

# Document Pack



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

**TUESDAY, 9 OCTOBER 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 **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN AT 10.00 AM, ON MONDAY, 15<sup>TH</sup> OCTOBER, 2018** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James* CBE

**CHIEF EXECUTIVE**



PLEASE RECYCLE

|                                 |  |
|---------------------------------|--|
| <b>Democratic Officer:</b>      | <b>Janine Owen</b>                       |
| <b>Telephone (direct line):</b> | <b>01267 224030</b>                      |
| <b>E-Mail:</b>                  | <b>JanineOwen@carmarthenshire.gov.uk</b> |

|   |
|---|
| <p><b>DEMOCRATIC SERVICES COMMITTEE</b><br/><b>MEMBERSHIP – 5 MEMBERS</b></p> |
|---|

**PLAID CYMRU GROUP 2 MEMBERS**

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

**LABOUR GROUP 2 MEMBERS**

1. Councillor Fozia Akhtar
2. Councillor Suzy Curry [Chair]

**INDEPENDENT GROUP 1 MEMBER**

1. Councillor Jim Jones

# A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 11<sup>TH</sup> JUNE 2018 5 - 10
4. UPDATE ON MEMBER DEVELOPMENT PLAN 2018/19 11 - 18
5. COUNCILLOR DATA SIM PROVISION 19 - 24
6. DRAFT REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES - FEBRUARY 2019 25 - 36
7. DEMOCRATIC SERVICES COMMITTEE - ANNUAL REPORT 2017-18 37 - 50

This page is intentionally left blank

Monday, 11 June 2018

**PRESENT:** Councillor S.A. Curry (Chair)

**Councillors:**

K.V. Broom (In place of D. Thomas), W.T. Evans and T.J. Jones

**The following Officers were in attendance:**

N. Daniel, Head of I.C.T.

H. Daniels, Learning & Development Advisor

G. Morgan, Head of Democratic Services

**Democratic Services Committee Room, - County Hall, Carmarthen. SA31 1JP. -  
10.00 - 11.05 am**

**1. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Dai Thomas.

**2. DECLARATIONS OF PERSONAL INTERESTS.**

No declarations of personal interest were made.

**3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 9TH MARCH 2018**

**RESOLVED** that the minutes of the meeting of the Democratic Services Committee held on the 9<sup>th</sup> March 2018 be signed as a correct record.

**4. MEMBER DEVELOPMENT - PERSONAL DEVELOPMENT REVIEWS (PDR).**

The Committee was advised that under the Local Government Wales Measure 2011 authorities were required to make specific provision for the training and development of members and also make available to each member of the authority an annual review of the member's training and development needs.

The Corporate Learning and Development Advisor informed the Committee that the previous Council had taken the approach that Personal Development Reviews should be undertaken by the leaders of the political groups, as this will would allow groups to identify those areas where there was a demand for training so that it was member-led. The Corporate Learning and Development Advisor would be on hand to assist in any member-led assessment of training needs and to enable the Member Development Programme to be tailored in accordance with training needs.

The report provided the Committee with suggested templates which could be used by the Group Leaders to assist them in the reviews. It was suggested that the training needs of any unaffiliated members should be ascertained by the Chair of the Democratic Services Committee.

The Committee welcomed the report and suggested that IT training should be

highlighted as a possible development area, in order for members to be fully enabled to work in a mobile and efficient way using the most appropriate digital technology available.

**RESOLVED that the existing arrangements for the Personal Development Review process and template documents be supported.**

## **5. MEMBER MENTORING PROCESS**

The Committee considered a report on the introduction of a Member Mentoring Process

The Corporate Learning and Development Advisor informed the Committee that Mentoring was a voluntary, confidential, one to one relationship in which an individual benefited from the knowledge of a more experienced or more senior person as a sounding board for guidance. It enabled the mentee to “grow” in their role in skills, knowledge, understanding and behaviour. Mentoring could be a medium, long term or ongoing relationship, and was not a prescriptive or directive relationship but rather one which allowed the mentee to find his/her own way, assisted by the mentor.

The report provided a role description for a Member Mentor and information on a WLGA training session which would be held in September 2018.

The Committee welcomed the report and although it was acknowledged that mentoring was being undertaken informally within the political groups, a formal mentoring process was welcomed.

**RESOLVED that planned progress for the use of Member Mentors be noted and the role description supported.**

## **6. COUNCILLORS' ANNUAL REPORTS**

The Head of Democratic Services advised the Committee that under the Local Government (Wales) Measure 2011 local authorities were required to make arrangements for:

- (a) each person who is a member of the authority to make an annual report about the person's activities as a member of the authority during the year to which the report relates,
- (b) each person who is a member of the authority's executive to make an annual report about the person's activities as a member of the executive during the year to which the report relates, and
- (c) the authority to publish all annual reports produced by its members and by the members of its executive.

The Committee was informed that although the authority was required to provide the facilities for Councillors to produce and publish an annual report, the production of a report was not mandatory. All published Annual reports were available to view on the Authority's website.

The Head of Democratic Services advised that the report provided the Committee with the number of annual reports published for 2016-17 and sought endorsement of the report template and guidance for 2017-18.

## **RESOLVED**

- 1. to note that 4 of the Councillors re-elected in the May 2017 local government elections produced Annual Reports for 2016-17.**
- 2. To confirm the Member Annual Report procedure, template and guidance for 2017-18 onwards, as detailed within the report.**

## **7. PAPERLESS WORKING**

The Committee was advised that in January 2015 the Council had resolved to support a notice of motion that all Councillors should accept their responsibility in contributing towards efficiency savings and therefore move as soon as possible to a paperless system of Communication with all Councillors.

In order to achieve this the Authority had purchased new hardware and software to enable a paperless working approach and to allow members to work in a mobile and efficient, way using the most appropriate digital technology.

The Committee was informed that significant progress had been made in terms of technology since July 2015, this included improved availability and speed of broadband provision within the County, enhancing the Authority's own digital infrastructure by ensuring that all Council buildings were wi-fi accessible, and equipment and software had been updated as digital technology progressed.. The Authority would shortly be rolling out Office 365 which would make accessing emails, diaries and committee papers easier and would resolve some password issues which some members had difficulty with, thus ensuring that both members and officers worked in a more agile way.

The Head of Democratic Services advised that, should the Committee agree to recommend a move to paperless working as per option 3 within the report, it was important for members and officers to embrace a new way of working and have the skills and confidence to work electronically. In order to achieve this arrangements would be put in place for mod.gov paperless app training and also any additional IT training which members felt would be of benefit.

The PDR reviews agreed earlier at the meeting would assist in identifying the needs of members and ongoing specific training could be incorporated within the Member Development Programme which the Committee considered on a regular basis.

The Committee in noting that the Authority currently paid for a Data Sim for each device, questioned whether this was still necessary. The Committee was informed

that data Sims had been purchased in order to allow members to use their devices remotely via 3G/4G when wi-fi was not available, however, it may now be prudent to re-look at this issue as broadband connectivity had improved and there were more wi-fi hotspots. It was suggested that a breakdown of data sim usage be obtained and that this be reported to the Committee at the next meeting in order to consider whether the SIM cards provided value for money and should be retained.

## **RESOLVED**

- 1. TO RECOMMEND TO COUNCIL THAT the Authority move towards a paperless system of communication with all Councillors with effect from 1<sup>st</sup> January 2019 and that an appropriate training programme be arranged prior to this date.**
- 2. that the Committee receive a breakdown on data sim usage at its next meeting, in order to determine whether the provision provided value for money and should be retained.**

## **8. COUNCILLORS EXPENSES - SELF SERVICE**

The Committee was informed that Democratic Services had recently participated in a Transform Innovate and Change review which aimed to help the council deliver cashable efficiency savings as part of its response to the financial challenges that it was facing in the short, medium and long term and also to deliver improvements to the quality of services, while also making those services more efficient.

One of the issues raised prior to and as part of the review was whether Councillors could move to a system of Self Service for member expenses, using a separate element of the Authority's integrated HR, and payroll system which was used by the Authority's staff. Councillor self-service would allow Councillors to :-

- Submit their Mileage and Expenses Claims on line
- Change their personal details i.e. address, bank details etc
- View Payslips on line (with paper payslips to cease)

The Head of Democratic Services advised that following discussion with the Payroll Manager it had been agreed to undertake a specific piece of work to develop a separate section on Resource Link specifically for elected members. In order to test the system and to ascertain whether a move to self-service was achievable she suggested that a group of member be asked to pilot the system prior to a further report being submitted to the Committee.

In response to a question, the Head of Democratic Services advised that it was hoped that up to 10 members would be prepared to participate in the pilot and she would welcome volunteers from the Committee and nominations from the Group Leaders.

**RESOLVED to pilot a new Self-Service system for Member expenses.**



**9. DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME  
2018-19**

The Committee received and considered a forward work programme [FWP] for 2018/19 which provided Members with Agenda Items for the 2018/19 Democratic Committee Cycle.

**RESOLVED** that the Democratic Services Committee forward work programme be adopted.

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

This page is intentionally left blank

## Democratic Services Committee

**Date: 15/10/2018**

**Subject:** Update on Member Development Plan 2018/19

**Purpose:** To update on 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

Relevant Member Leads S.Curry – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

Tel Nos. 01267 246186

E Mail Addresses:  
HMDaniels@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY**  
**Democratic Services Committee**  
**15/10/2018**

|  |
|--|
| <b>Consultation on Member Development Plan</b> |
|--|

|  |
|--|
| <p>This report provides an update to the Democratic Services Committee on the Member Development Plan for 2018/19. Comments are welcomed regarding any programmes added, deleted or prioritised.</p> |
|--|

|                                  |            |
|----------------------------------|------------|
| <b>DETAILED REPORT ATTACHED?</b> | <b>YES</b> |
|----------------------------------|------------|

## 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<br><b>NONE</b> | Legal<br><b>NONE</b> | Finance<br><b>NONE</b> | ICT<br><b>NONE</b> | Risk Management Issues<br><b>NONE</b> | Staffing Implications<br><b>NONE</b> | Physical Assets<br><b>NONE</b> |
|--|----------------------|------------------------|--------------------|---------------------------------------|--------------------------------------|--------------------------------|

## 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 |
|-------------------|--------------|---|
|                   |              |   |

This page is intentionally left blank

**Update on Member Development Plan 2018/19**  
**Report to Democratic Services Committee 15/10/18**

This report gives an update on the development opportunities to be made available to all members during 2018 – 2019 and beyond where appropriate.

**Additional development areas:**

Additional development areas have been identified for members for 2018/19, these include the following;

- Digital Skills for Members Drop-in-Sessions
- Mentoring for Members
- Improve your decision making skills

**Digital Skills for Members Drop-in-Sessions**

Sharron Penfold will be holding drop-in-session for members to help them get the most from their laptop or tablets (such as using Mod.Gov, email or other applications). These sessions have been specifically planned to support members, whether they are a complete beginner or have some knowledge. Sharron will be available in two locations:

**Carmarthen**

**In the Canteen, County Hall,  
Every 4th Monday from 12pm—4pm**

**Llanelli**

**In the Touch Down Room, Llanelli Town Hall  
Every 2nd Monday from 9:30-1:30pm**

**Mentoring for Members**

An email has gone out to Group Leaders asking them to identified Councillors as potential mentors, there is a capacity for other Councillors to attend the training and become member mentors also.

The WLGA will be delivering a session for identified mentors on **Thursday 8<sup>th</sup> November 2018 from 2:00pm – 4:30pm**. The training will be based on the WLGA Guidance for Member Mentors and copies of the guidance will be provided before the training.

Following the training, each political group will be able to offer their members a mentor to support them if they so wish.

## **Improve your decision making skills**

A session for all members has been arranged for November around Uncovering Unconscious Bias in Decision Making.

Implicit or unconscious bias happens by our brains making incredibly quick judgments and assessments of people and situations without us realising. Our biases are influenced by our **background, cultural environment** and **personal experiences**. We may not even be aware of these views and opinions, or be aware of their full impact and implications.

The session will look at what is Unconscious Bias and how it can affect decision making and your role as a member in challenging unconscious bias.

The purpose of this session is to *'create an inclusive, engaging culture which embraces cognitive diversity and is a vital driver for finding innovative solutions to the complex problems that businesses face, particularly in the current difficult economic climate'*

An email will be sent out to all members shortly inviting them to this session.



### **Member Annual Development Plan 2018/19**

| <b>Topic</b>  | <b>Lead Officer</b>           | <b>Date (if known)</b>          | <b>How was the need identified?</b>     |
|---|-------------------------------|---------------------------------|---|
| Safeguarding  | SCWDWP                        |                                 | Member Focus Group                      |
| Fostering & Looked after kids   | Children Services             |                                 | Education & Children Scrutiny Committee |
| Financial Exploitation Safeguarding Scheme Seminar - All Member Seminar | Roger Edmunds                 | 27 <sup>th</sup> March 2018     | Social Care Scrutiny Committee          |
| Member Workshop With Hywel Dda University Health Board                  | Jake Morgan                   | 13 <sup>th</sup> June 2018      | Director                                |
| Member Seminar – Carmarthenshire Homelessness Strategy                  | Jonathan Morgan               | 12 <sup>th</sup> September 2018 | HoS                                     |
| Member Mentoring Scheme   | Hayley Daniels/WLGA           | 8 <sup>th</sup> November 2018   | Member Focus Group                      |
| Improve your decision making skills                                     | Anna Morgan – Red Shiny Apple | November TBC                    | Member Focus Group                      |
| MOD.GOV   | Gaynor Morgan                 | November/December 2018          | DSU                                     |
| Freedom of Information Act Training                                     | John Tilman                   |                                 | Member Focus Group                      |
| Health & Safety   | Eddie Cummins                 |                                 | Eddie Cummins                           |
| TIC Programme   | Jon Owen                      |                                 | DSU                                     |
| Human Resources Information System                                      | HR                            |                                 | DSU                                     |
| Capita Reserves   | Chris Moore                   |                                 | DSU                                     |

| Topic  | Lead Officer                        | Date (if known)   | How was the need identified?    |
|--|-------------------------------------|---|---------------------------------|
| Welsh Language Skills  | Kelly Morris                        | Various individual sessions for members   | Member Focus Group              |
| It Skills:<br>Outlook IT<br>Training<br>PowerPoint<br>E-mails<br>Calendar<br>Mod.gov | Sharron Penfold                     | <b><u>Carmarthen</u></b><br><b>In the Canteen, County Hall, Every 4th Monday from 12pm—4pm</b><br><br><b><u>Llanelli</u></b><br><b>In the Touch Down Room, Llanelli Town Hall Every 2nd Monday from 9:30-1:30pm</b> | Member Focus Group              |
| Allocation Policy & Choice based lettings  | Adele Lodwig<br>Housing Policy Lead |   | Head of Service                 |
| Geo-discover   | Julia Harries                       | 1-2-1 sessions with members as and when   | DSU                             |
| Familiarisation Tour of the County for Newly Elected Members                         | Ian Llewellyn                       | Spring 2018   | Re-scheduled from the Induction |

## DEMOCRATIC SERVICES COMMITTEE 15<sup>TH</sup> OCTOBER 2018.

### COUNCILLOR DATA SIM PROVISION

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider Councillors' data SIM usage and ongoing provision.

#### REASONS:

The Democratic Services Committee at its meeting held on the 11<sup>th</sup> June RESOLVED that the Committee receive a breakdown on data sim usage at its next meeting, in order to determine whether the provision provided value for money and should be retained.

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

Relevant Executive Board Member Portfolio Holder – Cllr Mair Stephens (I.T)  
Other Member Councillor Suzy Curry – Chair of the Democratic Services Committee

|   |  |  |
|---|--|--|
| <b>Directorate</b>                                  | <b>Chief Executive's</b>                             | <b>Tel Nos.</b>  |
| <b>Name of Head of Service:</b><br>Linda Rees Jones | <b>Designations:</b><br>Head of Administration & Law | 01267 224012 LRJ<br>01267 224026 GM  |
| <b>Report Author:</b><br>Gaynor Morgan              | <b>Head of Democratic Services</b>                   | <b>E Mail Addresses:</b><br><a href="mailto:gmorgan@cararthenshire.gov.uk">gmorgan@cararthenshire.gov.uk</a> |

**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**  
**15<sup>TH</sup> OCTOBER 2018**

**COUNCILLOR DATA SIM PROVISION**

The Authority currently pays for a Data Sim to be provided for each tablet device. The data Sims were procured in 2015 in order to allow members to use their devices remotely via 3G/4G when wi-fi was not available, however, following a discussion on paperless working the Committee felt that it was now prudent to re-look at this issue as broadband connectivity had improved and there were more wi-fi hotspots.

The attached appendix provides a breakdown of data sim usage for consideration by the Committee.

**DETAILED REPORT ATTACHED?**

**YES – Data Usage report**

# 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                                    | NONE  | NONE    | NONE | NONE                   | NONE                  | NONE            |

## Policy, Crime & Disorder and Equalities

None

## Finance

Data SIMs are provided to all Councillors at a cost of £9 per sim per month.

## Legal

There are no legal implications associated with this report.

## 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

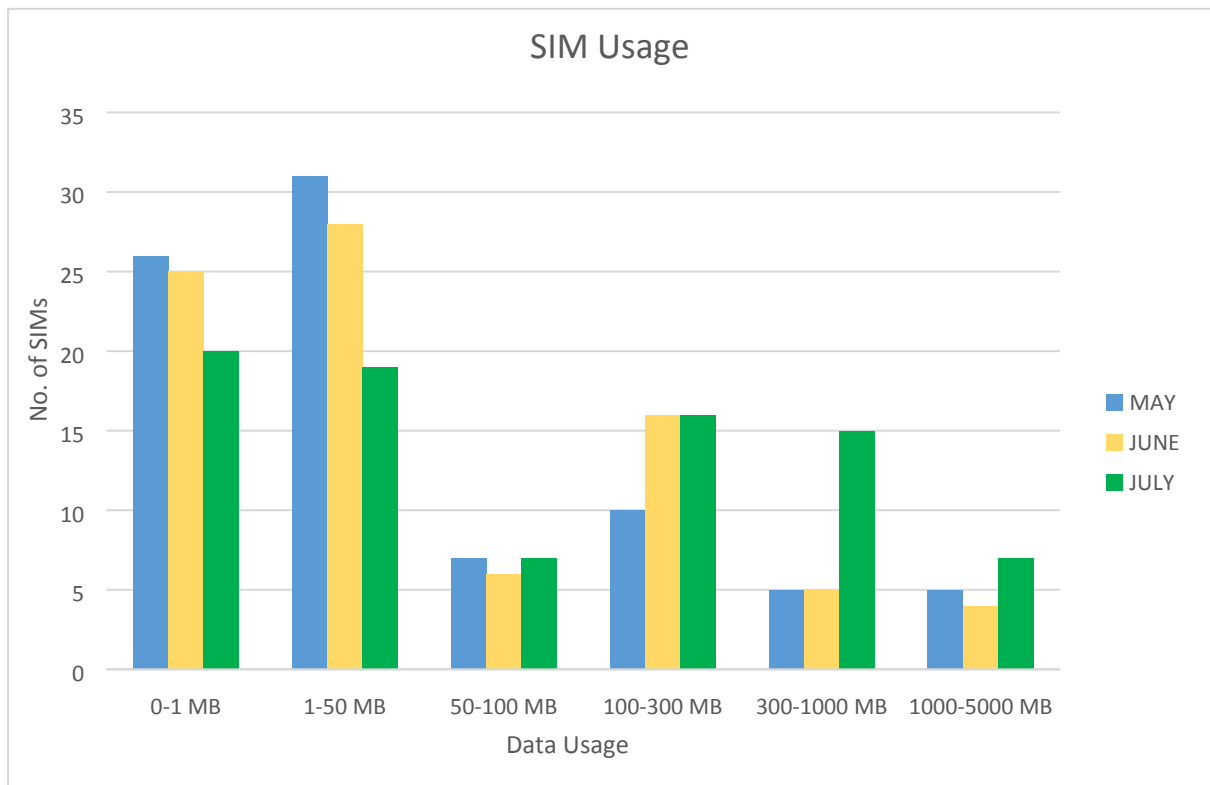
**5.Staff Side Representatives and other Organisations** Not applicable

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

**THESE ARE DETAILED BELOW:**

| <b>Title of Document</b> | <b>File Ref No.</b> | <b>Locations that the papers are available for public inspection</b> |
|--------------------------|---------------------|--|
|                          |                     |  |

|              | MAY<br>(No of SIMs) | JUNE<br>(No of SIMs) | JULY<br>(No of SIMs) |
|--------------|---------------------|----------------------|----------------------|
| 0-1 MB       | 26                  | 25                   | 20                   |
| 1-50 MB      | 31                  | 28                   | 19                   |
| 50-100 MB    | 7                   | 6                    | 7                    |
| 100-300 MB   | 10                  | 16                   | 16                   |
| 300-1000 MB  | 5                   | 5                    | 15                   |
| 1000-5000 MB | 5                   | 4                    | 7                    |



This page is intentionally left blank



## DEMOCRATIC SERVICES COMMITTEE

15<sup>TH</sup> OCTOBER 2018

### INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT - FEBRUARY 2019

#### Recommendations / key decisions required:

**To consider and comment on the determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for February 2019.**

**To authorise the Chair of the Committee to submit a response to the IRPW on behalf of the Committee.**

#### Reasons:

The Democratic Services Committee is consulted, in accordance with its Terms of Reference, on the implementation of reports issued by the Independent Remuneration Panel for Wales.

|                              |                         |
|------------------------------|-------------------------|
| Scrutiny committee consulted | Not Applicable          |
| Exec Board Decision Required | NO – not at this stage. |
| Council Decision Required    | NO - not at this stage. |

**EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:** Cllr Emlyn Dole – Leader/Cllr David Jenkins – Executive Board Member for Resources

|                          |                              |                                |
|--------------------------|------------------------------|--------------------------------|
| Directorate              |                              |                                |
| Name of Head of Service: | Designations:                | Tel Nos. 01267 224010          |
| Linda Rees Jones         | Head of Administration & Law | E Mail Addresses:              |
| Report Author:           |                              | GMorgan@carmarthenshire.gov.uk |
| Gaynor Morgan            | Head of Democratic Services  |                                |

# EXECUTIVE SUMMARY

## DEMOCRATIC SERVICES COMMITTEE

15<sup>TH</sup> OCTOBER 2018

### INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT - FEBRUARY 2019

Each year, the Independent Remuneration for Wales (IRPW) determines the rates of payment which are made to elected and co-opted Members of Welsh local authorities for the following municipal year and has powers to make recommendations on proposed variations to the remuneration of Chief Executives and Chief Officers of Principal councils in Wales. The IRPW is required to send the draft annual report to County Councils, and requires comments by the 27<sup>th</sup> November 2018.

The IRPW is required to take into account the representations which it receives on the draft before issuing its final version of the report in February.

For 2019/20 the IRPW has recommended:-

- an increase in Basic Salaries of 1.97% (£268), bringing the basic salary for Councillors up to £13,868.
- an increase to the Band 1 and Band 2 senior salaries payable to the Leader, the Deputy Leader and Executive Members of £800 inclusive of the £268 increase to the basic salary that all members will receive
- There are no changes to the Band 3, 4 and 5 Senior Salaries (apart from the increase in basic salary of 1.97%)
- the Panel has removed the option for Civic Salaries based on level of responsibility and has determined that payment for a civic head and deputy civic head should now be made at Band 3 £22,568 for a civic head and at the Band 5 salary of £17,568 for a deputy civic head.
- the Panel has deleted the payment framework for Joint Overview and Scrutiny Committees, if in future a JOSC is formed by specific councils an application can be made to remunerate under parts 3.22 and 3.23 of the report.

The Independent Remuneration Panel for Wales has invited Chairs of Democratic Services Committees and Heads of Democratic Service of all Welsh local authorities to attend one of three regional meetings to discuss the report and any issues regarding remuneration, compliance and member support. The Chair of the Committee and the Head of Democratic Services will meet with the IRPW on the 25<sup>th</sup> October 2018.

|  |  |
|--|--|
| <p><b>DETAILED REPORT ATTACHED ?</b></p> | <p><b>YES – the report can also be viewed via the following link</b></p> <p><b>Letter</b></p> <p><a href="https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-letter-en.pdf">https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-letter-en.pdf</a></p> <p><b>Report</b></p> <p><a href="https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-en.pdf">https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-en.pdf</a></p> |
|--|--|

# 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  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

|   |            |            |             |                        |                       |                 |
|---|------------|------------|-------------|------------------------|-----------------------|-----------------|
| Policy, Crime & Disorder and Equalities | Legal      | Finance    | ICT         | Risk Management Issues | Staffing Implications | Physical Assets |
| <b>NONE</b>                             | <b>YES</b> | <b>YES</b> | <b>NONE</b> | <b>NONE</b>            | <b>NONE</b>           | <b>NONE</b>     |

## 1. Finance

The IRPW draft determinations for 2019/20 will result in an additional budget requirement of £26,652.

This will be validated when setting the budget for the forthcoming year.

## 2. Legal

The Democratic Services Committee is consulted, in accordance with its Terms of Reference, on the implementation of reports issued by the Independent Remuneration Panel for Wales.

The IRPW is required to publish an annual report in accordance with the requirements of Section 147 of the Local Government Wales Measure 2011.

# CONSULTATIONS

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

Signed: Linda Rees Jones  
Gaynor Morgan

Head of Administration and Law  
Head of Democratic Services

## 1. Scrutiny Committee

Not Applicable

## 2. Local Member(s)

Not Applicable

## 3. Community / Town Council

The draft report has been circulated by IRPW to all Town & Community Councils for their observations.

## 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 of the preparation this report:

THESE ARE DETAILED BELOW:-

| Title of Document              | File Ref No. | Locations that the papers are available for public inspection   |
|--------------------------------|--------------|---|
| IRPW Draft Report              |              | <a href="https://gov.wales/irpwsub/home/publication-reports/?skip=1&amp;lang=en">https://gov.wales/irpwsub/home/publication-reports/?skip=1&amp;lang=en</a> |
| Local Government Wales Measure |              | <a href="http://www.legislation.gov.uk/mwa/2011/4/contents/enacted">http://www.legislation.gov.uk/mwa/2011/4/contents/enacted</a>                           |

This page is intentionally left blank

## IRPW Draft Determinations for 2019/20 – Annex 1 of the draft report.

| Principal Councils                     |   |  |
|--|---|--|
|  | Determination   | Change (if any)  |
| 1.                                     | Basic salary in 2019/20 for elected members of principal councils shall be £13,868.   | An increase of 1.97% (£268)  |
| 2.                                     | The Panel has determined that senior salary levels in 2019/20 for members of principal councils shall be as set out in Table 4.   | £800 increase for Leaders and Members of the Executive (Band 1 and 2 Senior Salaries) includes increase in basic salary. Bands 3, 4, 5 receive the increase in basic salary only |
| 3.                                     | The Panel has determined that (where paid) a civic head must be paid a Band 3 salary of £22,568 and (where paid) a deputy civic head must be paid a Band 5 salary of £17,568.   | Responsibility level options removed. Alternatively, Civic Salaries are set at Band 3 and 5.   |
| 4.                                     | The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 senior salary of £22,568.   | No Change apart from basic salary increase of 1.97%  |
| 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 elected 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, email and internet facilities giving 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  |

| <b>Local Government Pension Scheme</b> |   |                  |
|--|---|------------------|
| 9                                      | The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.   | <b>No Change</b> |
| <b>Family Absence</b>                  |   |                  |
| 10.                                    | 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.   | <b>No Change</b> |
| 11.                                    | When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence.   | <b>No Change</b> |
| 12.                                    | 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.  | <b>No Change</b> |
| 13.                                    | 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. | <b>No Change</b> |
| 14.                                    | 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.  | <b>No Change</b> |
| 15.                                    | The Council's schedule of remuneration must be amended to reflect the implication of the family absence.  | <b>No Change</b> |
| <b>National Park Authorities</b>       |   |                  |
| 16.                                    | The basic salary for NPA ordinary members should be £3,735  | <b>N/A</b>       |
| 17.                                    | The senior salary of the chair of an NPA should be £12,435  | <b>N/A</b>       |
| 18.                                    | 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: £7,435 or £6,135   | <b>N/A</b>       |
| 19.                                    | 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.  | <b>N/A</b>       |
| 20.                                    | Members must not receive more than one NPA senior salary.   | <b>N/A</b>       |
| 21.                                    | An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.   | <b>N/A</b>       |



|                                    |   |                  |
|------------------------------------|---|------------------|
| 22.                                | 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.   | <b>No Change</b> |
| <b>Fire and Rescue Authorities</b> |   |                  |
| 23.                                | The basic salary for FRA ordinary members shall be £1,780.  | <b>N/A</b>       |
| 24.                                | The senior salary of the chair of an FRA shall be £10,480.  | <b>N/A</b>       |
| 25.                                | 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 shall be paid at £5,480.  | <b>N/A</b>       |
| 26.                                | 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.  | <b>N/A</b>       |
| 27.                                | Members must not receive more than one FRA senior salary.   | <b>N/A</b>       |
| 28.                                | An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.   | <b>N/A</b>       |
| 29.                                | 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.   | <b>No Change</b> |
| <b>Co-Opted Members</b>            |   |                  |
| 30.                                | Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 7.   | <b>No Change</b> |
| 31.                                | Reasonable time for pre meeting preparation is 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.  | <b>No Change</b> |
| 32.                                | Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).   | <b>No Change</b> |
| 33.                                | 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 | <b>No Change</b> |

|                                       |  |                  |
|---------------------------------------|--|------------------|
| 34.                                   | Fees must be paid for meetings and other activities including 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.  | <b>No Change</b> |
| 35.                                   | The Panel has determined that each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.  | <b>New</b>       |
| <b>Reimbursement of Costs of Care</b> |  |                  |
| 36.                                   | 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.   | <b>No Change</b> |
| <b>Community and Town Councils</b>    |  |                  |
| 37.                                   | All Community and Town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses  | <b>N/A</b>       |
| 38.                                   | 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.  | <b>N/A</b>       |
| 39.                                   | Community and Town councils in Groups B or C can 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.   | <b>N/A</b>       |
| 40.                                   | Community and Town councils can make payments to each of their members in respect of travel costs for attending approved duties. <sup>10</sup> 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"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul> | <b>N/A</b>       |

|     |  |            |
|-----|--|------------|
| 41. | If a Community or Town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:<br><ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight</li> </ul> | <b>N/A</b> |
| 42. | Community and Town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:<br><ul style="list-style-type: none"> <li>• Up to £54.00 for each period not exceeding 4 hours.</li> <li>• Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours</li> </ul>  | <b>N/A</b> |
| 43  | All 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  | <b>N/A</b> |
| 44  | Community and Town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed   | <b>N/A</b> |
| 45  | Community and Town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.   | <b>N/A</b> |

Note:-

The Joint Overview and Scrutiny Committee (JOSC) determinations previously included as determinations 9- 16 have been deleted from the draft report. In future the IRPW states that when a JOSC is formed by specific councils they can apply to remunerate using the arrangements in paragraphs 3.22 and 3.22 of their report.

This page is intentionally left blank

## DEMOCRATIC SERVICES COMMITTEE 15<sup>TH</sup> OCTOBER 2018

### DEMOCRATIC SERVICES COMMITTEE – ANNUAL REPORT

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the annual report of the Committee for the period 24<sup>th</sup> May 2017 to the 16<sup>th</sup> May 2018.

#### REASONS:

To receive the Democratic Services Committee Annual Report for the period 24<sup>th</sup> May 2017 – 16<sup>th</sup> May 2018. The report outlines the work of the Committee during that period.

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

Councillor Suzy Curry – Chair of the Committee

|   |   |  |
|---|---|--|
| <b>Directorate</b><br><br><b>Name of Head of Service:</b><br>Linda Rees Jones<br><br><b>Report Author:</b><br>Gaynor Morgan | <b>Chief Executive's</b><br><br><b>Designations:</b><br>Head of Administration & Law<br><br>Head of Democratic Services | <b>Tel Nos.</b><br>01267 224012 LRJ<br>01267 224026 GM<br><br><b>E Mail Addresses:</b><br><a href="mailto:gmorgan@carmarthenshire.gov.uk">gmorgan@carmarthenshire.gov.uk</a> |
|---|---|--|

## **EXECUTIVE SUMMARY**

### **DEMOCRATIC SERVICES COMMITTEE**

**15<sup>TH</sup> OCTOBER 2018**

#### **DEMOCRATIC SERVICES COMMITTEE – ANNUAL REPORT**

The Local Government (Wales) Measure 2011 requires each Principal Council to establish a Democratic Services Committee.

The attached report outlines the work of the Committee during the 2017/18 municipal year.

**DETAILED REPORT ATTACHED?**

**YES – Annual Report**

## 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                                    | NONE  | NONE    | NONE | NONE                   | NONE                  | NONE            |

### Policy, Crime & Disorder and Equalities

The Democratic Services Annual Report outlines how the Committee has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011.

### Finance

There are no financial implications associated with this report.

### Legal

There are no legal implications arising from the Report. The Annual Report sets out the work of the Committee over the past 12 months and confirms that it has discharged its responsibilities in terms of the democratic services function in accordance with the Local Government (Wales) Measure 2011

## 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   |
|--|--------------|---|
| Democratic Services Committee information on Carmarthenshire.gov website |              | <a href="http://democracy.carmarthenshire.gov.wales/mgCommitteeDetails.aspx?ID=152">http://democracy.carmarthenshire.gov.wales/mgCommitteeDetails.aspx?ID=152</a> |

This page is intentionally left blank



# Carmarthenshire County Council Democratic Services Committee Annual Report 2017-18



# Annual Report

## Page Index

|                                      |          |
|--------------------------------------|----------|
| Foreword                             | Page 3   |
| The Committee's Remit                | Page 4   |
| Membership                           | Page 5   |
| Meetings and attendance              | Page 6   |
| Key issues considered during 2017/18 | Page 7-8 |
| General Information                  | Page 9   |

## **DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2017-18**

### **Foreword by the Chair of the Democratic Services Committee**

As the Chair of the Democratic Services Committee during 2017 – 18 it is my pleasure to present the Committee's Annual report for this period.

I would firstly like to congratulate all Councillors who were elected or re-elected in the Local Government Elections in May 2017. Carmarthenshire elected 30 new Councillors (40.5%) therefore the Committee focussed its work on ensuring that the needs and requirement of Members were addressed, at the same time, being mindful of the financial challenged facing the Council.

The Member Induction Programme (for both new and returning members) previously agreed by the Committee and launched on the 11<sup>th</sup> May 2017 not only provided an introduction to the Council's main functions and services, but provided knowledge and understanding and led in to a comprehensive programme of training which was delivered over a period of 6 months

During the year the Committee reviewed the programme and considered what additional skills and training was required by members in order that these could be incorporated within the Member Development Programme for the forthcoming year.

The Committee also considered in detail the findings of the timing of meetings survey, which is a requirement of the LG Wales Measure, and analysed the findings in detail deferring the report in order to receive further analysis before making a final recommendation to the Council which was to retain the existing arrangements.

The Committee also considered the Independent Remuneration Panel for Wales on Councillors' allowances for the period 2018 and made recommendations to Council.

Cllr Suzy Curry, was appointed as Chair of the Committee for 2018-19 and one of the Committee's priorities for the year will be to examine how the authority can make greater use of digital technology with an aim of assisting Councillors in their roles.

I wish Cllr Curry every success in her new role.

**Cllr Rob James**

**Chair of the Democratic Services Committee 2017-18**

**Cllr Suzy Curry**

**Chair of the Democratic Services Committee 2018-19**

## **The Committee's Remit**

The Local Government (Wales) Measure 2011 required each County and County Borough Council to establish a Democratic Services Committee and the remit of the Committee is set out in Section 11 of of this measure namely to

- exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),
- review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- make reports and recommendations to the authority in relation to such provision.
- 

The Council at its meeting held on the 17<sup>TH</sup> April 2013 agreed to a recommendation of the Democratic Services Committee to include the following additional responsibilities within Committee's functions/e terms of reference:-

- To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;
- To appoint the Council's Member Development Champion;
- To be consulted on the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc.
- To promote and support good governance by the Council

The Local Government (Democracy)(Wales) Act 2013 added section 11A which provides that the Democratic Services Committee may, at the request of the authority, review any matter relevant to :

- (a) the support and advice available to members of that authority, and
- (b) the terms and conditions of office of those members.

## Membership of the Democratic Services Committee 17-18

The membership of the Democratic Services Committee for the period 24<sup>th</sup> May 2017 – 15<sup>th</sup> May 2018 comprised of 5 members on a politically balanced basis:-

Councillor Rob James – Chair



Councillor Tyssul Evans (Vice-Chair).



Councillor Jim Jones



Councillor Shahana Najmi



Cllr Dai Thomas



## Democratic Services Committee Meetings

The Democratic Services Committee met 3 times during 2017-18:-

8<sup>th</sup> September 2017

29<sup>th</sup> November 2017

9<sup>th</sup> March 2018

## Attendance by the Members of the Democratic Services Committee

The attendance figures for each member of the Democratic Services Committee are set out below.

| Councillor    | Number of Meetings held | Meetings attended |
|---------------|-------------------------|-------------------|
| Rob James     | 3                       | 3                 |
| Tyssul Evans  | 3                       | 3                 |
| Jim Jones     | 3                       | 1                 |
| Shahana Najmi | 3                       | 2                 |
| Dai Thomas    | 3                       | 2                 |

|                        |   |   |
|------------------------|---|---|
| Rob Evans (substitute) | 1 | 1 |
|------------------------|---|---|

## **Key issues considered during 2017/18**

During the year the Democratic Services Committee discussed the following reports, and a brief synopsis is included for each topic:-

### **Democratic Services Committee – Functions Overview**

Due to the Local Government Elections in May 2017 and the influx of new Councillors on the Committee, the Head of Democratic Services provided a report outlining the statutory framework within which the Democratic Services Committee functioned together with its remit and powers as detailed in the Local Government (Wales) Measure 2011, the Local Government (Democracy) (Wales) Act 2013 and additional responsibilities approved by Council on the 17th April 2013.

The Committee reviewed its terms of reference in order to ensure that all Members understood the role and function of the Committee

### **Appointment of Member Development Champion**

Due to the Local Government Elections in May 2017 the Committee considered a report detailing the requirement to appoint a new Member Development Champion for the new Council.

The Member Development Champion would work closely with the Member Development lead for the Executive Board and officers of the Learning and Development Team on identifying and promoting member development issues and would confirm the Authority's commitment to the importance of Member Development.

The Council following a recommendation by the Democratic Services Committee, agreed that the Chair of the Committee should undertake this role.

### **Review of Member Induction Programme 2017.**

The Committee reviewed the Members' Induction Programme 2017, which had been organised to inform both newly elected and returning Councillors of their roles and the services provided by the Council. It suggested that future programmes should include an element of training focussing on skills as well as improving understanding of the council's procedures and statutory functions. The Committee was concerned regarding the low attendance at some sessions particularly in view of the amount of preparation work by officers but it accepted that there was no legal requirement to attend these sessions.

### **Evaluation Of Member Induction Programme 2017/18 and approval of the 2018/19 Programme**

The Committee considered a report which provided an overview of feedback from the Focus groups held to evaluate the Member Induction Programme and in particular what had worked well with the 2017 Member Induction programme and what could have been done better.

The Committee considered the draft Member Development Plan 2018/19 which outlined the proposed development opportunities to be made available to members during the period March 2018 – April 2019 and beyond where appropriate. It was noted that the Plan would not be static and it could be amended at any time.

### **Timing of Council Meetings - Survey**

The Committee considered a report on the outcome of the Councillors Survey on Timings of Council Meetings which had been undertaken following the Local Government Elections in May 2017. Having considered the survey and requested further data analysis, the Committee made a recommendation to Council that the meeting arrangement be unchanged and this was accepted by the Council on the 10<sup>th</sup> January 2018.

### **Independent Remuneration Panel (IRPW) for Wales Annual Report - February 2018**

The Committee considered both the draft and final version of the IRPW Annual Report (February 2018) which detailed the Panel's determinations and recommendations in respect of remuneration and member support.

The Committee made recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19. The Council chose to accept all recommendations except the decision in respect of the reimbursement of care costs where it resolved to adopt option 2 which was to publish the total amount reimbursed by the authority during the year not attributable to any member.

### **Councillors And Co-Opted Members' Salaries And Allowances Scheme 2018/19 - Approved Duties**

The Committee considered the Councillors and Co-opted Members' Salaries and Allowances scheme 2018/19 which included a list of approved duties. The Committee recommended to the Constitutional Review Working Group an amendment to the current list of approved duties with a view to including 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.

Council at its annual meeting on the 16<sup>th</sup> May 2018 accepted this amendment and included the DSC recommendation within the list of approved duties for 2018/19 onwards.

### **Carmarthenshire County Council's Scrutiny Function – Annual Report 2016/17**

The Chair of the Chairs and Vice-Chairs of Scrutiny Forum presented Carmarthenshire County Council's Scrutiny Function Annual Report 2016/17 to the Committee.

### **Forward Work Programme**

The Committee agree its Forward Work Programme for the forthcoming 12 months at its first meeting following election of the new Council.



## **General Information**

The Democratic Services Committee is a public meeting and with the exception of confidential items, all business is held in public. All of the public papers are published online at <http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?Committeeld=152>

The Council is keen to see members of the public attend Democratic Services Committee meetings and all other Council meetings, including Council, Executive Board, Scrutiny and Regulatory meetings.

Further information can be provided by Democratic Services:

[DemocraticServices@carmarthenshire.gov.uk](mailto:DemocraticServices@carmarthenshire.gov.uk) or on 01267 224028.

This page is intentionally left blank