / co-opted voting member requires supervision for his/her child/dependent, even though they would be working from home. It was felt that as a "Corporate Parent" the Council should define what it considered to be a "responsible sibling".

It is very hard to be definitive in respect of a responsible sibling as a lot will be to do with the maturity of the young person, irrespective of age. There is no statutory guidance as to when a child becomes "responsible", however, if the younger sibling that is being cared for is a baby, or a toddler, it is questionable whether a 12 year old would be sufficiently mature to do so. It is also recognised that in some cases 12 year olds can be sufficiently mature to look after a younger sibling.

*Following discussions between the legal services division and senior colleagues in the Children's Services Division it was recommended to Council that the age limit for a responsible sibling should as outlined above be set at 14 years of age which would avoid issues of uncertainty. **This recommendation was adopted by Council at its adjourned annual meeting held on 1st June, 2012***

RIGHT TO FAMILY ABSENCE

A councillor must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of family absence, the councillor may be absent from meetings of the council during that period of family absence. This right will also be available to members of the Executive Board.

Family absence relates to the following:

Maternity absence

a period of maternity absence is not to exceed 26 weeks

Newborn absence

a period of newborn absence in respect of a child must not exceed two weeks
period must be a period of at least 56 days beginning with the date of the child's birth.

Adopters absence

a period of new adopters absence in respect of a child must not exceed two weeks

New adoption absence

for a period of adopter's absence in respect of a child not to exceed two weeks
period must be a period of at least 56 days beginning with the date of the child's placement for adoption.

Parental absence

parental absence in respect of a child must not to exceed a period, or a total period, of three months.

Consideration of applications received will follow the guidance provided in respect of The Local Government (Wales) Measure 2011

RIGHT TO SICKNESS ABSENCE FOR SENIOR SALARY HOLDERS

Specific arrangements for long term sickness of Senior Salary Holders are set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is soon (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
- e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts – the statutory maximum).
- f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

A Senior Salary Holder must notify the Chief Executive in writing of his/her intention to take up his/her entitlement to a period of sickness absence. The councillor may be absent from meetings of the council during that period.

JOB PROFILES & PERSON SPECIFICATIONS COUNCILLORS, CO-OPTED MEMBERS AND OFFICE HOLDERS OF CARMARTHENSHIRE COUNTY COUNCIL

1. COUNTY COUNCILLOR

1.1 Accountability

To the full Council

To the electorate of their ward

1.2 Role Purpose and Activity

Representing and supporting communities

To effectively represent the interests of the electoral division and their individual constituents.

Where appropriate to refer a local crime and disorder matter (as defined by Section 19 of the Police and Justice Act 2006) to the Social Justice, Crime and Disorder Scrutiny Committee as an agenda item for discussion at a meeting of the Committee.

To be an advocate for the Council in the ward and the communities they serve. To contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making by the council and its partnerships
To be a channel of communication to the community on council strategies, policies, services and procedures

To represent individual constituents and local organisations at the Council and undertake casework on their behalf, serving all fairly.

To liaise with Executive Board Members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported.

To promote tolerance and cohesion in their local communities

To forward service performance or policy issues raised at meetings of Community Networks to the appropriate Executive Board Member.

To maintain the highest standards of conduct and ethics.

Making decisions and overseeing council performance

Participating in the governance and management of the council by contributing to the decision-making process at meetings of the council and its committees and securing informed and balanced decisions.

Collectively, to be the ultimate policy-makers and carry out a number of strategic and corporate management functions including overseeing performance

To adhere to the principles of democracy and collective responsibility in decision making

To promote and ensure efficiency and effectiveness in the provision of council and other public services.

Representing the Council

To represent and be an advocate for the Council on local outside bodies.

To represent and be an advocate for the Council on local partnership bodies, promoting common interest and co-operation for mutual gain

To represent and be an advocate for the Council on national bodies and at national events

Internal governance, ethical standards and relationships

Members must observe the Council's code of conduct whenever they:

- conduct the business of the authority
- undertake the role of member to which they were elected or appointed; or
- act as representatives of the authority

Thereby:

Promoting and supporting good governance of the Council and its affairs

Providing community leadership and promoting active citizenship

Promoting and supporting open and transparent government

Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

Adhering to the Member's Code of Conduct, the Protocol on Member/Officer relations and maintaining the highest standards of conduct and ethics in public office

Personal and role development

To participate in opportunities for development provided for members by the Council

Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

By applying human rights principles as a framework for resolving differences between social groups and reforming service delivery

By promoting policies that encourage contact on equal terms between disabled and non-disabled people: at work, in school and through training, and by setting a personal example by identifying opportunities to do the same

By ensuring that social care policy increases choice and control and is not diluted by being risk-averse

By ensuring participation of all members of the community in shaping decisions

By being open about personal experiences of impairment of long-term health conditions and providing positive role models to encourage others and help tackle low expectations

By supporting mentoring schemes to help disabled people attain leadership positions

By understanding and promoting the value of good quality early years education for disabled children and the need for continuing learning opportunities throughout life

1.3. Person specification for a Councillor

To fulfil his or her role as laid out in the job profile, an effective member requires the following:

A) Representing and supporting communities

Good advocacy skills

Interpersonal skills

Integrity and the ability to set aside own views and act impartially

The ability to present relevant and well reasoned arguments

Good communication skills

B) Making decisions and overseeing council performance

Knowledge and understanding of the council's constitution, rules and conventions

An understanding of strategic, policy and service contexts for decisions

The ability to challenge ideas and contribute positively to policy development

C) Representing the Council

Good public speaking skills

Good presentation skills

The ability to persuade others and act with integrity

D) Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

E) Personal and role development

An ability to assess personal and role development needs

Desire and skills to participate in development

2. CHAIR OF THE COUNCIL

2.1 Accountability

To full Council

2.2 Role Purpose and Activity

Act as a symbol of the Council's democratic authority

As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council

The Chair exercises an ambassadorial role for all citizens of the County and as such it is crucial that the dignity of the office is upheld at all times and the protocols in place are closely followed.

To represent the Council at civic and ceremonial functions

To promote public involvement in the council's activities.

To attend such civic and ceremonial functions as the council and she/he determines appropriate.

Chair Council meetings

To preside over meetings of the Council, so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.

To ensure that the Council conducts its meetings in line with the Council's Standing Orders

To ensure that the council meeting is a forum for the debate of matters of concern to the local community and the place at which councillors are able to hold the executive board and committee chairs to account.

Uphold and promote the Council's Constitution

To uphold and promote the purposes of the Council's Constitution at meetings of the Council and, if necessary, to rule on the interpretation of the Constitution

Internal governance, ethical standards and relationships

To promote and support good governance of the Council and its affairs

To provide community leadership and promote active citizenship

To promote and support open and transparent government

To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office.

Work programming

To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

Values

To be committed to the values of the Council and the following values in public office:

Openness and transparency
Honesty and integrity
Tolerance and respect
Equality and fairness
Appreciation of cultural difference
Sustainability

2.3 Person specification for the Chair of the Council

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills
An in-depth understanding of role of Chair of the Council and protocols

Chair Council meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

3. VICE CHAIR OF THE COUNCIL

3.1 Accountability

Chair of Council
Full Council

3.2 Role Purpose and Activity

To fulfil the duties of the Chair in his or her absence
To assist the Chair in specific duties as required

(See also the Chair of Council's Role, Purpose and Activity)

3.3 Person specification for the Vice Chair of the Council

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills
An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair Council meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution
An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

4. LEADER OF THE COUNCIL

4.1 Accountability

To Full Council
To nominating group
To the electorate

4.2 Role Purpose and Activity

Provide political leadership to the Council

To exercise political leadership of the Authority and to act as the principal political spokesperson for the Council with particular reference to policy and budgetary matters
To actively promote best value in service delivery and to encourage opportunities for working in partnership
To provide leadership in building a political consensus around council policies
To form a vision for the Council and community
To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery to the Council and its management.
To exercise oversight of the Council's performance generally, to be accountable to the Council and the community at large, for general standards of service delivery.
To determine any issues referred by the Chief Executive and Directors pursuant to the Council's general scheme of delegation to officers.
To act as the Council Member nominated to sign the Annual Statement of Internal Control following formal approval by the Audit Committee.

Portfolio to include:

Corporate Leadership and Strategy
Chairing meetings of the Executive Board
Representing the Council on the Welsh Local Government Association's Council and Executive Board
Economic Development
Representing the Council on Swansea Bay City Region
Collaboration
Marketing and Media
Liaising with the Chief Executive
Public Service Board

Appoint the Councillors to serve on the Executive Board and draw up their portfolios

Appoint Councillors to serve as Executive Board Members to each portfolio taking into consideration their abilities, with power to review appointments and/or allocation of portfolios.

Appoint up to two Deputy Leaders who will undertake such functions set out in their job profiles and the job profile of the Leader of the Council as may be requested by the Leader in circumstances where he/she is unable to exercise them.

Representing and acting as an ambassador for the Council

Representing the council to a high standard, providing a strong, competent and eloquent figure both within the County and at meetings with external bodies.

Representing the council on the WLGA coordinating committee and the WLGA regional partnership board and other bodies determined by the council.

Providing leadership and support to local partnerships and organisations.

Representing the council in regional and national bodies as appropriate.

Provide leadership within the portfolio

Fulfilling the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive board member

Manage and lead the work of the Executive Board and chair meetings

Ensuring the effective running of the executive board by managing the forward work programme and ensuring its continuing development.

Ensuring that the work of the Executive Board meets national policy objectives.

Advising and mentoring other executive board members in their work.

Chairing meetings of the executive board in line with the council's constitution whilst also promoting the practice and principles of collective decision making.

In the Leader's absence a nominated Executive Board Member Strategy Co-ordination Deputy Leader(s) will fulfil this role.

Participate and lead in the collective decision making of the Executive Board

To work closely with other Executive Board Members in ensuring:

- the development of effective council policies
- the budgetary framework for the Council
- the delivery of high quality services to local people.

To accept collective responsibility and support decisions made by the Executive Board.

To work with officers in leading the Council

To act as the principal point of councillor contact with the Chief Executive and Corporate Management Team

To liaise with the Chief Executive, and other appropriate officers, on a regular basis

To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

Leading partnerships and community leadership

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and to be a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

Promoting and supporting good governance of the Council and its affairs

Providing community leadership and promoting active citizenship

Promoting and supporting open and transparent government

Supporting and adhering to respectful, appropriate and effective relationships with employees of the Council

Adhering to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

Councillor Learning & Development

To consider and approve applications by members to attend conferences / seminars / training courses following consideration of a report prepared by the Chief Executive including:

- a) conference / seminar / training course details
- b) the comments of the relevant Director as to the necessity to attend.
- c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.

Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

4.3 Person specification for the Leader of the Council

To fulfil his or her role as laid out in the role description, an effective Leader requires:

Provide political leadership to the Council

Knowledge of community strengths, areas of improvement and key issues

An understanding of the relationship between national and local politics

Have a good strategic awareness of issues facing the Council

An understanding of the Council's strategy, policies and operations

Appoint Councillors to serve on the Executive Board

An understanding of the rules for the appointment of Executive Board Members and Deputy Leader(s)

An ability to recognise talent amongst members

An ability to negotiate the most advantageous appointments within and across political groups

To appraise, guide and mentor senior members

Representing and acting as ambassador for the Authority

High level of communication skills to communicate to the media, local community and wider audience.

Good public speaking skills

Provide leadership within the portfolio

The skills necessary for an executive board member to fulfil their role.

Manage and lead the work of the Executive Board and chair meetings.

An understanding of the Council's constitution and procedure rules

Skills to Chair meetings, including encouraging participation from all members.

A knowledge and understanding of national policy objectives

An overview of the work being carried out by all executive board members.

Participate in the collective decision making of the Executive Board

The ability to constructively challenge decisions and suggest alternatives

To work with officers to lead the organisation

An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

5. DEPUTY LEADER OF THE COUNCIL

5.1 Accountability

To the Leader of the Council
To the Executive Board (through collective responsibility)
To Full Council
To the electorate

5.2 Role Purpose and Activity

The Leader of the Council will designate up to two members of the Executive Board to act as Deputy Leaders:

Each Deputy Leader will undertake such functions as set out in their job profile and the job profile of the Leader of the Council as set out in section 4 above as may be requested by the Leader in circumstances where he/she is unable to exercise them e.g. Chairing Meetings of the Executive Board, or representing the Leader at events and meetings both within the County and at a regional or national level, subject to any decisions falling within the remit of a relevant executive board member being exercised by those members.

To exercise overarching responsibility for the significant policy areas as identified above and to ensure that cross cutting issues are effectively handled at a political level by ensuring that appropriate liaison is undertaken with Executive Board Members with specific service portfolios.

Where 2 Deputy Leaders are appointed they are to jointly:

Co-ordinate the activities of the Executive Board so that policies and practices reflect the principle of collective decision making and that the interests of the Council as a whole are at the forefront of the approach to the business of the Executive Board.

Co-ordinate the Council's strategies via the democratic structure and to take responsibility for those issues which impact on more than one executive board portfolio/service area.

Identify "cross cutting" issues and to ensure that the mechanisms for policy formulation including advisory panels recognize and address such issues having regard at all times to the pursuit of best value.

5.3 Person specification for Deputy Leader

To fulfil his or her role as laid out in the role description, an effective Deputy Leader requires:

Provide support to the political leadership of the Council

Knowledge of community strengths, areas of improvement and key issues
An understanding of the relationship between national and local politics
Have a good strategic awareness of issues facing the Council
An understanding of the Council's strategy, policies and operations
Full understanding of the executive's remit and role, and terms of reference for their own, leader's and others' portfolios.
To work within the guidance of the Leader

Representing and acting as ambassador for the Authority

High level communication skills to communicate to the media, local community and wider audience.
Good public speaking skills

Provide leadership within the portfolio

The skills necessary for an executive board member to fulfil their role.

Manage and lead the work of the Executive Board and chair meetings in the absence of the Leader.

An understanding of the Council's constitution and procedure rules
Skills to Chair meetings, including encouraging participation from all members.
A knowledge and understanding of national policy objectives
An overview of the work being carried out by all executive board members.

Participate in the collective decision making of the Executive Board

The ability to constructively challenge decisions and suggest alternatives

To work with officers to lead the organisation

An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

Adaptive leadership skills
Negotiation and brokerage skills
Creative and lateral thinking skills; the ability to see ahead and be predictive

Portfolio of the Deputy Leader

1. Deputy Leader

Council Business Manager; Human Resources; Performance Management; Wales Audit; Training; I.C.T.; T.I.C. (Transformation, Innovation and Change); Strategic Planning

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have a knowledge of and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

6. EXECUTIVE BOARD MEMBERS

6.1 Accountability

To the Leader of the Council

To the Executive Board (through collective responsibility)

To Full Council

To the electorate

6.2 Role Purpose and Activity

Portfolio Leadership

To take the lead in giving politically accountable direction to the range of Council services within each portfolio, working in liaison with the Directors, Heads of Service and other professional officers responsible for the management and operation of those services.

Gaining the respect of officers within the portfolio; providing support to officers in the implementation of portfolio programmes

Providing leadership in the portfolio.

Liaising with the appropriate scrutiny chair and receiving scrutiny reports as required

To assess policy implications and provide political input to issues on which consulted for decision either by the relevant officer or collectively with other Executive Board Members

To be accountable for choices and performance in the portfolio.

Through the appropriate officers to have an overview of the performance management, efficiency and effectiveness of the portfolio.

To promote the achievement of best value.

To answer for service delivery performance politically to fellow members and the community.

To consider service performance or policy issues drawn to their attention by non-executive councillors following meetings of Community Networks.

APPENDIX D

Make executive decisions relating to all the functions of the County Council relating to the portfolio that they hold, subject to:

- (a) the exercise of powers delegated to Officers
- (b) those functions not being exercised in a way which would:
 - (1) change approved policies or strategies,
 - (2) create new policies or strategies,
 - (3) take decisions on the withdrawal or modification of a public service,
 - (4) decide on significant new powers or duties arising from new legislation
- (c) those decisions being taken at Executive Board Member Decision Meetings formally convened and recorded by the Chief Executive

Contribute to the setting of strategic agenda and work programme for the portfolio

To take responsibility for formulating in consultation with officers both strategic and statutory policy documents within their portfolio.

To secure Executive Board /Council approval for those matters and to oversee their implementation.

Provide assistance in working up and carrying through a strategic work programme both political and statutory.

Carry out consultations with stakeholders as required.

Make sure that the portfolio's forward work programme is kept up to date and accurate.

To encourage ways of improving and enhancing service provision through changes within the portfolio or through joint activity with other portfolios or relevant external agencies and encourage appropriate research through the policy review processes

Provide representation for the portfolio

Providing a strong, competent and persuasive figure to represent the portfolio by way of interviews, press releases or consultation meetings.

To be a figurehead in meetings with stakeholders.

To represent the Council on such outside bodies, in association with other authorities, or in partnership with other agencies as from time to time decided by the Council/Executive Board

Reporting and accounting

To report as appropriate to the Leader, Full Council, Executive Board, appropriate chair of scrutiny, regulatory bodies and the media.

To be the principal political spokesperson for the portfolio.

To appear as and when required before scrutiny committees in respect of matters within the portfolio.

Take an active part in executive board meetings and decision making

To show an interest in and support for the portfolios of others

To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.

Leading partnerships and community leadership

To provide leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities

To negotiate and act as a broker in cases of differing priorities and disagreement

To act as a leader of the local community by showing vision and foresight

Internal governance, ethical standards and relationships

To promote and support good governance of the Council and its affairs

To provide community leadership and promote active citizenship

To promote and support open and transparent government

To support, and adhere to respectful, appropriate and effective relationships with employees of the Council

To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

Values

To be committed to the values of the Council and the following values in public office:

Openness and transparency

Honesty and integrity

Tolerance and respect

Equality and fairness

Appreciation of cultural difference

Sustainability

Inclusive leadership

Portfolios of Executive Board Members

Executive Board Member Communities and Rural Affairs

Rural Affairs and Community Engagement; Community Safety; Police; Counter-Terrorism and Security Act 2015; Tackling Poverty; Wellbeing of Future Generations; Third Sector Liaison; Equalities

Executive Board Member Culture, Sport and Tourism

Town and Community Councils Ambassador; Development of the Welsh Language; Theatres; Sports; Leisure Centres; Museums; Libraries; Country Parks; Tourism

Executive Board Member Education and Children

Schools; Children's Services; Special Education Needs; Safeguarding; Respite Homes; Regional Integrated Schools; Improvement Service; Adult Community Learning; Youth Services; School Catering Services, Lead Member for Children and Young People; Youth Ambassador

Executive Board Member Environment

Refuse; Street Cleansing; Transport Services; Grounds Maintenance; Building Services; Caretaking; Building Cleaning; Emergency Planning; Flooding

Executive Board Member Housing

Housing (Public and Private); Ageing Well

Executive Board Member Public Protection

Trading Standards; Environmental Health; Environmental Enforcement; Planning Enforcement; Unlicensed Waste; Parking Services; Biodiversity

Executive Board Member Resources

Finance & Budget; Corporate Efficiencies; Property/Asset Management; Procurement; Housing Benefits; Revenues; Statutory Services (Coroners, Registrars, Electoral, Lord Lieutenancy); Armed Forces Champion; Contact Centres and Customer Service Centres

Executive Board Member Social Care & Health

Adult Social Services; Residential Care; Home Care; Learning Disabilities; Mental Health; NHS Liaison/Collaboration/ Integration; Care Home Catering Services; Carers' Champion; Dementia Care Champion; Disability Ambassador

6.3 Person Specification for an Executive Board Member.

To fulfil his or her role as laid out in the role description, an effective Executive Board Member requires:

Portfolio leadership

An understanding of the Council's strategy, policies and operations
Leadership skills

Contribute to the setting of strategic agenda and work programme for the portfolio

The ability to present to others
The ability to exercise strategic awareness and judgement
Knowledge of relevant issues and who to involve in decision making
The ability to persuade others
Knowledge of Council and national objectives

Provide representation for the Portfolio

Public speaking skills
Good presentation skills

Report as appropriate

High level communication skills

Take an active part in Executive Board meetings and decisions

The ability to constructively challenge decisions and suggest alternatives
The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

Leading partnerships and community leadership

Adaptive leadership skills

Negotiation and brokerage skills

Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies

Respect for, and desire to work with, different groups and individuals

Have knowledge and understanding of the Council's Constitution, Code of Conduct and Member/Officer Protocol

A knowledge and commitment to the values of the Council

7. CHAIR OF A SCRUTINY COMMITTEE

7.1. Accountability

Full Council
To the electorate

7.2 Role Purpose & Activity

Provide leadership and direction

Provide confident and effective management of the committee
Promote the role of scrutiny within and outside the council, liaising effectively both internally within the council and externally with the council's partners
Develop in consultation with the Executive Board and Officers a balanced forward work programme for the committee, which should include policy development and review, investigative scrutiny, and performance monitoring
Ensure that the forward work programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues
Demonstrate an objective and evidence based approach to scrutiny
Evaluate the impact and added value of scrutiny activity and identify areas for improvement
Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

Manage the work programme

Ensure that the work programme is delivered
Report on progress against the work programme to Council, and others as appropriate
Liaise with officers, other members and community representatives to resource and deliver the work programme

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

Effective meeting management

Set agenda containing clear objectives and outcomes for the meeting
Manage the progress of business at meetings, ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to
Ensure that the necessary preparation is done beforehand
Ensure that all participants have an opportunity to make an appropriate contribution

Community leadership

Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function

Build understanding and ownership of the scrutiny function within the community
Identify relevant community based issues for scrutiny
Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

Encourage high performance from all committee members in both committee and task and finish groups
Assess individual and collective performance within the committee and facilitate appropriate development

Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

7.3 Person specification for the Chair of a Scrutiny Committee

To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires the following:

Provide leadership and direction

- Understanding of the council's role and functions
- Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements
- Understanding of scrutiny support functions
- Understanding of council priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive

Manage the work programme

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

Holding the executive to account

- Understanding the Council's arrangements for call in

Effective meeting management

Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements

Ability to chair meetings effectively, managing the agenda and progressing business

Ability to facilitate effective discussions

Ability to listen and question effectively

Community leadership

An understanding of the community leadership role

Knowledge of local issues and expectations

Ability to work effectively with all members of the community and build understanding and ownership of scrutiny

Knowledge of the individuals and organisations in the community especially those traditionally excluded

Involvement and development of committee members

Understanding of the role and skills of the scrutiny committee and its individuals

Ability to support members and the committee in assessing their performance

Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

8. VICE CHAIR OF A SCRUTINY COMMITTEE

8.1 Accountability

To Full Council
To the Chair of the Scrutiny Committee
To the members of the Scrutiny Committee
To the electorate

8.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings and facilitate inclusivity and participation
Assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders
Assist the Chair in promoting the role of scrutiny within and outside the Council, liaising effectively both internally within the Council and externally with the Council's partners
Demonstrate an objective and evidence based approach to scrutiny.
Evaluate the impact and added value of scrutiny activity and identify areas for improvement
Contribute to the strategic development of scrutiny by participation in the Council's Chairs and Vice Chairs of Scrutiny Forum

Manage the work programme

Assist the Chair in ensuring that the work programme is delivered
Assist the Chair in liaising with officers, other members and community representatives to resource and deliver the work programme

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

Effective meeting management

Assist the Chair in setting agenda containing clear objectives and outcomes for the meeting
Assist the Chair in managing the progress of business at meetings; ensuring that meeting objectives are met and that the code of conduct, standing orders and other constitutional requirements are adhered to
Assist the Chair in ensuring that the necessary preparation is done beforehand
Assist the Chair in ensuring that all participants have an opportunity to make an appropriate contribution

Community leadership

Assist the Chair in acting as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
Build understanding and ownership of the scrutiny function within the community.
Identify relevant community based issues for scrutiny
Fully involve external stakeholders, service users, expert witnesses and partners in scrutiny activity

Involvement and development of committee members

Assist the Chair in encouraging high performance from all committee members in both committee and task and finish groups
Assist the Chair in assessing individual and collective performance within the committee and facilitate appropriate development

Values

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

8.3 Person specification for the Vice Chair of a Scrutiny Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

In the absence of the Chair to chair committee meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
An understanding of the Council's Constitution and Standing Orders

Provide leadership and direction

- Understanding of the council's role and functions
- Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements
- Understanding of scrutiny support functions
- Understanding of council priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building

Manage the work programme

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

Holding the executive to account

- Understanding the Council's arrangements for call in

Effective meeting management

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

Community leadership

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

Involvement and development of committee members

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and in consultation with officers procuring appropriate learning and development

9. SCRUTINY COMMITTEE MEMBER

9.1 Accountability

Chair of the appropriate scrutiny committee
Full Council
To the electorate

9.2 Role Purpose & Activity

To participate fully in the activities of the Scrutiny Committee, assist in the delivery of its work programme and the work of any associated task and finish groups

Reviewing and developing policy

Assist in the creation, development, improvement and refinement of Council policy
Challenge policies on a sound basis of evidence for example against legislation or local political priority
Assess impact of existing policy

Monitoring performance and service delivery

Monitor the performance of internal and external providers against standards and targets
Contribute to the identification and mitigation of risk
Investigate and address the causes of poor performance

Promoting the work of scrutiny

Promote the role of scrutiny within and outside the Council, developing effective internal and external relationships
Demonstrate an objective and evidence based approach to scrutiny
Add value to the decision making and service provision of the Authority through effective scrutiny

Community leadership

Use scrutiny as a means to address community issues and engage the public
Encourage stakeholders to participate in the work of the authority
Develop locally viable and acceptable policy solutions
Build a dialogue around priorities, objectives and performance, among communities and stakeholders

Meeting participation

Make adequate and appropriate preparation for meetings through research and briefings
Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
Request that any matter relevant to the remit of their committee is placed on the agenda and discussed.

Holding the Executive to account

Evaluate the validity of executive decisions and challenge inappropriate decisions through the Council's call in arrangements

Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

9.3 Person specification for a Member of a Scrutiny Committee

To fulfil his or her role as laid out in the role description, an effective scrutiny member and is required to:

Participate fully in the activities of the scrutiny function

- Have a full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Have an understanding of scrutiny support functions
- To work within the guidance of the chair

Be involved in reviewing and developing policy

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national, regional and local legislative and policy context

Be involved in monitoring performance and service delivery

- Understanding of the Wales Programme for Improvement (WPI)
- Understanding of the principles and practice of performance management
- Understanding of the Council's performance management arrangements
- Ability to analyse data and challenge performance
- Be involved in promoting the work of scrutiny
- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

Be involved in community leadership

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny

APPENDIX D

Knowledge of the individuals and organisations in the community especially those traditionally excluded

Meeting participation

Ability to interpret information and data from a range of sources

Understanding and application of meeting protocols, Code of Conduct, Standing Orders and other constitutional requirements

Ability to participate in meetings including effective listening, questioning and speaking

Holding the Executive to account

Understanding of the Council's arrangements for call in

10. CHAIR OF A REGULATORY COMMITTEE (Planning & Licensing Committees)

10.1 Accountability

To Full Council
To the members of the regulatory committee

10.2 Role Purpose and Activity

Provide leadership and direction

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Standing Orders

Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role

Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

Values

To be committed to the values of the council and the following values in public office:

Openness and transparency

Honesty and integrity

Tolerance and respect

Equality and fairness

Appreciation of cultural differences

Sustainability

10.3 Person specification for the Chair of a Regulatory Committee (Planning & Licensing Committees)

To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:

Providing leadership and direction

Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused

Understanding of the Council's role and ability to ensure that stake holders are made aware of that role

Communication skills

Knowledge of local issues

Knowledge of law, policy and procedures for that regulatory/quasi judicial area

Ability to manage the work of the committee

Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the regulatory committee and quasi-judicial decision making

To have an understanding and appreciation of the regulatory framework

Ability to inspire and enthuse committee members for the work of the committee

Integrity and the ability to set aside own views and act impartially

Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols

Knowledge of and commitment to the values of the Council

11. VICE CHAIR OF PLANNING COMMITTEE

11.1 Accountability

To Full Council

To the Chair of the Planning Committee

To the members of the Planning Committee

11.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders

Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process

Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role
Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making..

Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Promote and support good governance by the Council.

Values

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

11.3 Person specification for the Vice Chair of the Planning Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

Good public speaking skills

An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair committee meetings

Skills to chair meetings, to ensure business is carried out effectively and all those attending participate

An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

An understanding of the Council's Constitution

An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

An understanding of the roles of officers, members and different agencies
Respect for, and desire to work with, different groups and individuals
Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
A knowledge and commitment to the values of the Council

Work programming

The ability and discipline to plan and manage work programmes

12. VICE CHAIR OF THE LICENSING COMMITTEE

12.1 Accountability

To Full Council
To the Chair of the Licensing Committee
To the members of the Licensing Committee

12.2 Role Purpose and Activity

Provide leadership and direction

Assist the Chair in providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
To assist the Chair in ensuring that the committee conducts its meetings in line with the Council's Standing Orders
Assist the Chair in ensuring that applicants and other interested parties are satisfied as to the transparency of the regulatory process
Demonstrate integrity and impartiality in decision making which accord with legal, the Council's constitutional and policy requirements

Promoting the role of the regulatory committee and quasi-judicial decision making

Act as an ambassador for the regulatory committee, facilitating understanding of the role
Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making..
Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
Promote and support good governance by the Council.

Values

To be committed to the values of the council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

12.3 Person specification for the Vice Chair of the Licensing Committee

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Act as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair of the Council and protocols

In the absence of the Chair to chair committee meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Constitution and Standing Orders

Uphold and promote the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Work programming

- The ability and discipline to plan and manage work programmes

13. MEMBER OF A REGULATORY COMMITTEE (Planning & Licensing Committees)

13.1 Accountability

To Full Council
To the Chair of the regulatory committee

13.2 Role purpose and activity

Understanding the nature of the regulatory committee and quasi-judicial decision making

To be aware of the quasi-judicial nature of regulatory committee decision making
To gain sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee

Participating in meetings and making decisions

To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal and the council's constitutional and policy requirements

Internal governance, ethical standards and relationships

To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
To promote and support good governance by the Council
To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability.

13.3 Person specification for a Member of a Regulatory Committee (Planning & Licensing Committees)

To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:

Understanding the nature of the regulatory committee and quasi-judicial decision making

Integrity and the ability to set aside own views and act impartially
Knowledge of law, policy and procedures for that regulatory/quasi judicial area
Maintenance of knowledge
Objectivity and judgement

Participating in meetings and making decisions

Ability to listen and to consider and respect the views of other contributors
Good public speaking skills
Good advocacy skills

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols
Knowledge of and a commitment to the values of the Council

14. CHAIR OF APPEALS COMMITTEE

14.1 Accountability

Accountable to Full Council

Accountable to the members of the Appeals Committee

14.2 Role Purpose and Activity

Providing confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

To ensure that the committee conducts its meetings in line with the Council's Procedure Rules

Ensure that appellants and other interested parties are satisfied as to the transparency of the appeals process

Demonstrate integrity and impartiality in decision making which accord with the law and the Council's constitutional and policy requirements

Facilitate understanding of the role of the Committee and ensure that the Committee and its members act within the legal and procedural requirements to oversee the functions of the committee fairly and correctly

Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the individual cases before them

Internal governance, ethical standards and relationships

Develop the standing and integrity of the committee and its decision making

Understand the respective roles of members, officers and external parties operating within the committee's area of responsibility

Promote and support good governance by the Council.

Values

To be committed to the values of the council and the following values in public office:

Openness and transparency

Honesty and integrity

Tolerance and respect

Equality and fairness

Appreciation of cultural differences

Sustainability

14.3 Person specification Chair of Appeals Committee

To fulfil his or her role as set out in the job description, an effective Appeals Committee Chair requires:

Providing leadership and direction

Ability to conduct meetings to ensure that appellants feel that they have been dealt with fairly and fully even if their appeal is refused

Understanding of the Council's role and ability to ensure that stake holders are made aware of that role

Communication skills

Knowledge of law, policy and procedures for the areas that the Committee deals with

Ability to manage the work of the committee

Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the committee

To have an understanding and appreciation of the regulatory framework

Ability to inspire and enthuse committee members for the work of the committee

Integrity and the ability to set aside own views and act impartially

Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

Internal governance, ethical standards and relationships

Knowledge and understanding of the council's constitution, code of conduct and protocols

Knowledge of and commitment to the values of the Council

15. Chair of Democratic Services Committee – Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To lead the committee in its role in:
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- **To be the Council's Member Development Champion**
 - To promote and develop Authority's member support and development strategy
 - To promote the role of members and necessary support and development.
 - To ensure as far as possible that members fully take up their opportunities to attend member development events and access personal development planning and annual personal development reviews

- **Promoting the role of the Democratic Services Committee**
 - To act as an ambassador for the DS committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.
- **Internal governance, ethical standards and relationships**
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
 - To promote and support good governance by the Council.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

16. Member of the Democratic Services Committee – Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Democratic Services committee

2 Role purpose and activity

- **Understanding the nature of the democratic services committee:**
 - To be aware of and effectively undertake the role of the committee in:
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Democratic services committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

17. Member Development Champion - Role Description

1. Accountabilities

To Democratic Services Committee.
To Council.

2. Role Purpose and Activities

Key responsibilities are:

- to work alongside the Head of Democratic Services and the Corporate Learning Development Manager in drawing up the Councillor Development Programme and to ensure that appropriate support is available to deliver the programme to members.
- to lead on and actively promote the relevance and importance of the Programme within the Council;
- with the assistance of Members of the Democratic Services Committee to raise the profile of member development within the Council and to actively encourage Councillors to attend training and development events organised for them;
- to consult with colleagues in other authorities and identify areas of good practice;
- to engage with the Welsh Local Government Association who take the lead and support authorities in providing development opportunities for Councillors.
- to informally monitor Councillors' views of the development program and the opportunities provided and attended;
- in liaison with the Head of Democratic Services and the Corporate Learning Development Manager, to monitor the performance, resourcing, relevance and, quality of the development opportunities provided
- To act as an ambassador for the DS committee, facilitating understanding of the Committee's role in member development

Desirable skills include:

- the ability to think strategically;
- good interpersonal skills;
- the ability to communicate effectively;
- a commitment to enhance and extend knowledge and skills across subject areas and cross-cutting issues;
- skills in the use of ICT, including electronic communication;

18. Chair of Standards Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - the exercise of these functions in relation to community councils and the members of those community councils.
 - Receiving annual reports on the operation of The Council's complaints procedure and whistle blowing policy.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity

APPENDIX D

- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

19. Member of a Standards Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2 Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - The exercise of these functions in relation to town and community councils within the County and their members
 - Receiving annual reports on the operation of the Council's complaints procedure and whistle blowing policy
- To have sufficient knowledge to contribute fairly and correctly to the function of the committee.
- To reach decisions on the basis of the merits of the circumstances involved and in the public interest having regard to relevant advice provided by officers
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Standards committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

20. Chair of Audit Committee Job Profile

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To agree the agendas for Audit Committee meetings
 - To lead the Committee in its role in:
 - reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority and approving them when powers are delegated.
 - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
 - Developing a forward work programme designed to deliver the Audit Committee's functions
 - Reviewing and self assessing the performance of the Committee and its Members
- **Promoting the role of the Audit Committee**
 - To act as an Ambassador for the Audit Committee, facilitating understanding of the role

APPENDIX D

- To act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in the audit process
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it
 - To develop the standing and integrity of the Committee and its decision making
 - To understand the respective roles of Members, Officers and External Parties operating within the Audit Committee's area of responsibility
 - To promote and support good governance by the Council.

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

21. Member of Audit Committee Job Profile

1 Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2 Role purpose and activity

- **Understanding the role of the Audit Committee and undertaking its functions:**
 - Reviewing and scrutinising the Authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the Risk Management, Internal Control and Corporate Governance arrangements of the Authority,
 - Making reports and recommendations to the Authority on the adequacy and effectiveness of those arrangements,
 - Overseeing the Authority's Internal and External Audit arrangements
 - Reviewing the Financial Statements prepared by the Authority.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Audit Committee; questioning and seeking clarification on matters falling within the Committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with Corporate Governance; being satisfied that the Authority's Assurance Statements including the Annual Governance Statement reflects the risk environment and any activities required to improve it

- To ensure the integrity of the Committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other Constitutional and Legal Requirements
- To promote and support good governance by the Council
- To understand the respective roles of Members, Officers and External Parties operating within the Audit Committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

4 Skills and Qualities Required of the External Voting Member of the Audit Committee

The External Voting Member of Audit Committee will:-

- be able to demonstrate some knowledge of financial control and management in a Local Authority or a large public organisation
- have an interest in local affairs and the development of the local community
- be an effective communicator
- have an ability to analyse facts and evidence
- be able to form sound judgements, based purely on the merits of the facts and evidence and in the public interest
- have a strong belief in upholding ethical standards in public life
- be someone who acts with discretion and personal integrity and has good standing in the local community
- have disclosed to the Council all matters relevant to their background, such that the Council would not have cause to reconsider the appointment if the matter were to become public

APPENDIX D

The Council will **not** consider applications from persons included in the list below:-

	Category of Individuals Prevented from Applying for the Role	Reason
1.	Employees of Carmarthenshire County Council	The role requires someone who is independent from the Council.
2.	Elected Members of Carmarthenshire County Council or persons who were elected members of the Council within the previous 12 months	The role requires someone who is independent from the Council.
3.	Persons who hold membership of a Political Party / Group	The role requires someone who is not aligned to any Political Party or Group.
4.	Persons having any substantial business relationships with the authority	The role requires an independent person and should not allow the promotion of an individual's business interests.
5.	Persons who have been adjudged bankrupt	To ensure that high standards of business dealings can be demonstrated and maintained.
6.	Persons who have been sentenced to a term of imprisonment for a period of 3 months or more within the past 5 years	To ensure that high standards of integrity can be maintained. <i>The External Voting Member is subject to a Criminal Records Bureau Check .</i>

22. Member Champion/Ambassador – Role Description

Accountabilities

- The Council
- The Executive Board
- All Member Champions/Ambassadors must act reasonably in their role and recognise and work effectively within the political management and working arrangements of the Council.
- A Member Champion/Ambassador cannot make decisions and must not commit the Council in any way or manner that could be interpreted as being contrary to established policy and practice.

Purpose

To act as advocate or spokesperson for a specific area of the Council's business and to encourage communication and positive action over the issue they represent.

Role:-

- To champion the adopted policy of the Council for the relevant theme through knowledge and understanding of the area of interest in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- To promote the role of Member Champion/Ambassador, both internally and externally of the Council by contributing to the review and development of policies pertaining to their interest.
- To engage and understand the needs of members, officers, relevant organisations, citizens and the community by listening to their views.
- To challenge and question the Council on issues affecting their area and to advocate on behalf of the area of interest.
- To lead and support local initiatives related to the interest and act as a catalyst for change and improvements in service delivery.
- To advise Council on activities relevant to the area of interest.
- To represent the position of the Council to the community in relation to the interest.
- To network with Member Champions from other Local Authorities to keep up to date with current developments.

Schedule of Member Remuneration *

1. *In accordance with the requirements of the Independent Remuneration Panel for Wales and The Local Government (Wales) Measure 2011 a schedule of member remuneration will be published by the Council by 31st July each year and will contain:*
 - a. *Named members who are to receive only the basic salary and the amount to be paid.*
 - b. *Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.*
 - c. *Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.*
 - d. *Named members who are to receive a civic salary and the amount to be paid.*
 - e. *Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.*
 - f. *Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.*
 - g. *Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.*
2. *Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.*
3. *Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.*
4. *Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.*
5. *The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.*
6. *Principal councils must declare in the Schedule whether:*

- A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. *Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.*
8. *The Schedule must also be sent to the Panel Secretariat to be received by 31 July.*

Publication of Remuneration – IRPW Requirements*

In accordance with Section 151 of the Measure the Panel requires that:

1. *Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:*
 - a. *The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.*
 - b. *The payments made by community and town councils to named members as:*
 - *Payments in respect of telephone usage, information technology, consumables etc.*
 - *Responsibility payments*
 - *Allowances made to a mayor/chair and deputy mayor/deputy chair*
 - *Compensation for Financial Loss*
 - *Costs incurred in respect of travel and subsistence*
 - *Reimbursement of the costs of care (see paragraph f below)*
 - c. *All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.*
 - d. *The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:*
 - *a local health board*
 - *a police and crime panel*
 - *a relevant authority*
 - *a body designated as a public body in an order made by the Welsh Ministers.*
 - e. *Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.*
 - f. *In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.*
 - 1) *The details of the amounts reimbursed to named members; or*

2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

- 2. Nil returns are required to be published and provided to the Panel by 30 September.*

**Updated to reflect the wording in the IRPW report.*

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PART 4.1

RULES OF PROCEDURE

(STANDING ORDERS)

COUNCIL PROCEDURE RULES

Preliminaries – Definitions

CPR 1	Annual meeting of the Council
CPR 2	Ordinary meetings
CPR 3	Extraordinary meetings
CPR 4	Appointment of Committees and Members of Committees and arrangements for meetings
CPR 5	Time and place of meetings
CPR 6	Notice of and summons to meetings
CPR 7	Chair of meeting
CPR 8	Quorum
CPR 9	Duration of meeting
CPR 10	Questions by the public and presentation of petitions
CPR 11	Questions by members
CPR 12	Motions on notice
CPR 13	Motions without notice
CPR 14	Rules of debate
CPR 15	Previous decisions and motions
CPR 16	Voting
CPR 17	Minutes
CPR 18	Record of attendance
CPR 19	Exclusion of public
CPR 20	Members' conduct
CPR 21	Disturbance by public
CPR 22	Filming During Meetings
CPR 23	Suspension and amendment of Council Procedure Rules
CPR 24	Application to Committees

PRELIMINARY DEFINITIONS

- (1) In these Council Procedure Rules, unless the context otherwise demands, the following terms have the meaning assigned to them:

"Authority" - Carmarthenshire County Council acting by any means which they may lawfully adopt;

"County" - County of Carmarthenshire;

"Chief Executive" - the person designated as such by the authority who shall also be the "head of the authority's paid service" under Section 4(1) of the Local Government and Housing Act, 1989;

"Chief Officer" - a person designated as such by the authority;

"Committee" - a committee of the authority;

"Director" - a person designated as such by the authority;

"The Leader of the Council" -the Leader – the executive leader elected by the County Council and as defined in section 11 (3) (a) of the Local Government Act 2000;

Deputy Leader of the Council –the Deputy Leader - a member elected as such by the County Council to deputise for the Leader of the Council;

"Executive Board" - the Council's Executive as defined in section 11 of the Local Government Act 2000;

"Executive Board Members" the Leader and Deputy Leader(s) of the Council and any Councillor appointed by the Leader of the Council pursuant to section 11 (3) (b) of the Local Government Act 2000 and notified by the Leader to the County Council;

"Executive Board Portfolio" - an area of County Council activity allocated by the Leader of the Council to an Executive Board Member and notified by the Leader to the Council;

"the Local Councillor(s)" means the Councillor(s) for any electoral area(s) to which a Council matter under consideration relates;

"Proper Officer" shall be taken to mean the officer appointed by the County Council for the purpose of this scheme, or in default of such appointment the Chief Executive/Head of Paid Service of the Council.

"Statutory Officer" means:

- (a) the Head of Paid Service in respect of the manner in which the co-ordination by the Council of the discharge of their different functions is co-ordinated, the number of staff required for the discharge of those

functions, the organisation of those staff and the appointment and proper management of those staff;

- (b) the Monitoring Officer in respect of any proposal, decision or omission which has given rise to or is likely to give rise to a breach of law or of any statutory code of practice, or maladministration;
- (c) the Chief Finance Officer in respect of the proper administration of the Council's financial affairs (Local Government Finance Act 1972, section 151).

"Majority group" - a political group to which belong either:-

- (a) more than half of the members of the Council; or
- (b) exactly half of the number of members of the Council, including the Chair;

"Meeting" - a meeting of the Council or a committee as the case may be;

"Member" - in relation to the Council, a member of the Council; in relation to any committee a person appointed as a member of that committee whether or not entitled to vote;

"Number of members" - in relation to the Council, the number of persons who may act at the time in question as members of the Council, and in relation to a committee or the number of persons who may act at the time in question as voting members of that body;

"Person Presiding" - the person entitled, or appointed to preside at any meeting;

"Political Group" - a political group as defined in the Local Government (Committees and Political Groups) Regulations 1990 as amended by the (Amendment) Regulations of 1991 and 1993;

"the 1972 Act" - the Local Government Act 1972;

"the 1989 Act" - the Local Government and Housing Act 1989;

"the 2000 Act" - the Local Government Act 2000;

"Without Comment" - in relation to the moving, seconding or putting of a motion without any person speaking except to indicate the wording of the motion, the fact that it is being moved, seconded or put, or (in the case of the person presiding) the effect of adopting the motion;

"Working Day" - a weekday during which the offices of the Authority are normally open for business.

- (2) Unless the context otherwise requires, the singular includes the plural and the plural includes the singular.
- (3) Any reference in any Council Procedure Rule to a numbered paragraph is, unless the context otherwise requires, a reference to the paragraph of that Council Procedure Rule bearing that number.

CPR 1 - ANNUAL MEETING OF THE COUNCIL

1.1 IN A YEAR WHERE THERE IS AN ORDINARY ELECTION OF COUNCILLORS

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place on a date in May.

The business to be transacted shall be as follows:

- (a) to receive any declarations of interest from members;
- (b) to elect a person to preside if the Chair of Council is not present;
- (c) to elect the Chair of Council;
- (d) to elect the Vice Chair of Council;
- (e) to approve the minutes of the last meeting;
- (f) to receive any announcements from the Chair and/or Head of the Paid Service;
- (g) to elect the Leader of the Council;
- (h) to be informed by the Leader of the Council of the name(s) of the Councillors he/she has chosen to be members of the Executive Board;
- (i) to appoint scrutiny committees, the Standards Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
- (j) to decide the size and terms of reference for those committees;
- (k) to decide the allocation of seats to political groups in accordance with the political balance rules;
- (l) to receive nominations of Councillors to serve on each committee and outside body; and
- (m) to appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council to a committee;
- (n) to elect Chairs and Vice Chairs of Committees of the Council;
- (o) to agree such parts of the scheme of delegation as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (p) to consider any other business set out in the notice convening the meeting

1.2 ANNUAL MEETING OF THE COUNCIL IN A YEAR WHERE THERE IS NO ELECTION OF COUNCILLORS

In a year when there is no ordinary election of Councillors, the annual meeting will take place on a date in May to be agreed by the Council and the business to be transacted shall be as follows:-

- (a) to receive any declarations of interest from members;
- (b) to elect a person to preside if the Chair of Council is not present;
- (c) to elect the Chair of Council;
- (d) to elect the Vice-Chair of Council;
- (e) to receive any announcements from the Chair, Leader and/or the Head of the Paid Service;
- (f) to elect Chairs and Vice-Chairs of Committees of the Council;
- (g) to appoint members to fill vacancies on committees;

- (h) to approve the minutes of the last meeting;
- (i) to consider any business set out in the notice convening the meeting that has been agreed by the Chief Executive in consultation with the Chair, as being in need of urgent consideration (i.e. cannot be delayed until the next ordinary meeting of the Council);
- (j) if the Chair decides that an item of business not included on the agenda for the meeting sent with the summons for the meeting may be taken for reasons of urgency, that item shall, subject to any direction or resolution under paragraph (k) be taken at the end of the other items of business;
- (k) the order of business in paragraphs (e)-(i) above be varied by invitation of the Chair.

CPR 2 – ORDINARY MEETINGS

- (1) Ordinary meetings of the Council will take place in accordance with the diary of meetings drawn up by the Chief Executive.
- (2) The order of business at every meeting of the Council shall be arranged by the Chief Executive so as to give priority to items requiring decisions. Items for consideration may include:-
 - (a) In the absence of the Chair and Vice-Chair, to choose a member of the Council to preside;
 - (b) to receive any declarations of interest from members;
 - (c) to receive any announcements from the Chair, Leader, Members of the Executive Board or the Head of Paid Service;
 - (d) to receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting;
 - (e) to receive questions from members of the public;
 - (f) to receive petitions;
 - (g) to deal with any business remaining from the last Council meeting;
 - (h) to elect Chairs and Vice-Chairs of Committees in the event of a vacancy arising mid term;
 - (i) to consider the recommendations of the Executive Board;
 - (j) to receive the reports from the Executive Board and the Council's Committees and receive questions and answers on any of those reports;
 - (k) to receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
 - (l) to consider motions of which notice has been given;
 - (m) to appoint a Committee arising from an item on the summons for the meeting;
 - (n) to appoint members to fill vacancies on Committees;
- (3) The order of business in paragraphs (a)-(k) above may be varied by invitation of the Chair;
- (4) If the Chair decides that an item of business not included on the agenda for the meeting sent with the summons for the meeting may be taken for reasons of urgency, that item shall, subject to any direction or resolution under paragraph (3), be taken at the end of the other items of business.

CPR 3 – EXTRAORDINARY MEETINGS

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:-

- the Council by resolution;
- the Chair of the Council;
- the Monitoring Officer; or
- five members of the Council if they have signed a requisition presented to the Chairperson of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

No business shall be transacted at any extraordinary meeting except such as shall be specified in the notice convening the meeting.

CPR 4 - COMMITTEES – APPOINTMENT, MEMBERS, SUBSTITUTE MEMBERS AND ARRANGEMENTS FOR MEETINGS

- (1) Every person appointed as a voting member of a committee and every person appointed to exercise other functions in relation to a committee shall continue as such until the appointment is terminated by the authority.
- (2) The appointment of Chairs and Vice Chairs of Committees of the Council shall be undertaken by the Council at its Annual Meeting or at an ordinary meeting of Council should a vacancy arise mid term.

Nominations for Chairs or Vice Chairs of Committees should be delivered in writing or by electronic mail to the Chief Executive (for the attention of the Democratic Services Manager) no later than midday 7 working days before the day of the meeting giving details of the proposer and seconder for each nomination. The nominations received will then be considered and voted upon by the Council in accordance with CPR 17.6.

- (3) In the absence of the Chair at a meeting of committee, the Vice-Chair shall preside.
- (4) If the persons appointed under paragraph (2) of this Procedure Rule are absent, a meeting of a committee shall appoint, from among the voting members present, a person to preside at the meeting. The motion, and any amendments, shall be put to the meeting in accordance with Procedure Rule 17(6) (voting on appointment or election of members).
- (5) A member of the Council who is not otherwise entitled to attend a committee meeting may do so but at such meeting he/she shall not be entitled to vote and may speak only:-
 - (a) during the consideration of any motion of which notice in accordance with Procedure Rule 12 (motions on notice) has been given which he/she has moved or seconded at a meeting of the Council and which has been

- referred to that committee or which has been deemed to have been referred to that committee or meeting; or
- (b) with the agreement of the person presiding at the meeting.

- (6) The Chair and the Leader of the Council may attend and speak at a meeting of a committee of which they are not voting members.
- (7) Subject to there being sufficient business to be transacted, ordinary meetings of committees shall be convened in accordance with the diary of meetings drawn up by the Chief Executive.
- (8) A special meeting of a committee may only be convened following the agreement of the Chief Executive in consultation with the relevant Chair.
- (9) The membership of all committees shall be generally reviewed by the council at its annual meeting and also as and when changes in the political make up of the Council arise.

Appropriate training shall be provided for those committees. In the case of the Licensing and Planning Committee it is a prerequisite that members shall have attended appropriate training prior to attending their first Committee meeting.

- (10) Where an ordinary member of a committee will be absent for the whole of the meeting a political group shall be permitted to substitute any of its members from members of that same group, who are not already members of that particular Committee, save for the Planning, Licensing and Appeals Committees where no substitution will be allowed.

Any member of the Licensing Committee may, however, act as a substitute member for a member of one of the three sub-committees of the Licensing Committee referred to in Part 3 Table 3 of this Constitution.

- (11) Executive Board Members may not act as substitutes for members of scrutiny committees.
- (12) Substitute members may attend meetings in that capacity only:
- (a) to take the place of the ordinary member for whom they are substituting;
 - (b) after the absent member or political group leader has notified the Chief Executive or his/her representative before the commencement of the meeting of the intended substitution;
 - (c) if he/she takes his/her place by the commencement of the meeting.
- (13) Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting e.g. Chairing the meeting.

CPR 5 - TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

CPR 6 - NOTICE OF AND SUMMONS TO MEETINGS

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least three clear days before a meeting, the Chief Executive will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

CPR 7 - CHAIR OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chair. Where these rules apply to committee meetings, references to the Chair also include the Chair of a committee.

CPR 8 - QUORUM

- (a) The quorum of a meeting of the Council and all its Committees (save for the Planning Committee) will be one third of the members rounded up, with a minimum of 3;
- (b) The quorum of a meeting of the Planning Committee will be one half of the members of the Planning Committee, rounded up;
- (c) During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chief Executive in consultation with the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting;
- (d) The quorum of the Executive Board shall be one third of the Executive Board members rounded up.

CPR 9 - DURATION OF MEETING

9.1 DURATION OF MEETING

If the business of the meeting has not been concluded within three hours of its commencement the Chair will draw attention to that fact and any member speaking must immediately sit down. The Chair will call for the vote immediately on the item under discussion. The vote will then be taken in the usual way without any further discussion. (The Council or Committee can continue with its remaining business provided that a motion is passed to suspend Council Procedure Rules [CPR 23.1]).

9.2 MOTIONS AND RECOMMENDATIONS NOT DEALT WITH

If there are other motions or recommendations on the agenda that have not been dealt with at this juncture, they shall be formally moved and seconded (together with any amendments) and voted upon in the usual way. No speeches will be allowed on these items.

9.3 RECORDED VOTE (AT A MEETING OF COUNCIL)

If a recorded vote is called for during this process it will be taken immediately.

9.4 MOTIONS WHICH MAY BE MOVED

During the process set out in Rules 9.1–9.3 above, the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report.

9.5 CLOSE OF THE MEETING

When all motions and recommendations have been dealt with, the Chair will declare the meeting closed.

CPR 10 - QUESTIONS FROM THE PUBLIC AND PRESENTATION OF PETITIONS

PART A – PUBLIC QUESTIONS AT COUNCIL - GENERAL

**(CPR 10 PART A shall apply to meetings of the Executive Board.
For Questions at Scrutiny Committees rf. Scrutiny Procedure Rules Part 4.5
Constitution)**

10.1 MEMBERS OF THE PUBLIC

Members of the public, provided that they are residents of the County, own a business located within the County or are employed within the County may ask questions of members of the Executive Board at ordinary meetings of the Council.

10.2 ORDER OF QUESTIONS

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

10.3 NOTICE OF QUESTIONS

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than 10.00 a.m. 7 clear working days before a meeting (i.e. clear days does not include the day the question is received or the day of the meeting). Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put.

10.4 NUMBER OF QUESTIONS

Normally at any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

10.5 SCOPE OF QUESTIONS

The Chief Executive may reject a question if it:

- (a) is not about a matter for which the county Council has a responsibility or which affects the County;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- (d) requires the disclosure of confidential or exempt information.

10.6 RECORD OF QUESTIONS

The Chief Executive will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

10.7 ASKING THE QUESTION AT THE MEETING

The Chair will invite the questioner to put the question to the member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

10.8 SUPPLEMENTARY QUESTION

A questioner who has put a question in person may also be allowed to put normally no more than one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds in Rule 10.5 above. A written reply may be given if the information relevant to the response is not available.

10.9 WRITTEN ANSWERS

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

10.10 REFERENCE OF QUESTION TO THE EXECUTIVE BOARD OR A COMMITTEE

Unless the Chair decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Executive

Board or the appropriate committee. Once seconded, such a motion will be voted on without discussion.

PART B – PRESENTATION OF PETITIONS

10.11 Any member of the Council or any local government elector of the County may, forward to the Chief Executive a written petition which is relevant to some matter in relation to which the authority have functions, or which affects the area of the authority, or part of it, or the inhabitants of that area, or some of them provided however that such written petition must be signed by not fewer than fifty registered electors of the County who are not members of the Council and that it has been delivered in writing to the Chief Executive no later than 10.00 a.m. 7 clear working days (i.e. clear days does not include the day the petition is received or the day of the meeting) before the day of the meeting it is proposed to be presented at.

10.12 The Chief Executive shall indicate the receipt of any request for presentation of a petition in the agenda of the relevant meeting of Full Council in the order in which he /she received those requests.

10.13. In the case of a petition on a Council function the petitioner will be invited to present the petition formally to the Council save that in the case of a petition on a Council function delegated to a Council Committee (e.g. a planning or licensing matter) the petitioner will be given a choice to elect to formally present their petition to that relevant Committee. Where the petitioner elects to present the petition to the relevant Committee Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of that relevant Committee to inform its decision in the matter.

10.14. In the case of a petition on an executive function the petitioner will be given a choice to elect to formally present their petition to the County Council, the Executive Board, or where relevant, the relevant Executive Board member save that the eventual executive decision shall be a matter for the Executive Board or Executive Board Member. Where the petitioner elects to formally present the petition to the Executive Board of Executive Board Member Council shall nevertheless debate the matter at its meeting and refer the petition and its deliberations upon it to the next meeting of the Executive Board or Executive Board member to inform its decision on the matter.

10.15 In the case of a petition being referred to an Executive Board Member he/she will meet the petitioners, accept the petition and make a brief response. He/she will then refer the petition to the relevant officers to prepare a report on the matter for consideration at one of his/her decisions meetings.

10.16 The presentation of a petition at a meeting of the Council, Executive Board, relevant Committee or to the relevant Executive Board Member shall be limited to not more than five minutes, and shall be confined to reading out or summarising the prayer of the petition, indicating the number and description of the signatories, and making such further supporting remarks to the petition as the person presenting it shall think fit

10.17 At a meeting of Council or a relevant committee the Leader or the relevant Executive Board Member or Committee Chair shall be entitled to make a brief response to the presentation

CPR 11- QUESTIONS BY MEMBERS

11.1 ON REPORTS OF THE EXECUTIVE BOARD OR COMMITTEES

A member of the Council may ask the Leader or the Chair of a committee any question without notice upon an item of the report of the Executive Board or a committee when that item is being received or under consideration by the Council.

11.2 QUESTIONS ON NOTICE AT FULL COUNCIL

Subject to Rule 11.4, a member of the Council may ask:-

- (a) the Chair of the Council;
- (b) a member of the Executive Board; or
- (c) the Chair of any committee;
- (d) a question on any matter in relation to which the Council has powers or duties or which affects the area of the authority, or part of it, or the inhabitants of that area, or some of them.

11.3 QUESTIONS ON NOTICE AT COMMITTEES

Subject to Rule 11.4, a member of a committee may ask the Chair of it a question on any matter in relation to which the Council has powers or duties or which affect area of the authority, or part of it, or the inhabitants of that area, or some of them and which falls within the terms of reference of that committee.

11.4 NOTICE OF QUESTIONS

A member may only ask a question under Rule 11.2 or 11.3 if either:

- (a) they have given notice in writing of the question to the Chief Executive by 10 a.m. 7 clear working days (i.e. clear days does not include the day the question is received or the day of the meeting) before the day of the meeting; or
- (b) the question relates to urgent matters, they have the consent of the person to whom the question is to be put and the content of the question is given to the Chief Executive by 09.00 hours on the day of the meeting.

11.5 ORDER OF QUESTIONS

Questions of which notice has been given under rule 11.2 or 11.3 will be listed on the agenda in the order received by the Chief Executive

11.6 CONTENT OF QUESTIONS

Questions under rule 11.2 or 11.3 must:-

- (a) be concise;
- (b) be in the form of a question rather than a statement; and

- (c) relate to matters in relation to which the Council has powers and duties or which affect the area of the Authority, or part of it, or the inhabitants of that area, or some of them.

11.7 RESPONSE

An answer may take the form of:-

- (a) a direct oral answer;
- (b) a written answer;
- (c) where the desired information is in a publication of the Council or other published work, a reference to that publication;

11.8 SUPPLEMENTARY QUESTION

A member asking a question under Rule 11.2 or 11.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or reply.

CPR 12 - MOTIONS ON NOTICE

12.1 NOTICE

Except for motions which can be moved without notice under CPR 13 and in cases of urgency, written notice of every motion, must be delivered to the Chief Executive **either in hard copy (to be signed by a proposer and seconder) or by email (the proposer is required to copy in the seconder of the motion)** not later than 10 a.m. 7 clear working days (i.e. clear days does not include the day the motion is received or the day of the meeting) before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

12.2 MOTIONS SET OUT IN AGENDA

Motions for which notice has been given will be listed on the agenda in the order received by the Chief Executive

12.3 SCOPE

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

12.4 ONE MOTION PER MEMBER

No member may give notice of more than one motion for any Council meeting except with the consent of the Chair

12.5 ALTERATION OF MOTION

- (a) Written amendments of Notices of Motion must be received by the Chief Executive 24 hours before the relevant Council meeting signed by the mover and

seconded, and will be circulated to members by electronic means as soon as possible after receipt;

- (b) Only alterations which could be made as an amendment may be made i.e.:-
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words as long as the effect is not to negate a motion.

CPR 13 - MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports or adopt recommendations of committees or officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond three hours in duration;
- (n) to suspend a particular Council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.5; and
- (q) to give the consent of the Council where its consent is required by this Constitution.

CPR 14 - RULES OF DEBATE

- (a) In all proceedings of the Council, the Executive Board and meetings of Committees the Welsh language and the English language shall have the same status and validity.
- (b) All persons shall have the right when addressing the Council to speak in Welsh or English.
- (c) Simultaneous translation facilities shall be provided at all meetings referred to in paragraph (a) above.

14.1 NO SPEECHES UNTIL MOTION SECONDED

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

14.2 RIGHT TO REQUIRE MOTION IN WRITING

Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.

14.3 SECONDER'S SPEECH

When seconding a motion or amendment, a member may reserve his/her speech until later in the debate.

14.4 CONTENT AND LENGTH OF SPEECHES

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed four minutes without the consent of the Chair.

14.5 WHEN A MEMBER MAY SPEAK AGAIN

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

14.6 AMENDMENTS TO MOTIONS

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words as long as the effect of (ii) to (iv) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of by being voted upon.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

14.7 ALTERATION OF MOTION

- (a) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (b) Only alterations which could be made as an amendment may be made.

14.8 WITHDRAWAL OF MOTION

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

14.9 RIGHT OF REPLY

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

14.10 MOTIONS WHICH MAY BE MOVED DURING DEBATE

When a motion is under debate, no other motion may be moved except the following procedural motions:-

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond three hours in duration;
- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a member named under Rule 20.3 or to exclude them from the meeting under Rule 20.4.

14.11 CLOSURE MOTIONS

- (a) A member may move, without comment, the following motions at the end of a speech of another member:-
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.

- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

14.12 POINT OF ORDER

A member may raise a point of order at any time. The Chair will hear the point of order immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final.

14.13 PERSONAL EXPLANATION

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

CPR 15 - PREVIOUS DECISIONS AND MOTIONS

15.1 MOTION TO RESCIND A PREVIOUS DECISION

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless it is recommended by the Executive Board or a committee or notice in accordance with Procedure Rule 12 Motions on Notice has been given by as many members as would constitute a quorum of the Council.

15.2 MOTION SIMILAR TO ONE PREVIOUSLY REJECTED

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least as many members as would constitute a quorum of the Council. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

CPR.16 - VOTING

16.1 MAJORITY

Unless these rules provide otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

16.2 CHAIR'S CASTING VOTE

If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

16.3 SHOW OF HANDS

Unless a recorded vote is demanded under Rule 16.4, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

16.4 RECORDED VOTE

If 10 members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes (but only in relation to meetings of Council).

16.5 RIGHT TO REQUIRE INDIVIDUAL VOTE TO BE RECORDED

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

16.6 VOTING ON APPOINTMENT OF ELECTED MEMBERS TO POSITIONS TO BE FILLED BY THE AUTHORITY

Where a vote is required on a motion to appoint or elect a member of the Council to a position to be filled by the authority and there are two or more members nominated for that position, the names of all those nominated shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for only one person. If there is not a majority of those voting in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

16.7 VOTING ON STAFF APPOINTMENTS

Where a vote is required on a motion to appoint a person to any paid office of employment under the authority voting shall be by ballot and where there are two or more candidates for that appointment, their names shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for only one person. If there is not a majority of those voting in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

CPR 17 – MINUTES

17.1 SIGNING THE MINUTES

The Chair will sign the minutes of the proceedings at the next appropriate meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

17.2 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

17.3 FORM OF MINUTES

17.3.1 The decision records for executive decisions and minutes of Council and committee meetings will as appropriate record:-

- (a) the decision made;
- (b) the date the decision was made;
- (c) the reasons for that decision;
- (d) any personal interest declared;
- (e) any dispensation to speak granted by the authority's standards committee;
- (f) any consultation undertaken prior to the decision and, if such consultation has not taken place, the reason why.

17.3.2 In addition the minutes of Council and committee meetings will be proportionate to the matters under discussion. They will comprise a reasonably fair and coherent record of proceedings. Where the substance of the matter demands, they will contain in the preamble to each minute a brief summary of the matter under discussion and the principal points made during any debate without attributing views or opinions to any members by name.

17.3.3 Where parts of the minutes are excluded because they refer to exempt information and the minutes available do not provide a reasonably fair and coherent record, a written summary will be provided which provides such a record without disclosing the exempt information.

17.3.4 Minutes will contain all motions and amendments in the exact form and order the chair put them.

CPR 18 - RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

CPR 19 - EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 21(Disturbance by Public).

CPR 20 - MEMBERS' CONDUCT

20.1 STANDING TO SPEAK

When a member speaks at full Council he/she must stand, unless disabled from doing so, and address the meeting through the Chair. If more than one member stands, the Chair will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

20.2 CHAIR STANDING

When the Chair stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

20.3 MEMBER NOT TO BE HEARD FURTHER

If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

20.4 MEMBER TO LEAVE THE MEETING

If the member continues to behave improperly after a motion is carried under CPR 20.3 above, the Chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

20.5 GENERAL DISTURBANCE

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

CPR 21 - DISTURBANCE BY PUBLIC

21.1 REMOVAL OF MEMBER OF THE PUBLIC

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. The Chair may adjourn the meeting for as long as he/she thinks necessary.

21.2 CLEARANCE OF PART OF MEETING ROOM

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared. The Chair may adjourn the meeting for as long as he/she thinks necessary.

CPR 22 – FILMING DURING MEETINGS

Save during parts of the meeting when the public are excluded under CPR 19 above filming and recording shall be permitted so long as there is no disturbance to the conduct of the meeting and only when meetings are also being webcast by the Authority.

CPR 23 - SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

23.1 SUSPENSION

All of these Council Rules of Procedure except Rule 16.6 and 17.2 may be suspended by motion on notice or, without notice if at least one half of the whole number of members of the Council or a Committee are present. Suspension can only be for the duration of the meeting.

Planning Committee membership as detailed within CPRs 4(9), 4(10) and 8 cannot be suspended as these are subject to the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 and the Local Authorities (Standing Orders)(Wales)(Amendment) Regulations 2017.

23.2 AMENDMENT

Any motion to add to, vary or, revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

CPR 24 - APPLICATION TO COMMITTEES

All of the Council Rules of Procedure apply to meetings of full Council. None of the rules apply to meetings of the Executive Board except CPR14 (a-c) and CPR 22. Only Rules 4–9, 11–14, 16–18 (but not rule 16.4), 19–23 (but not Rules 20.1, nor 22 (save for meetings of the Planning Committee)) apply to meetings of committees and sub-committees of the Licensing Committee.

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