

Document Pack



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FRIDAY, 2 MARCH 2018

TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **CHAMBER, COUNTY HALL, CARMARTHEN AT 10.00 AM, ON FRIDAY, 9TH MARCH, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Martin S Davies
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**DEMOCRATIC SERVICES COMMITTEE
MEMBERSHIP – 5 MEMBERS**

PLAID CYMRU GROUP 2 MEMBERS

1. Councillor Tyssul Evans [Vice-Chair]
2. Councillor Dai Thomas

LABOUR GROUP 2 MEMBERS

1. Councillor Rob James [Chair]
2. Councillor Shahana Najmi

INDEPENDENT GROUP 1 MEMBER

1. Councillor Jim Jones

AGENDA

- | | | |
|----|--|-------|
| 1. | APOLOGIES FOR ABSENCE. | F_PRO |
| 2. | DECLARATIONS OF PERSONAL INTERESTS. | F_PRO |
| 3. | TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 29TH NOVEMBER 2017 | F_PRO |
| 4. | EVALUATION OF MEMBER INDUCTION PROGRAMME 2017/18 | F_PRO |
| 5. | MEMBER ANNUAL DEVELOPMENT PLAN 2018/19 | F_PRO |
| 6. | INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2018). | F_PRO |

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DEMOCRATIC SERVICES COMMITTEE

29TH NOVEMBER 2017

PRESENT: Councillor R. James (Chair)

Councillors: W.T. Evans and S. Najmi.

Also in attendance:

Councillor A.G. Morgan, Chair of the Chairs and Vice Chairs Scrutiny Forum.

The following Officers were in attendance:

L.R. Jones, Head of Administration and Law;

G. Morgan, Head of Democratic Services;

J. Owen, Democratic Services Officer.

Democratic Services Committee Room, County Hall, Carmarthen – 10:00am - 11:10am

1. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor T.J. Jones.

2. DECLARATIONS OF PERSONAL INTERESTS.

There were no declarations of personal interest.

3. CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION ANNUAL REPORT 2016/17

The Committee considered the Carmarthenshire County Council's Scrutiny Function – Annual Report 2016/17 which provided an overview of the Council's Scrutiny Function and made specific reference to the work of the 5 Scrutiny Committee's:

- Policy & Resources
- Community
- Education & Children
- Environmental & Public Protection
- Social Care & Health

The Chair of the Chairs and Vice Chairs of Scrutiny Forum was welcomed to the meeting and was afforded the opportunity to present the report to the Committee.

The report highlighted that Scrutiny had a key role in promoting accountability in the decision making process of local authorities. Scrutiny was valuable in ensuring that council policies reflect current priorities, as well as promoting efficiency and encouraging partnership working with external agencies.

Members were informed that the Chairs and Vice Chairs of Scrutiny Forum met quarterly which provided an opportunity to work collaboratively as Chairs and Vice Chairs to discuss any issues which related to the scrutiny function.

The Chair of the Chairs and Vice-Chairs of Scrutiny Forum expressed that it had been disappointing to note that only one task and finish review had taken place in 2016/17, but going forward into 2017/18 all Scrutiny Committees were being encouraged to be proactive and undertake at least one task and finish review and that more public participation with regard to scrutiny would be encouraged.

Feedback received from the Chairs and Vice-Chairs of Scrutiny Forum was that Scrutiny Committees would benefit from having dedicated Scrutiny Officers as an effective resource in providing valuable support and research. The Head of Admin and Law stated that this matter had also been raised as a concern during the Democratic Services Unit, TIC Review. However, the Committee was reminded that the Scrutiny function was a member led process and that should dedicated scrutiny officers be initiated, there could be a risk that the Council would be criticised for being too officer led by the Wales Audit Office.

In response to a query raised in relation to the disappointingly low attendance figures at the recent Member Development Sessions, the Head of Democratic Services stated that the Learning and Development Advisor was seeking to pilot an evening training session to ascertain if the later time would have an improved attendance rate. In addition the Committee was reminded that all material presented at the Member Development Sessions was available for all Members to view on the Mod.gov app.

RESOLVED that the Carmarthenshire County Council's Scrutiny Function Annual Report 2016/17 be noted.

4. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT (FEBRUARY, 2018).

The Committee considered a report detailing the determinations and recommendations contained in the IRPW's Annual Report [February, 2018] with a view to making recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19.

Members noted that the IRPW was required to send the draft annual report to County Councils and sought any comments by the 29th November 2017. In addition, the IRPW was required to take into account any representations which it receives on the draft before issuing its final version of the report in February.

In setting the level of salaries and allowances for 2018/19 the IRPW had decided that there would be an increase of approximately 1.49% in the basic annual salary for elected members. No increase was proposed for senior salaries but these post holders would receive the uplift in the basic salary element. Furthermore, the IRPW had stated that the discretion to pay different salary levels for the Executive, Chairs of Committees and Civic duties had been removed.

It was suggested that in order to improve the recruiting Members from diverse backgrounds, that a recommendation should be put forward to fix the salary to minimum wage. The Head of Democratic Services confirmed that Committees suggestions and recommendations would be fed back to IRPW.

RESOLVED:

- 4.1 to note that the IRPW has determined that the basic salary for elected member of principal local authorities shall increase to £13,600 for 2018/19;**
- 4.2 that the Chair of the Committee be authorised to respond and provide the feedback raised to the IRPW on behalf of the Committee.**

5. COUNCILLORS AND CO-OPTED MEMBERS' SALARIES AND ALLOWANCES SCHEME 2017/18 - APPROVED DUTIES

The Committee considered the report on Councillors and Co-opted Members' Salaries and Allowances scheme 2017/18 which included a list of approved duties.

Members noted that a request had been made to include meetings whereby a Shadow Member was in attendance to observe a meeting of the Executive Board or Executive Board Member Decisions meeting to the list of duties for 2018/19 onwards.

In response to a query, the Head of Administration and Law stated that she was not aware of any precedence relating to this matter, however, the recommendation would need to include clear formalities and boundaries. It was suggested that as the Chair of Council, the Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair were permitted to remain in Executive Board meetings when exempt information was considered, that the list of approved duties could be extended to include those members' attendance at Executive Board Meetings.

The consensus of the Committee was to put the request forward as a recommendation to the Constitutional Review Working Group.

RESOLVED:

- 5.1 that the Councillors and Co-opted Members' Salaries and Allowances scheme 2017/18 - Approved Duties be noted;**
- 5.2 to recommend to the Constitutional Review Working Group (CRWG) to consider the 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 as an approved duty for 2018/19 onwards.**

6. TIMING OF MEETINGS SURVEY

The Committee considered a report which included the results of a survey on timings of meetings.

In accordance with the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held.

The Committee noted that the initial results of the survey was considered at its meeting held on the 8th September 2017 (Minute 6 refers) and agreed to defer the report pending a further breakdown of the responses as requested by the Constitutional Review Working Group.

In response to a query, the Head of Democratic Services stated that the survey was sent out to Members shortly after the elections. It was commented that the results of a further survey may offer different results being 7 months into the role.

The Head of Democratic Services stated that the results displayed a strong preference for morning meetings.

RESOLVED TO RECOMMEND TO COUNCIL that having regard to the responses received to the survey the timing and venue for Council and Committee meetings remain unchanged.

7. IT SURVEY

The Committee considered a draft survey on IT provision which would be circulated to elected members. The Committee at its meeting held on the 8th September 2017 agreed to include a report on IT provision for members on its forward work plan.

The Democratic Services Committee, must ensure that all its members are provided as much support as necessary to enable them to fulfil their duties effectively. This included adequate telephone, email and internet facilities providing electronic access to appropriate information.

Reference was made to question 7 of the draft survey. In response to a query, the Head of Democratic Services stated there were a number of Members who had already opted to go paperless and therefore no longer received paper copies of agendas. It was commented that should the Council opt to go paperless as an organisation some significant efficiencies would be realised. Committee members were reminded that Council Members were able to utilise photocopiers located on any Council premises to print. In light of this the Head of Democratic Services stated that she would ask the Head of Information Technology to e-mail a copy of the Council's printing provision to all Members.

With reference to question 10 of the draft survey, a comment was raised that it would be beneficial for Members if a brief explanation was included explaining what a caseworker system was and what it does was provided. The Head of Democratic Services explained that the caseworker system was a paperless provision which aimed to assist users with logging enquiries and handle complaints. Furthermore, it was agreed that an explanation would be useful for members and would be included on the survey.

RESOLVED that subject to the comments regarding question 10 are incorporated, the draft IT Survey be approved.

8. EXPLANATION FOR NON-SUBMISSION OF A REPORT

The Committee considered the non-submission report.

RESOLVED that the Explanation for non-submission of report be noted.

9. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 8TH SEPTEMBER 2017

RESOLVED that the minutes of the meeting of the Democratic Services Committee held on the 8th September 2017 be signed as a correct record.

CHAIR

DATE

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Democratic Services Committee

Date: 09/03/18

Subject: Evaluation Of the Members Induction Programme

Purpose: To update the committee on the evaluation of the Member Induction Programme 2017/18

Recommendations / key decisions required:

- To give the committee an overview on what the Members discussed in the Focus groups on the evaluation of the Induction Programme

Reasons:

To update the committee on what members discussed on what worked well, what could have been better and next steps.

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- R.James – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

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EXECUTIVE SUMMARY
Democratic Services Committee
09/03/2018

Evaluation of Member Induction Programme

The report outlines how the Induction Programme has been effective in providing members with sufficient knowledge and understanding, focus groups were held to capture feedback from members.

The focus groups discussed;

1. What worked well at the 2017 Member Induction?
2. What aspects of the 2017 Member Induction could have been better?
3. Next steps – Member Development Programme 2017/18

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

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

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

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

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

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

1. Scrutiny Committee: N/A

2. Local Member(s)

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

3. Community / Town Council – N/A

4. Relevant Partners – N/A

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

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

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

THERE ARE NONE (Delete as applicable)

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

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Evaluation of Member Induction Programme 2017/18 **Report to Democratic Services Committee 9/03/18**

The Member Induction Programme was launched on the 11th May 2017 in County Hall, Carmarthen. The objectives of the launch were to inform new and returning members;

- ◆ the main functions of the Council and of the responsibilities of each service;
- ◆ an understanding of the principal strategies and the vision for service delivery for Carmarthenshire;
- ◆ detailed information on the arrangements for the Induction/Refresher Programme.

The Induction Programme contained a total of 25 developmental sessions which were divided into sessions for all members and sessions specifically for panel members sitting on relevant committees.

In order to evaluate the programme, members were invited to attend Focus Groups in December 2017, one session was in Carmarthen and one was in Llanelli. The Focus Groups were held so that members could give feedback on whether the programme had been effective in providing sufficient knowledge and understanding. Furthermore, it gave members a chance to explore what aspects of the programme worked well, what could have been better and next steps – Member Annual Development Programme 2018/19. Below are the key points captured during the sessions;

1. What worked well;

- Plenty of choices
- Great support from Democratic Services
- Council provide a good beneficial training programme
- Various locations
- System has improved over the years
- Good launch, enjoyed speaking to officers on the day.

2. What could have been better;

- More presence at the sessions, some well attended and some poorly attended
- More flexible options to increase attendance. Night or evening sessions
- Introduce / Trial streaming or catch-up sessions online for those that have been unable to attend

- Avoid dates that clash with council dates
- Poor presence on the finance programme, which is very important
- Everyone needs to take responsibility
- More commitment from members, everyone needs to contribute equally
- FOI for everyone.

3. Next Steps:

Training areas:

- Safeguarding training for everyone
- Freedom of information (FOI) training / workshop to include the role of the local member
- Health and Safety
- Re-run the whole programme for those that couldn't attend
- Session on the effect of Brexit on CCC
- Summary of the role of school governor training for all – increase awareness of role.

Development Areas:

- Team building / away days – a way of sharing expertise and information.
- Opportunities to share and talk more often
- Invite executive board members to have a discussion.

IT:

- Outlook IT training – next steps from sending an email; filing emails, flagging, scheduling etc.
- PowerPoint training
- Offer 1-1 IT sessions
- More information on 'Calling sessions' (??)

Mentoring:

- Mentoring scheme (members experienced and new would like a mentor each, and willing to become mentors).

Information:

- How to contact partners / other people to be able to deal with enquiries more efficiently i.e. contact details for Electricity / Gas / BT etc.
- Who are the external bodies – contact details?

Need:

- Somehow members need to realise the importance of training and development
- Members need to be re-educated about the responsibility of the role
- Role responsibility to be placed as an agenda item for the full council
- Members need to prepare for the meetings
- To share and receive an update from members
- Find out why there's lack of presence and how to meet their needs

- Send questionnaire to the new members – what, why, how?
- Possible to share attendance figures for the training sessions
- Different delivery options – in the evening, online?

4. Conclusion:

Following recommendations from the focus groups, further recommendations from various scrutiny committees, Democratic Services Unit, Group Leaders & Deputy Leaders and priorities identified by senior council officers have helped to devise the annual Member Development Plan for 2018/19.

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Member Induction Programme 2017 – Attendance

Time	Module Title	Officer		Date	Number Attended
13:30 16:00	Introduction to Carmarthenshire County Council & Launch of Induction Programme	Mark James; Paul Thomas	Chamber, County Hall, Carmarthen	Thu, 11 May 2017	41
10:00 12:30	Code of Conduct, Ethics, Standards, Legal Duties and Responsibilities	Linda Rees Jones	Chamber, County Hall, Carmarthen	Mon, 15 May 2017	43
10:00 16:30	Local Government Finance including budgetary and treasury management	Chris Moore	Chamber, County Hall, Carmarthen	Wed, 17 May 2017	30
09:45 16:30	Familiarisation Tour of the County for Newly Elected Members	Ian Llewelyn	Start at County Hall, Carmarthen:	Fri, 19 May 2017	9
10:00 12:30	Constitutional matters and webcasting	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 22 May 2017	22
09:45 16:30	Familiarisation Tour of the County for Newly Elected Members	Ian Llewelyn	Start at County Hall, Carmarthen:	Tue, 23 May 2017	Cancelled

Member Induction Programme 2017 – Attendance

10:00 12:30	Members of the Planning Committee	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones;	Chamber, County Hall, Carmarthen	Fri, 26 May 2017	15
10:00 12:00	Members of the Planning Committee (Mop up)	Llinos Quelch;	Chairman's Room, County Hall, Carmarthen	Tue, 30 May 2017	5
14:00 16:30	Members of the Planning Committee	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Wed, 31 May 2017	16
10:00 12:30	Members of the Standards Committee	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 05 Jun 2017	8
10:00 16:30	Planning for non-planning members	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Mon, 12 Jun 2017	24
10:00 12:30	Council Policy Framework Equalities & Diversity; Welsh Language; Sustainability	Gwyneth Ayres; Llinos Evans	Town Hall, Llanelli	Wed, 14 Jun 2017	21
10:00 12:30	Appointments and Interview Skills (Appointments Committee)	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	10
14:00 16:30	Appointments Committee	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	5

Member Induction Programme 2017 – Attendance

10:00 16:30	Members of the Licensing Committee	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Fri, 16 Jun 2017	9
10:00 12:30	Members of the Dyfed Pension Fund Committee	Chris Moore	Democratic Services Committee Room	Mon, 19 Jun 2017	4
10:00 16:30	Members of the Licensing Committee	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Tue, 20 Jun 2017	11
10:00 12:30	Scrutiny in Carmarthenshire Incl. Performance Management	Gaynor Morgan	Chamber, County Hall, Carmarthen	Fri, 23 Jun 2017	28
10:00 12:30	Introduction to Marketing and Media	Deina Hockenhull	Athenaeum Room Llanelli Library	Tue, 27 Jun 2017	18
10:00 16:30	Members of the Audit Committee	Chris Moore	Conference Room, The Beacon, Llanelli	Fri, 07 Jul 2017	7
10:00 12:30	Corporate Parenting	Bethan James	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	25
14:00 16:30	Decisions for Future Generations	Helen Morgan Economic Development Manager	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	20
10:00 12:30	Social Services and Well-being	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	31
14:00 16:30	Safeguarding	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	34

Member Induction Programme 2017 – Attendance

10:00 12:30	Scrutiny Chairing & Chairing Skills	Sarah Titcombe Welsh Local Government Association	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Wed, 13 Sep 2017	15
14:00 16:30	Scrutiny Chairing & Chairing Skills	Sarah Titcombe Welsh Local Government Association	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Wed, 13 Sep 2017	3
10:00 16:30	Data Management & Freedom of Information	John Tillman	Chamber, County Hall, Carmarthen	Fri, 22 Sep 2017	20
10:00 12:30	Health & Safety to include Corporate Manslaughter	Heidi Font; Eddie Cummings	Y Ffwrnes, Llanelli	Thu, 28 Sep 2017	12
10:00 16:30	Welsh Local Government	Welsh Local Government Association	(Halliwell Centre, Carmarthen)	Fri, 13 Oct 2017	14
10:00 12:30	Education Consortia – Their Work	Andi Morgan	Chamber, County Hall, Carmarthen	Tue, 24 Oct 2017	18

Democratic Services Committee

Date: 09/03/18

Subject: Member Annual Development Plan 2018/19

Purpose: To highlight any proposed areas for development identified to date and invite the views of DSC on any additions, deletions or amendments to proposal.

Recommendations / key decisions required:

- Any additional topic areas to be covered by Member Development Plan.
- Any to be removed from the proposed content.
- Any comments in relation to priorities (e.g. when the development takes place)
- To note that this is a working document and any additional recommendations will be added where relevant.

Reasons:

To contribute to Member Development Plan 2018-19

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- R.James – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

Tel Nos. 01267 246186

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HMDaniels@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Democratic Services Committee
09/03/2018

Consultation on Member Development Plan

This report outlines the proposed development opportunities to be made available to members during the period March 2018 – April 2019 and beyond where appropriate. Comments are welcomed regarding any programmes added, deleted or prioritised.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

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

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

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

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

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

1. Scrutiny Committee: N/A

2. Local Member(s)

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

3. Community / Town Council – N/A

4. Relevant Partners – N/A

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

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

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

THERE ARE NONE (Delete as applicable)

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

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Draft Member Development Plan 2018/19
Report to Democratic Services Committee 9/03/18

This report outlines the proposed development opportunities to be made available to all members during the period March 2018 – April 2019 and beyond where appropriate.

Context

The Local Government Measure 2011 highlights the responsibility of Local Authorities to provide reasonable development opportunities to its members. Carmarthenshire County Council's Member Development Strategy sets out our approach to member development and includes a detailed plan of programmes, updated annually, which is designed to meet the identified development needs of its members. This report provides an initial draft of that plan for 2018/19.

Proposed development areas:

The topics listed below have been derived from a variety of sources including recommendations from various scrutiny committees, Democratic Services Unit, Member Development Focus Groups, Group Leaders & Deputy Leaders and priorities identified by senior council officers.

Please note that this list is not exhaustive and will be regularly reviewed throughout the year to ensure it responds to and reflects emerging needs and priorities.

It is proposed that these programmes are offered to all members or those with specific responsibilities as outlined above. Scrutiny and other committee specific development workshops or seminars will be identified separately but where appropriate offered to all members.

Dates, timings and locations of sessions are to be confirmed. Sessions will be delivered internally wherever possible to minimise costs.

Member Annual Development Plan 2018/19

Topic	Lead Officer	Date (if known)	How was the need identified?
Safeguarding	SCWDWP		Member Focus Group
Fostering & Looked after kids	Children Services		Education & Children Scrutiny Committee
Protection & Care of the elderly & vulnerable	Roger Edmunds – Trading Standards		Social Care Scrutiny Committee
Freedom of Information Act Training	John Tilman		Member Focus Group
Health & Safety	Eddie Cummins		Eddie Cummins
Fire Safety Training	Eddie Cummins		Senior Managers County Hall
TIC Programme	Jon Owen		Policy & Resources Scrutiny Committee Forward Work Planning Session
Human Resources Information System	HR		Policy & Resources Scrutiny Committee Forward Work Planning Session
Capita Reserves	Chris Moore		Policy & Resources Scrutiny Committee Forward Work Planning Session
Performance Monitoring	Silvana Sauro		Policy & Resources Scrutiny Committee Forward Work Planning Session
ALN Reform including SEN	Andy Morgan Head of Education Services		Education & Children Scrutiny Committee Forward Work Planning Session
Elective Home Education (Committee Only)	Aeron Rees Head of Curriculum & Wellbeing		Education & Children Scrutiny Committee Forward

			Work Planning Session
Mod-gov	Gaynor Morgan		DSU –Member Development
Geo-discover	Julia Harries	1-2-1 sessions with members	DSU –Member Development
Reaching Wider – Celebrating Success	Helen Davies – Reaching Wider Swansea		CLlr Kim Broom

Topic	Lead Officer	Date (if known)	How was the need identified?
Welsh Language Skills	Kelly Morris	Various individual sessions for members	Member Focus Group
Role of a School Governor	Andy Morgan Head of Education Services		Member Requests
It Skills: Outlook IT Training PowerPoint E-mails Calendar	ICT (To be confirmed)		Member Focus Group
Mentoring Scheme	Hayley Daniels Learning & Development Advisor		Member Focus Group
Allocation Policy & Choice based lettings	Adele Ludwig Housing Policy Lead		Head of Service
Familiarisation Tour of the County for Newly Elected Members	Ian Llewellyn	Spring 2018	Re-scheduled from the Induction

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DEMOCRATIC SERVICES COMMITTEE

9TH MARCH 2018

INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2018)

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

The Democratic Services Committee is asked to

1. note that the IRPW has determined to increase the basic salary in 2018/19 for elected members of principal local authorities to £13,600.
2. Note that the IRPW has removed the two tier arrangement for executive member and committee chair salaries.
3. consider whether to maintain existing arrangements in 2018/19 in respect of :-
 - the salary paid to the Chair and Vice-Chair of Council (currently level 2)
 - rates of reimbursement for subsistence costs and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit
 - the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities, and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2018/19 municipal year and to pay a salary;
 - payment of Co-opted Members' Fees being capped at 10 full day (of 20 half day) meetings;
4. determine publication arrangements for reimbursement of costs of care, specifically either to
 - a) publish details of the amounts reimbursed to named members, as at present, or
 - b) the total amount reimbursed by the authority during the year but not attributed to any member.
5. accept the remaining IRPW recommendations and determinations for 2018 and incorporate them within the Council's existing Councillors' and Co-opted Members' Allowances Scheme for 2018/19.

6. Note the CRWG had accepted the recommendation of the Committee that attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Chair at meetings of the Executive Board be included as an approved duty in the Councillors and Co-opted Members' Salaries and Allowances Scheme 2018/19 onwards, and a recommendation in this regard will be made to Council.

REASONS:

The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration IRPW for Wales (IRPW) to review councillors' allowances in Wales. The IRPW was established in January 2008 to prescribe the maximum levels of allowances payable by County and County Borough Councils in Wales. Following the approval of The Local Government (Wales) Measure 2011 the IRPW's remit has been extended to National Parks and Fire and Rescue Authorities and Town and Community Councils in Wales and the IRPW can also now prescribe the levels of allowances / salaries to be paid rather than recommend the maximum levels of allowances that could be paid.

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

Executive Board Member Portfolio Holder(s): Councillors Emlyn Dole (Leader) Mair Stephens (Business Manager) & David Jenkins (Resources)

<p>Directorate</p> <p>Name of Head of Service: Linda Rees Jones</p> <p>Report Author: Gaynor Morgan</p>	<p>Chief Executive's</p> <p>Designations: Head of Administration & Law</p> <p>Head of Democratic Services</p>	<p>Tel Nos.</p> <p>01267 224012 LRJ 01267 224026 GM</p> <p>E Mail Addresses:</p> <p>Lrjones@cararthenshire.gov.uk gmorgan@cararthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
9TH MARCH 2018

**INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL
REPORT (FEBRUARY, 2018)**

The IRPW published its Annual Report in February, 2018 and the Committee is required to consider its determinations and recommendations and make recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19

In setting the level of salaries and allowances for 2018/19 the IRPW has decided

- to increase the basic annual salary to £13,600 (an increase of 1.49%) There is no increase in senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- To remove the two tier arrangement for executive members and for committee chairs.

The attached report seeks the Committee's views on payments Civic Heads and Deputies, Subsistence and Accommodation Allowances, Remuneration of Joint Overview and Scrutiny Committee Chairs, and payment of Co-opted Members' Fees for the 2018/19 Municipal Year.

The recommendations of the Democratic Services Committee will be considered by the Council at its meeting held on the 9th May 2018

A full copy of the IRPW's Annual Report (February, 2018) can be viewed on the IRPW's website :

<http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf>

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

Policy, Crime & Disorder and Equalities

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

Finance

Any increases within Basic, Senior Salaries, Civic Salaries or Co-opted Members' fees and allowances to be paid would need to be reflected within the budget for 2018/19.

Legal

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

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

CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee Not applicable

2.Local Member(s) Not applicable

3.Community / Town Council Not applicable

4.Relevant Partners Not applicable

5.Staff Side Representatives and other Organisations Not applicable

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

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Independent Remuneration IRPW for Wales - Annual Report (February 2018)	AD030-001	Democratic Services Unit, Chief Executives Department, County Hall, Carmarthen The Independent Remuneration IRPW for Wales website: Cymraeg:- http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-cy.pdf English:- http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf
Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2017-18		http://www.carmarthenshire.gov.wales/media/3228/part-61.pdf http://www.sirgar.llyw.cymru/media/3259/rhan-61.pdf CYMRAEG

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REPORT OF THE HEAD OF ADMINISTRATION AND LAW

DEMOCRATIC SERVICES COMMITTEE

17th MARCH 2018

INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2018)

The Independent Remuneration Panel for Wales published its 2018-19 Annual Report in February 2018

The report contains 53 determinations with the majority of determinations being unchanged from the 2017 report. This report therefore focuses on determinations which require annual decision by the Democratic Services Committee and thereafter full Council.

1. Payments to Elected Members of Principal Councils

The Committee will recall that the IRPW 2016 Annual Report introduced two levels of salary for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority could provide flexibility to take account variations in the level of responsibility of portfolios and Chairs. The Panel, following visits to all 22 principal councils, found that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations, the Panel has therefore accepted this and removed the two tier arrangement for Executive Members and for Committee Chairs.

The Panel has determined that civic salaries should remain payable at 3 levels and the **Democratic Services Committee is therefore asked to consider which level of payment should be paid to the Chair & Vice Chair of Council, for 2018- 19** existing payments levels are in bold:-

Remuneration of civic heads and deputy civic heads (inclusive of basic salaries)

Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

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

There are no changes to the reimbursement of mileage or subsistence costs (pages 38 -39 of the report,) however **the Committee is asked to confirm the rates of reimbursement for subsistence costs for 2018/19 and whether to continue with the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit.** The Authority currently pays overnight costs of up to £200 for London, £95 elsewhere and £25 for staying with friends and/or Family. The IRPW rates allow payment of up to £200 for London, £95 for elsewhere and £30 for staying with friends and/or family.

3. Joint Overview and Scrutiny Committees

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities. However remuneration arrangements for chairs of JOSC is contained within pages 21-22 of the report and **the Democratic Services Committee is asked to consider whether to continue with the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2018/19 municipal year and to pay a salary;**

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

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

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

5. Reimbursement of Costs of Care

The IRPW has again decided to allow optional approaches to the publication of costs of care. Page 80 of the report provides two options for publication namely:-

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

The IRPW had stated that it is a matter for each authority to decide which of these options for publication it considers appropriate.

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

Appendix 1 of the report details the IRPW's 53 determinations for the Committee's information together with any changes, if any.

IRPW Determinations for 2018/19 – Annex 1 of the report.

Principal Councils		
	Determination	Change (if any)
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.	An increase of 1.49%
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2 (page 14 of the IRPW report).	(Includes increase in basic salary)
3.	The Panel has determined that (where paid) civic salaries at the levels set out in Table 3 (page 16 of the IRPW report) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.	No Change
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.	No Change
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.	No Change
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.	No Change
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.	No Change
Specific or Additional Senior Salaries		
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.	No Change

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

21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.	No Change
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.	No Change
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.	No Change
National Park Authorities		
24.	The basic salary for NPA ordinary members should be £3,675	N/A
25.	The senior salary of the chair of an NPA should be £12,375	N/A
26.	An NPA senior salary can be paid to a Deputy Chair, and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,025 or £7,325	N/A
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	N/A
28.	Members must not receive more than one NPA senior salary.	N/A
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility	N/A
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.	No Change
Fire and Rescue Authorities		
31.	The basic salary for FRA ordinary members should be £1,745	N/A
32.	The senior salary of the chair of an FRA should be £10,445.	N/A
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,445.	N/A
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	N/A

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

45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	N/A
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	N/A
47.	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.	
48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. 10 Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles. 	N/A
49.	If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight 	N/A
50.	Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: <ul style="list-style-type: none"> • Up to £34.00 for each period not exceeding 4 hours. • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours. 	N/A

51.	Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.	N/A
52	Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.	N/A