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**WEDNESDAY, 17 MAY 2023**

**TO: ALL MEMBERS OF THE COUNTY COUNCIL**

I HEREBY SUMMON YOU TO ATTEND THE MULTI LOCATION **ANNUAL MEETING OF CARMARTHENSHIRE COUNTY COUNCIL** WHICH WILL BE HELD IN THE **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 10.00 AM, ON WEDNESDAY, 24TH MAY, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

THE MEETING CAN BE VIEWED ON THE AUTHORITY'S WEBSITE VIA THE FOLLOWING LINK:-

<https://carmarthenshire.public-i.tv/core/portal/home>

<b>Democratic Officer:</b>	<b>Martin S. Davies</b>
<b>Telephone (direct line):</b>	<b>01267 224059</b>
<b>E-Mail:</b>	<b>MSDavies@carmarthenshire.gov.uk</b>

Wendy Walters Prif Weithredwr, *Chief Executive*,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

# **A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF PERSONAL INTERESTS.**
- 3. PERSONAL MATTERS/OUTGOING CHAIR'S ANNOUNCEMENTS**
- 4. ANNOUNCEMENTS BY THE LEADER, CABINET MEMBERS AND THE CHIEF EXECUTIVE (IF ANY)**
- 5. ELECTION OF CHAIR OF THE COUNCIL FOR THE 2023-24 MUNICIPAL YEAR**
- 6. ELECTION OF VICE CHAIR OF THE COUNCIL FOR THE 2023-24 MUNICIPAL YEAR**
- 7. TO RECEIVE THE LEADER OF THE COUNCIL'S ANNUAL REPORT FOR 2022-23**
- 8. APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL'S SCRUTINY, REGULATORY AND OTHER COMMITTEES FOR 2023-2024** 3 - 24
- 9. TO CONSIDER NOMINATIONS RECEIVED AND TO ELECT CHAIRS AND VICE CHAIRS FOR THE COMMITTEES / PANELS OF THE COUNCIL FOR THE 2023-24 MUNICIPAL YEAR** 25 - 32
- 10. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION** 33 - 62
- 11. MEMBERSHIP OF THE MID AND WEST WALES FIRE AND RESCUE AUTHORITY**

THE LABOUR GROUP HAS NOMINATED COUNCILLOR ROB EVANS TO REPLACE COUNCILLOR KEVIN MADGE AS ITS REPRESENTATIVE ON THE MID AND WEST WALES FIRE AND RESCUE AUTHORITY.

# Agenda Item 8

## ANNUAL MEETING OF COUNCIL

### 24<sup>TH</sup> MAY 2023

**APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL’S SCRUTINY,  
REGULATORY AND OTHER COMMITTEES FOR 2023-2024.**

**RECOMMENDATIONS / KEY DECISIONS REQUIRED:**

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

**REASONS:**

The Council is required to appoint members to serve on its committees. Committee seats have been allocated to reflect as closely as possible the political composition of the Council as a whole.

Cabinet Decision Required	NO
Council Decision Required	YES

Cabinet Portfolio Holder – N/A

**Directorate**

**Chief Executive’s**

**Tel Nos.**

01267 224012 LRJ

**Name of Head of Service:**

**Designations:**

01267 224026 GM

Linda Rees Jones

Head of Administration & Law

**E Mail Addresses:**

**Report Author**

Democratic Services Manager

[Lrjones@carmarthenshire.gov.uk](mailto:Lrjones@carmarthenshire.gov.uk)

Gaynor Morgan

[GMorgan@carmarthenshire.gov.uk](mailto:GMorgan@carmarthenshire.gov.uk)

# EXECUTIVE SUMMARY

## APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL'S SCRUTINY, REGULATORY AND OTHER COMMITTEES

In accordance with the constitution the council is required to appoint members to serve on its committees and to allocate those seats so that they reflect the overall political composition of the council.

Appendix 1 to the report details the nominations received to serve on Committees of the Council and Joint Committees for the 2023/24 Municipal Year.

**DETAILED REPORT ATTACHED ?**

**Committee Nominations – Appendix 1**

# 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
<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

**Legal**

Committees to be appointed in accordance with the requirements of the Council's Constitution, the Local Government Act 2000 and 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 request for pre-determination**

N/A

If yes include the following information:

**Scrutiny Committee**

**Date the report was considered:**

**Scrutiny Committee Outcome/Recommendations:**

**2. Local Member(s)**

Not applicable

**3. Community / Town Council**

Not applicable

**4. Relevant Partners**

Not applicable

**5. Staff Side Representatives and other Organisations**

Not applicable

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

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

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

**PWYLLGOR CRAFFU CYMUNEDAU, CARTREFI & ADFYWIO  
13 AELOD**

**COMMUNITIES, HOMES & REGENERATION SCRUTINY  
COMMITTEE  
13 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)**

- |    |                       |                |
|----|-----------------------|----------------|
| 1. | Cynghorydd/Councillor | Bryan Davies   |
| 2. | Cynghorydd/Councillor | Terry Davies   |
| 3. | Cynghorydd/Councillor | Handel Davies  |
| 4. | Cynghorydd/Councillor | Betsan Jones   |
| 5. | Cynghorydd/Councillor | Denise Owen    |
| 6. | Cynghorydd/Councillor | Ken Howell     |
| 7. | Cynghorydd/Councillor | Russell Sparks |

**GRŴP LLAFUR / LABOUR GROUP (4)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Deryk Cundy      |
| 2. | Cynghorydd/Councillor | Rob Evans        |
| 3. | Cynghorydd/Councillor | Martyn Palfreman |
| 4. | Cynghorydd/Councillor | Michael Thomas   |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

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

**PWYLLGOR CRAFFU PERFFORMIAD AC ADNODDAU  
CORFFORAETHOL  
13 AELOD**

**CORPORATE PERFORMANCE AND RESOURCES  
SCRUTINY COMMITTEE  
13 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)**

- |    |                       |               |
|----|-----------------------|---------------|
| 1. | Cynghorydd/Councillor | Kim Broom     |
| 2. | Cynghorydd/Councillor | Terry Davies  |
| 3. | Cynghorydd/Councillor | Alex Evans    |
| 4. | Cynghorydd/Councillor | Hazel Evans   |
| 5. | Cynghorydd/Councillor | Deian Harries |
| 6. | Cynghorydd/Councillor | Jean Lewis    |
| 7. | Cynghorydd/Councillor | Dai Nicholas  |

**GRŴP LLAFUR / LABOUR GROUP (4)**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Lewis Davies |
| 2. | Cynghorydd/Councillor | Rob James    |
| 3. | Cynghorydd/Councillor | Dot Jones    |
| 4. | Cynghorydd/Councillor | Kevin Madge  |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Lle Gwag/Vacancy |
| 2. | Cynghorydd/Councillor | Giles Morgan     |



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

**EDUCATION, YOUNG PEOPLE AND THE WELSH  
LANGUAGE SCRUTINY COMMITTEE  
14 COUNCIL MEMBERS, 2 NON ELECTED VOTING MEMBERS AND 3  
ELECTED VOTING PARENT GOVERNOR MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)**

- |    |                       |                        |
|----|-----------------------|------------------------|
| 1. | Cynghorydd/Councillor | Liam Bowen             |
| 2. | Cynghorydd/Councillor | Kim Broom              |
| 3. | Cynghorydd/Councillor | Peter Hughes-Griffiths |
| 4. | Cynghorydd/Councillor | Betsan Jones           |
| 5. | Cynghorydd/Councillor | Carys Jones            |
| 6. | Cynghorydd/Councillor | Hefin Jones            |
| 7. | Cynghorydd/Councillor | Jean Lewis             |

**GRŴP LLAFUR / LABOUR GROUP (4)**

- |    |                       |                |
|----|-----------------------|----------------|
| 1. | Cynghorydd/Councillor | Lewis Davies   |
| 2. | Cynghorydd/Councillor | Dot Jones      |
| 3. | Cynghorydd/Councillor | Edward Skinner |
| 4. | Cynghorydd/Councillor | Michael Thomas |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Sue Allen        |
| 2. | Cynghorydd/Councillor | Lle Gwag/Vacancy |

**HEB GYSYLLTIAD / UNAFFILIATED (1)**

- |    |                       |           |
|----|-----------------------|-----------|
| 1. | Cynghorydd/Councillor | Sean Rees |
|----|-----------------------|-----------|

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

- |    |                          |  |
|----|--------------------------|--|
| 1. | Mrs V. Kenny             | Yr Eglwys Gatholig Rufeinig/Roman Catholic<br>Church |
| 2. | Y Parch/Rev. D. Richards | Yr Eglwys yng Nghymru/Church in Wales                |

**Rhiant Lywodraethwyr Etholedig sydd â Phleidlais (3) / Elected Voting  
Parent Governor Members (3) (Yn dod i ben/Term ends 31/03/2024)**

- |    |                                |  |
|----|--------------------------------|--|
| 1. | Lle Gwag/Vacancy               | <b>Ardal/Area 1 – Dinefwr</b>                |
| 2. | Mr Anthony Enoch               | <b>Ardal/Area 2 – Caerfyrddin/Carmarthen</b> |
| 3. | Mrs Felicity Healey-<br>Benson | <b>Ardal/Area 3 – Llanelli</b>               |

**PWYLLGOR CRAFFU IECHYD A GWASANAETHAU  
CYMDEITHASOL  
14 AELOD**

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

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (7)**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Bryan Davies |
| 2. | Cynghorydd/Councillor | Karen Davies |
| 3. | Cynghorydd/Councillor | Alex Evans   |
| 4. | Cynghorydd/Councillor | Hazel Evans  |
| 5. | Cynghorydd/Councillor | Meinir James |
| 6. | Cynghorydd/Councillor | Hefin Jones  |
| 7. | Cynghorydd/Councillor | Denise Owen  |

**GRŴP LLAFUR / LABOUR GROUP (4)**

- |    |                       |                   |
|----|-----------------------|-------------------|
| 1. | Cynghorydd/Councillor | Michelle Donoghue |
| 2. | Cynghorydd/Councillor | Rob Evans         |
| 3. | Cynghorydd/Councillor | Phil Warlow       |
| 4. | Cynghorydd/Councillor | Janet Williams    |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

- |    |                       |                 |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Fiona Walters   |
| 2. | Cynghorydd/Councillor | Louvain Roberts |

**HEB GYSYLLTIAD / UNAFFILIATED (1)**

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

**PWYLLGOR CRAFFU LLE, CYNALIADWYEDD A NEWID  
YR HINSAWDD  
13 AELOD**

**PLACE, SUSTAINABILITY & CLIMATE CHANGE  
SCRUTINY COMMITTEE  
13 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (6)**

- |    |                       |                 |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Arwel Davies    |
| 2. | Cynghorydd/Councillor | Karen Davies    |
| 3. | Cynghorydd/Councillor | Colin Evans     |
| 4. | Cynghorydd/Councillor | Neil Lewis      |
| 5. | Cynghorydd/Councillor | Dorian Phillips |
| 6. | Cynghorydd/Councillor | Gareth Thomas   |

**GRŴP LLAFUR / LABOUR GROUP (5)**

- |    |                       |                      |
|----|-----------------------|----------------------|
| 1. | Cynghorydd/Councillor | Shelly Godfrey-Coles |
| 2. | Cynghorydd/Councillor | Peter Cooper         |
| 3. | Cynghorydd/Councillor | Tina Higgins         |
| 4. | Cynghorydd/Councillor | John James           |
| 5. | Cynghorydd/Councillor | Kevin Madge          |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Sue Allen        |
| 2. | Lle Gwag/Vacancy      | Lle Gwag/Vacancy |

**PWYLLGOR APELAU  
6 AELOD**

**APPEALS COMMITTEE  
6 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (3)**

1. Cyngorydd/Councillor Llinos Davies
2. Cyngorydd/Councillor Ken Howell
3. Cyngorydd/Councillor Denise Owen

**GRŴP LLAFUR / LABOUR GROUP (2)**

1. Cyngorydd/Councillor Nysia Evans
2. Cyngorydd/Councillor Dot Jones

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cyngorydd/Councillor Sue Allen

**NI CHANIATEIR EILYDDION MEWN CYFARFODYDD O'R PWYLLGOR YMA**

**NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE**

**PWYLLGOR PENODI A - CYFARWYDDWYR**  
**16 AELOD**  
**APPOINTMENTS COMMITTEE A – DIRECTORS**  
**16 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (8)**

- |    |                       |                        |
|----|-----------------------|------------------------|
| 1. | Cynghorydd/Councillor | Mansel Charles         |
| 2. | Cynghorydd/Councillor | Glynog Davies          |
| 3. | Cynghorydd/Councillor | Hazel Evans            |
| 4. | Cynghorydd/Councillor | Linda Evans            |
| 5. | Cynghorydd/Councillor | Peter Hughes-Griffiths |
| 6. | Cynghorydd/Councillor | Gareth John            |
| 7. | Cynghorydd/Councillor | Alun Lenny             |
| 8. | Cynghorydd/Councillor | Darren Price           |

**GRŴP LLAFUR / LABOUR GROUP (5)**

- |    |                       |             |
|----|-----------------------|-------------|
| 1. | Cynghorydd/Councillor | Deryk Cundy |
| 2. | Cynghorydd/Councillor | Suzy Curry  |
| 3. | Cynghorydd/Councillor | Rob James   |
| 4. | Cynghorydd/Councillor | Dot Jones   |
| 5. | Cynghorydd/Councillor | Kevin Madge |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)**

- |    |                       |                 |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Sue Allen       |
| 2. | Cynghorydd/Councillor | Anthony Davies  |
| 3. | Cynghorydd/Councillor | Hugh Shepardson |

\* Mae rhaid i Bwyllgorau Penodi cynnwys mwyafrif o aelodau anweithredol /Appointments Committees must comprise a majority of non-executive members

**TREFNIADAU LLUNIO RHESTR-FER**

	Llunio Rhestr-fer	Penodiad gan
Y Prif Weithredwr a Phennaeth y Gwasanaethau Cyflogedig	Pwyllgor Penodi "A"	Y Cyngor, ar ôl derbyn argymhellion Pwyllgor Penodi "A"
Cyfarwyddwr(wyr)	8 Aelod o Bwyllgor Penodi "A" yn eu tro ar sail cydbwysedd gwleidyddol y Cyngor ac sydd wedi'u dewis yn ôl rota yn nhrefn yr wyddor (gan gynnwys hefyd yr Aelod o'r Cabinet sy'n gyfrifol am y maes gwasanaeth y mae'r swydd yn rhan ohono)	Pwyllgor Penodi "A"

**SHORTLISTING ARRANGEMENTS**

	Shortlisting	Appointment by
Chief Executive & Head of Paid Service	Appointments Committee "A"	Council on the recommendation of Appointment Committee "A"
Director(s)	8 Members of Appointment Committee "A" reflecting the political balance of the Council and chosen on rota via alphabetical order (to also include the Cabinet Member within the service area the post is located)	Appointments Committee "A"

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

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

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (5)**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Colin Evans  |
| 2. | Cynghorydd/Councillor | Hazel Evans  |
| 3. | Cynghorydd/Councillor | Linda Evans  |
| 4. | Cynghorydd/Councillor | Gareth John  |
| 5. | Cynghorydd/Councillor | Darren Price |

**GRŴP LLAFUR / LABOUR GROUP (3)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Rob James        |
| 2. | Cynghorydd/Councillor | Martyn Palfreman |
| 3. | Cynghorydd/Councillor | Dot Jones        |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (2)**

- |    |                       |                 |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Hugh Shepardson |
| 2. | Cynghorydd/Councillor | Jane Tremlett   |

\*Mae rhaid i Bwyllgorau Penodi cynnwys mwyafrif o aelodau anweithredol /Appointments Committees must comprise a majority of non-executive members.

**TREFNIADAU LLUNIO RHESTR-FER**

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

**SHORTLISTING ARRANGEMENTS**

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

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD  
5 AELOD**

**DEMOCRATIC SERVICES COMMITTEE  
5 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (3)**

1. Cyngorydd/Councillor Hazel Evans
2. Cyngorydd/Councillor Tyssul Evans

**GRŴP LLAFUR / LABOUR GROUP (2)**

1. Cyngorydd/Councillor Lewis Davies
2. Cyngorydd/Councillor Philip Warlow

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cyngorydd/Councillor Fiona Walters

**PWYLLGOR CRONFA BENSIWN DYFED  
3 AELOD**

**DYFED PENSION FUND COMMITTEE  
3 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (2)**

1. Cyngorydd/Councillor Elwyn Williams
2. Cyngorydd/Councillor Dai Thomas

**GRŴP LLAFUR /LABOUR GROUP (1)**

1. Cyngorydd/Councillor Rob James

**DIRPRWY ENWEBEDIG/NOMINATED SUBSTITUTE (1)**

Cyng/Cllr Neil Lewis



**PWYLLGOR LLYWODRAETHU AC ARCHWILIO  
8 AELOD ETHOLEDIG A 4 PERSON LLEYG A PHLEIDLAIS**

**GOVERNANCE AND AUDIT COMMITTEE  
8 ELECTED MEMBERS PLUS 4 LAY PERSONS WITH  
VOTING RIGHTS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (4)**

1. Cynghorydd/Councillor Kim Broom
2. Cynghorydd/Councillor Karen Davies
3. Cynghorydd/Councillor Alex Evans
4. Cynghorydd/Councillor Elwyn Williams

**GRŴP LLAFUR / LABOUR GROUP (3)**

1. Cynghorydd/Councillor Lewis Davies
2. Cynghorydd/Councillor Phil Warlow
3. Cynghorydd/Councillor Janet Williams

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cynghorydd/Councillor Giles Morgan

**PERSONAU LLEYG A PHLEIDLAIS / EXTERNAL VOTING LAY MEMBERS**

*(Cyfnod y penodiad - tan etholiadau Llywodraeth Leol ym Mai 2027/*

*Period of appointment – until the Local Government Elections in May 2027)*

1. Mrs Julie James
2. Mrs Karen Jones (penodiad tan/appointed until April 2028)
3. Mr Malcolm MacDonald
4. Mr David MacGregor

**8 AELOD**  
**PANEL ADOLYGU TAI**  
**HOUSING REVIEW PANEL**  
**8 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (4)**

1. Cyngorydd/Councillor Betsan Jones
2. Cyngorydd/Councillor Jean Lewis
3. Cyngorydd/Councillor Gareth Thomas

**GRŴP LLAFUR / LABOUR GROUP (2)**

1. Cyngorydd/Councillor Deryk Cundy
2. Cyngorydd/Councillor Rob Evans

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cyngorydd/Councillor Fiona Walters

**HEB GYSYLLTIAD / UNAFFILIATED (2)**

1. Cyngorydd/Councillor Michael Cranham
2. Cyngorydd/Councillor John Jenkins

**DIRPRWYON ENWEBEDIG / NOMINATED SUBSTITUTES**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (1)**

1. Cyngorydd/Councillor Terry Davies

**GRŴP LLAFUR / LABOUR CYMRU GROUP (1)**

1. Cyngorydd/Councillor Michael Thomas

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cyngorydd/Councillor Lle Gwag/Vacancy

**HEB GYSYLLTIAD / UNAFFILIATED (1)**

1. Cyngorydd/Councillor Sean Rees

**PWYLLGOR TRWYDDEDU  
14 AELOD**

**LICENSING COMMITTEE  
14 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (8)**

- |    |                       |                 |
|----|-----------------------|-----------------|
| 1. | Cynghorydd/Councillor | Mansel Charles  |
| 2. | Cynghorydd/Councillor | Alex Evans      |
| 3. | Cynghorydd/Councillor | Tyssul Evans    |
| 4. | Cynghorydd/Councillor | Ken Howell      |
| 5. | Cynghorydd/Councillor | Hefin Jones     |
| 6. | Cynghorydd/Councillor | Jean Lewis      |
| 7. | Cynghorydd/Councillor | Dorian Phillips |
| 8. | Cynghorydd/Councillor | Elwyn Williams  |

**GRŴP LLAFUR / LABOUR GROUP (4)**

- |    |                       |              |
|----|-----------------------|--------------|
| 1. | Cynghorydd/Councillor | Peter Cooper |
| 2. | Cynghorydd/Councillor | Suzy Curry   |
| 3. | Cynghorydd/Councillor | Dot Jones    |
| 4. | Cynghorydd/Councillor | Kevin Madge  |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Louvain Roberts  |
| 2. | Cynghorydd/Councillor | Lle Gwag/Vacancy |

**NI CHANIATEIR EILYDDION YNG NGHYFARFODYDD O'R PWYLLGOR YMA**

**NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE**

**PWYLLGOR PENODI AELODAU  
7 AELOD**

**MEMBER APPOINTMENTS COMMITTEE  
7 MEMBERS**

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (3)**

1. Cynghorydd/Councillor Mansel Charles
2. Cynghorydd/Councillor Tyssul Evans
3. Cynghorydd/Councillor Jean Lewis

**GRŴP LLAFUR / LABOUR GROUP (2)**

1. Cynghorydd/Councillor Deryk Cundy
2. Cynghorydd/Councillor Tina Higgins

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (1)**

1. Cynghorydd/Councillor Anthony Davies

**HEB GYSYLLTIAD / UNAFFILIATED (1)**

1. Cynghorydd/Councillor Sean Rees

<p style="text-align: center;"><b>PWYLLGOR CYNLLUNIO - 21 AELOD</b> <b>PLANNING COMMITTEE - 21 MEMBERS</b></p>
--

**GRŴP PLAID CYMRU / PLAID CYMRU GROUP (11)**

- |     |                       |                 |
|-----|-----------------------|-----------------|
| 1.  | Cynghorydd/Councillor | Mansel Charles  |
| 2.  | Cynghorydd/Councillor | Terry Davies    |
| 3.  | Cynghorydd/Councillor | Tyssul Evans    |
| 4.  | Cynghorydd/Councillor | Ken Howell      |
| 5.  | Cynghorydd/Councillor | Carys Jones     |
| 6.  | Cynghorydd/Councillor | Jean Lewis      |
| 7.  | Cynghorydd/Councillor | Denise Owen     |
| 8.  | Cynghorydd/Councillor | Dorian Phillips |
| 9.  | Cynghorydd/Councillor | Russell Sparks  |
| 10. | Cynghorydd/Councillor | Gareth Thomas   |
| 11. | Cynghorydd/Councillor | Elwyn Williams  |

**GRŴP LLAFUR / LABOUR GROUP (6)**

- |    |                       |                   |
|----|-----------------------|-------------------|
| 1. | Cynghorydd/Councillor | Peter Cooper      |
| 2. | Cynghorydd/Councillor | Michelle Donoghue |
| 3. | Cynghorydd/Councillor | Nysia Evans       |
| 4. | Cynghorydd/Councillor | Anthony Leyshon   |
| 5. | Cynghorydd/Councillor | Edward Skinner    |
| 6. | Cynghorydd/Councillor | Michael Thomas    |

**GRŴP ANNIBYNNOL / INDEPENDENT GROUP (3)**

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Cynghorydd/Councillor | Sue Allen        |
| 2. | Cynghorydd/Councillor | Lle Gwag/Vacancy |
| 3. | Cynghorydd/Councillor | Lle Gwag/Vacancy |

**HEB GYSYLLTIAD / UNAFFILIATED (1)**

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

**NI CHANIATEIR EILYDDION YNG NGHYFARFODYDD O'R PWYLLGOR YMA**  
**NO SUBSTITUTES ARE ALLOWED AT MEETINGS OF THIS COMMITTEE**

Lle mae gan wardiau fwy nag un aelod etholedig, dim ond un aelod gall eistedd ar y  
Pwyllgor Cynllunio

Where wards have more than one elected member, only one member may sit on the  
Planning Committee

**PWYLLGOR SAFONAU**  
**9 AELOD**  
**STANDARDS COMMITTEE**  
**9 MEMBERS**

**AELODAU ANNIBYNNOL / INDEPENDENT MEMBERS(5)**

- |  |  |
|--|--|
| <b>1 Ms Caryl Davies</b>                   | <i>(Cyfnod y Penodiad/Period of Appointment<br/>05/12/21-04/12/27)</i> |
| <b>2 Mrs Mary Dodd<br/>CADEIRYDD/CHAIR</b> | <i>(Cyfnod y Penodiad/Period of Appointment<br/>15/04/15-14/04/25)</i> |
| <b>3 Mrs Daphne Evans</b>                  | <i>(Cyfnod y Penodiad/Period of Appointment<br/>13/12/17-12/12/23)</i> |
| <b>4 Mrs Julie James</b>                   | <i>(Cyfnod y Penodiad/Period of Appointment<br/>13/12/17-12/12/23)</i> |
| <b>5 Mr Frank Phillips</b>                 | <i>(Cyfnod y Penodiad/Period of Appointment<br/>05/12/21-04/12/27)</i> |

**Aelod Cymunedol y Pwyllgor / Community Committee Member (1)**

*(Cyfnod y Penodiad – tan etholiad Llywodraeth Leol Mai 2027*

*Period of Appointment – until the Local Government Elections in May 2027)*

- |                                |                      |
|--------------------------------|----------------------|
| <b>1 Cynghorydd/Councillor</b> | <b>Philip Rogers</b> |
|--------------------------------|----------------------|

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

- |                                |                      |
|--------------------------------|----------------------|
| <b>1 Cynghorydd/Councillor</b> | <b>Rob James</b>     |
| <b>2 Cynghorydd/Councillor</b> | <b>Betsan Jones</b>  |
| <b>3 Cynghorydd/Councillor</b> | <b>Gareth Thomas</b> |

**AELODAETH PWYLLGORAU AR Y CYD**  
**JOINT COMMITTEE MEMBERSHIP**

**CYD BWYLLGOR DINAS RHANBARTH BAE ABERTAWE**  
**SWANSEA BAY CITY REGION JOINT COMMITTEE**

Yn unol a'r cytundeb/ As set out in the agreement

**1 Arweinydd y Cyngor/Leader of the Council**

**CYD BWYLLGOR CRAFFU DINAS RHANBARTH BAE ABERTAWE**  
**SWANSEA BAY CITY REGION JOINT SCRUTINY COMMITTEE**

(1 Aelod o bob Grwp Gwleidyddol / 1 Member per Political Group)

<b>1</b>	<b>Cynghorydd/Councillor</b>	<b>Russel Sparks (PC)</b>
<b>2</b>	<b>Cynghorydd/Councillor</b>	<b>Rob James (Lab)</b>
<b>3</b>	<b>Cynghorydd/Councillor</b>	<b>Giles Morgan (Ind)</b>

**CYD BWYLLGOR CORFFOREDIG Y DE-ORLLEWIN (CYMRU)**  
**SOUTH WEST WALES CORPORATE JOINT COMMITTEE**

Yn unol a'r cyfansoddiad/ As set out in the Constitution

**1 Arweinydd y Cyngor/Leader of the Council**

**CYD-BWYLLGOR CORFFOREDIG Y DE-ORLLEWIN (CYMRU) – IS BWYLLGOR**  
**LLYWODRAETHU AC ARCHWILIO**  
**SOUTH WEST WALES CORPORATE JOINT COMMITTEE – GOVERNANCE**  
**AND AUDIT SUB COMMITTEE**

(2 aelod anweithredol ynghyd â Chadeirydd Pwyllgor Llywodraethu ac Archwilio Sir  
Gaerfyrddin (Person Lleyg) /

2 non executive members plus the Chair of Carmarthenshire Governance & Audit  
Committee (Lay Person)

<b>1</b>	<b>Cynghorydd/Councillor</b>	<b>Rob James (Lab)</b>
<b>2</b>	<b>Cynghorydd/Councillor</b>	<b>Dai Thomas (PC)</b>
<b>3</b>	<b>Cadeirydd GAC Chair</b>	<b>David MacGregor</b>

**CYD-BWYLLGOR CORFFOREDIG Y DE-ORLLEWIN (CYMRU) – IS BWYLLGOR**  
**TROSOLWG A CHRAFFU**  
**SOUTH WEST WALES CORPORATE JOINT COMMITTEE –OVERVIEW AND**  
**SCRUTINY SUB COMMITTEE**

(3 aelod anweithredol /3 non-executive members)

<b>1</b>	<b>Cynghorydd/Councillor</b>	<b>Rob James (Lab)</b>
<b>2</b>	<b>Cynghorydd/Councillor</b>	<b>Emlyn Schiavone (PC)</b>
<b>3</b>	<b>Cynghorydd/Councillor</b>	<b>Russel Sparks (PC)</b>

**Y PARTNERIAETH –**

Yn unol a'r cytunedeb/As per the Agreement

- 1 **Arweinydd y Cyngor/Leader of the Council**
2. **Aelod y Cabinet / Cabinet Member** (Heb bleidlais/Non Voting)

**Y PARTNERIAETH –  
GRWP CRAFFU /[SCRUTINY GROUP](#)**

- 1 **Cadeirydd y Pwyllgor Craffy/Scrutiny Committee Chair**
- 2 **Is Gadeirydd y Pwyllgor Craffu/Scrutiny Vice Chair**

**CYD-BWYLLGOR LLYWODRAETHU PARTNERIAETH PENSIWN CYMRU  
[WALES PENSION PARTNERSHIP JOINT GOVERNANCE COMMITTEE](#)**

- 1 **Cadeirydd y Pwyllgor Cronfa Bensiwn / Dyfed/Chair of the Dyfed Pension Fund Committee**



## ANNUAL MEETING OF COUNCIL 24<sup>TH</sup> MAY 2023

<b>TO CONSIDER NOMINATIONS RECEIVED AND TO ELECT CHAIRS AND VICE CHAIRS FOR THE COMMITTEES / PANELS OF THE COUNCIL FOR THE 2023-24 MUNICIPAL YEAR</b>		
<b>RECOMMENDATIONS / KEY DECISIONS REQUIRED:</b>		
To consider the nominations received for Chairs and Vice-Chairs of Committees, as per the report, and to make the necessary appointments.		
<b>Reasons:</b>		
The appointment of Chairs and Vice Chairs of Committees of the Council shall be undertaken by the Council at its Annual Meeting or at an ordinary meeting of Council should a vacancy arise mid term.		
Cabinet Decision Required	NO	
Council Decision Required	YES	
<b>CABINET MEMBER PORTFOLIO HOLDER:-</b> N/A		
<b>Directorate:</b>  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author</b> Gaynor Morgan	<b>Designations:</b>  <b>Head of Administration &amp; Law</b>   <b>Head of Democratic Services</b>	<b>Tel Nos.</b> 01267 224012 LRJ 01267 224026 GM <b>E Mail Addresses:</b> <a href="mailto:Lrjones@carmarthenshire.gov.uk">Lrjones@carmarthenshire.gov.uk</a> <a href="mailto:GMorgan@carmarthenshire.gov.uk">GMorgan@carmarthenshire.gov.uk</a>

## EXECUTIVE SUMMARY

### TO CONSIDER NOMINATIONS RECEIVED AND TO ELECT CHAIRS AND VICE CHAIRS FOR THE COMMITTEES / PANELS OF THE COUNCIL FOR THE 2023-24 MUNICIPAL YEAR

In accordance with the Constitution, the Council is required to appointment Chairs and Vice Chairs of Committees of the Council at its Annual Meeting or at an ordinary meeting of Council should a vacancy arise midterm.

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

There are no contested seats for the 2023-24 municipal year.

**DETAILED REPORT ATTACHED?**

**YES - Nominations Received**

## 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
<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

**Legal**

The Council's constitution sets out arrangements for nomination and appointment of Chairs and Vice-Chairs of Committees.

## CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

<b>1. Scrutiny Committee request for pre-determination</b>	N/A
<b>If yes include the following information:</b>	
<b>Scrutiny Committee</b>	
<b>Date the report was considered:</b>	
<b>Scrutiny Committee Outcome/Recommendations:</b>	

**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

CABINET PORTFOLIO HOLDER(S) AWARE/CONSULTED	N/A
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**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
The Local Government Act 2000 The Local Government (Wales) Measure 2011		<b>Administration &amp; Law Division, Chief Executive's Department</b>
Group Nominations		<b>Democratic Services Unit, Chief Executive's Department.</b>

ENWEBIADAU AR GYFER CADEIRYDDION AC IS-GADEIRYDDION 2023-2024

NOMINATIONS RECEIVED FOR CHAIRS AND VICE-CHAIRS OF COMMITTEES/PANELS FOR 2023-2024

<b><u>PWYLLGORAU CRAFFU / SCRUTINY COMMITTEES:</u></b>	<b>CADEIRYDD CHAIR</b>	<b>IS-GADEIRYDD VICE-CHAIR</b>	<b>CYNNIGYDD/ PROPOSER</b>	<b>EILYDD/ SECONDER</b>
<b>CYMUNEDAU, CARTREFI AC ADFYWIO</b> <b>COMMUNITIES, HOMES &amp; REGENERATION</b>	<b>Deryk Cundy</b>	<b>Betsan Jones</b>	<b>Rob James VC - Darren Price</b>	<b>Dot Jones VC - Linda Evans</b>
<b>PERFFORMIAD AC ADNODDAU CORFFORAETHOL</b> <b>CORPORATE PERFORMANCE &amp; RESOURCES</b>	<b>Giles Morgan</b>	<b>Kim Broom</b>	<b>Jane Tremlett</b>	<b>Darren Price</b>
<b>ADDYSG, POBL IFANC A'R GYMRAEG</b> <b>EDUCATION, YOUNG PEOPLE &amp; THE WELSH LANGUAGE</b>	<b>Carys Jones</b>	<b>Sue Allen</b>	<b>Darren Price</b>	<b>Jane Tremlett</b>
<b>LLE, CYNALIADWYEDD A NEWID HINSAWDD</b> <b>PLACE, SUSTAINABILITY &amp; CLIMATE CHANGE</b>	<b>Kevin Madge</b>	<b>Karen Davies</b>	<b>Rob James VC - Darren Price</b>	<b>Deryk Cundy VC - Linda Evans</b>
<b>IECHYD A GWasANAETHAU CYMDEITHSOL</b> <b>HEALTH &amp; SOCIAL SERVICES</b>	<b>Hazel Evans</b>	<b>Louvain Roberts</b>	<b>Darren Price</b>	<b>Jane Tremlett</b>

Mae'n rhaid i gyfanswm nifer Cadeiryddion y Pwyllgorau Craffu adlewyrchu cydbwysedd gwleidyddol y Cyngor cyfan. Nid oes gofyniad tebyg ar gyfer penodi Is-gadeiryddion.

The total Number of Chairs of Scrutiny Committees must reflect the political balance of the Council as a whole. There is not a similar requirement for the appointment of Vice Chairs.

<b><u>PWYLLGORAU ERAILL / OTHER COMMITTEES</u></b>	<b>CADEIRYDD CHAIR</b>	<b>IS-GADEIRYDD VICE-CHAIR</b>	<b>PROPOSER</b>	<b>SECONDER</b>
<b>PWYLLGOR APELAU</b> <i>APPEALS COMMITTEE</i>	Ken Howell	Llinos Davies	Darren Price	Linda Evans
<b>PWYLLGOR PENODI "A" "– CYFARWYDDWYR</b> <i>APPOINTMENTS COMMITTEE A – DIRECTORS</i>	Darren Price	Sue Allen	Darren Price	Jane Tremlett
<b>PWYLLGOR PENODI "B"- PENNAETH GWASANAETH</b> <i>APPOINTMENTS COMMITTEE B – HEADS OF SERVICE</i>	Jane Tremlett	Darren Price	Linda Evans	Philip Hughes
<b>PWYLLGOR GWASANAETHAU DEMOCRATAIDD</b> <i>DEMOCRATIC SERVICES COMMITTEE</i>	Lewis Davies	Tyssul Evans	Rob James VC Darren Price	Dot Jones VC Linda Evans
<i>(Ni chaiff yr unigolyn sy'n cael ei benodi'n gadeirydd fod yn aelod o un o'r grwpiau sy'n rhan o'r weithrediaeth) / (The person appointed to the Chair must not be a member of one of the groups forming the administration)</i>				
<b>PWYLLGOR TRWYDDEDU</b> <i>LICENSING COMMITTEE</i>	Mansel Charles	Dorian Phillips	Darren Price	Linda Evans
<b>PWYLLGOR PENODI AELODAU</b> <i>MEMBER APPOINTMENTS COMMITTEE</i>	Jean Lewis	Anthony Davies	Darren Price	Jane Tremlett
<b>PWYLLGOR CYNLLUNIO</b> <i>PLANNING COMMITTEE</i>	Tyssul Evans	Carys Jones	Darren Price	Linda Evans
<b>PANEL ADFYWIO TAI</b> <i>HOUSING REVIEW PANEL</i>	Betsan Jones	Gareth Thomas	Darren Price	Linda Evans
<b>PWYLLGOR CRONFA BENSIWN DYFED</b> <i>DYFED PENSION FUND COMMITTEE</i>	Elwyn Williams	Ddim yn eisiau Not required	Darren Price	Linda Evans

**Gwneir y penodiadau canlynol gan y Pwyllgor yn ei Cyfarfod cyntaf yn dilyn y Cyfarfod Blynyddol:-**

- ***Pwyllgor Archilio –Cadeirydd (rhaid fod yn berson llewg) ac Is-Gadeirydd beidio â bod yn aelod o weithrediaeth yr awdurdod lleol nac yn gynorthwydd i'r weithrediaeth.***

**The following appointments will be made by the Committee in its first Meeting following the Annual Meeting:-**

- ***Audit Committee – Chair (must be a lay person) & Vice Chair must not be a member of the local authority's executive or an assistant to its executive.***

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## ANNUAL MEETING OF THE COUNCIL 24<sup>TH</sup> MAY 2023

### ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

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

### Recommendations/key decisions required:-

1. In accordance with the determinations made by the Independent Remuneration Panel for Wales, to adopt the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2023-2024, as detailed within Part 6.1 of the Constitution.
2. To adopt the change to Article 6 of the Constitution in terms of the Scrutiny of the Deputy Leader role.
3. To adopt the Council Constitution for 2023-2024 subject to the changes to the Constitution arising from decisions made in recommendations 1 and 2 above.
4. That the Monitoring Officer be authorised to make any minor amendments, correct typographical or drafting errors and ensure all cross-references within the Constitution are correct and that these be reported to the Constitutional Review Working Group as and when necessary.

### Reasons:

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

Cabinet Decision Required	NO
Council Decision Required	YES

Cabinet Member :- Leader of the Council/Deputy Leader of the Council

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

# COUNTY COUNCIL ANNUAL MEETING 24<sup>TH</sup> MAY 2023

## COUNCIL CONSTITUTION

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

There have been no legislative changes which require changes to be made to the Council's Constitution however, the Council will need to confirm the constitution as it currently stands and amend Part 6.1 of the Constitution to reflect the Independent Remuneration Panel for Wales (IRPW) prescribed amounts to be paid to Councillors for 2023-24 and adopt

Constitutionally, responsibility for adopting a Scheme of Members' Allowances rests with the Council but the Independent Remuneration Panel for Wales (IRPW) determines the amounts to be paid with a view to providing a consistent national framework for councillor remuneration. The report contains the IRPW determinations for 2023/24 which are payable from 1<sup>st</sup> April 2023.

Councillors appointed to new posts Senior/Civic Salaries at the Annual meeting will be paid any revised salary from the start of the municipal year (24th May 2023). It should be noted that the IRPW determines the rate of pay and authorities cannot vary the amounts payable or delay implementation of the panel's determinations.

CRWG also recommends that the Deputy Leader role be moved to the Corporate Performance and Resources Scrutiny Committee as it does not sit naturally within the Communities, Homes and Regeneration responsibilities.

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

A copy of the full constitution can be viewed on the Authority's website or via this [link:-](#)

### DETAILED REPORT ATTACHED ?

Appendix A - Part 6.1 Councillors' & co-opted member's scheme of allowances (excluding Appendix A Member Job profiles)

Appendix B - Part 2 Article 6 – Scrutiny Committees.

## 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
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

**1. Policy, Crime & Disorder and Equalities**

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

**2. Legal**

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

## CONSULTATIONS

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

Signed Linda Rees Jones Head of Administration & Law

<b>1. Scrutiny Committee request for pre-determination</b>	N/A
<b>If yes include the following information: -</b>	
<b>Scrutiny Committee</b>	
<b>Date the report was considered:-</b>	
<b>Scrutiny Committee Outcome/Recommendations:-</b>	

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

N/A

**5. Staff Side Representatives and other Organisations**

N/A

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

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

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Carmarthenshire Council Constitution		<a href="http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/">http://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/</a>
Local Government Act 2000		<a href="http://www.legislation.gov.uk/ukpga/2000/22/pdfs/ukpga_20000022_en.pdf">http://www.legislation.gov.uk/ukpga/2000/22/pdfs/ukpga_20000022_en.pdf</a>
Independent Remuneration Panel for Wales Annual Report		<a href="https://www.gov.wales/independent-remuneration-panel-wales-annual-report-2023-2024">https://www.gov.wales/independent-remuneration-panel-wales-annual-report-2023-2024</a>



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# CARMARTHENSHIRE COUNTY COUNCIL

## MEMBERS' SCHEDULE OF REMUNERATION 2023-24

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### 1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

### 2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

### **3. Election to Forgo Entitlement to Allowance**

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

### **4. Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

### **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the Authority or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

### **6. Payments**

- 6.1 Payments of all allowances will be made by the *Director of Corporate Services* by *direct bank credit* in instalments of one-twelfth of the Member's annual entitlement on the 15<sup>th</sup> of each month.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.



## **7. Contribution towards Costs of Care and Personal Assistance**

- 7.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim contribution towards Costs of Care and Personal Assistance for actual and receipted costs as set out in **Schedule 1**. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 and the Local Government Elections (Wales) Act 2021 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **9. Co-optees' payments**

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 The number of days in any one year for which co-opted members may be paid will reflect the work programme of the relevant committee.

- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Monitoring Officer or his/her deputy is designated as the “appropriate officer” and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Monitoring Officer or his/her deputy 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.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the Authority’s business for ‘approved duties’ as set out in **Schedule 2**. Where Members travel on the Authority’s business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members’ Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

## **11. Travel by Private Vehicle**

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by HM Revenue & Customs for the use of private cars, motorcycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **12. Travel by Public Transport**

### **12.1 Rail/Coach Travel**

Unless otherwise authorised rail tickets will be second-class. However members are permitted to travel by first class rail when work requirements justify such expenditure (i.e. working on the train prior to attending a meeting the same day). First class tickets will be provided when they are available and it can be shown that these tickets would produce a saving to the council over the standard second class fare.

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **12.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbusement will be upon receipt only.

### **12.3 Air Fare**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Chief Executive or his/her representative is required and tickets will be purchased by Democratic Services.

### **12.4 Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by Chief Executive or his/her representative. Democratic Services will arrange travel and accommodation.

### **12.5 Other Travel Expenses**

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

### **13. Overnight Accommodation**

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Chief Executive or his/her representative.
- 13.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

### **14 Subsistence Allowance**

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).
- 14.2 No provision is made for subsistence claims within the County.

### **15. Claims and Payments**

- 15.1 A claim for travel and subsistence allowances must be made in writing by the 1<sup>st</sup> of the month (or the previous working day if falling on a Saturday, Sunday or Bank Holiday) and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Director of Corporate Services by direct bank credit.

### **16. Pensions**

- 16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

### **17 Supporting the work of Authority Members**

- 17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the full council.

- 17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.
- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the Authority has decided is necessary for the effectiveness and or efficiency of Members.

## **18 Compliance**

- 18.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

### **Note:**

**Members and Co-opted Members are reminded that expense claims are subject to both internal and external audit.**

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

*In order to be able to manage the Authority's budget in an orderly manner it is good practice to submit claims in a timely fashion i.e. no longer than 3 months old per claim.*

**SCHEDULE 1**

**SCHEDULE OF REMUNERATION 2023-2024**

<b>MEMBERS ENTITLED TO BASIC SALARY*</b>						<b>ANNUAL AMOUNT OF BASIC SALARY</b>
The following named elected members of the authority:						
1	Sue Allen	23	Deian Harries	45	Jacqueline Seward	
2	Liam Bowen	24	Jason Hart	46	Hugh Shepardson	
3	Kim Broom	25	Tina Higgins	47	Edward Skinner	
4	Peter Cooper	26	Ken Howell	48	Russell Sparks	
5	Michael Cranham	27	Peter Hughes Griffiths	49	Dai Thomas	
6	Suzy Curry	28	John James	50	Gareth Thomas	
7	Andrew Davies	29	Meinir James	51	Michael Thomas	
8	Anthony Davies	30	John Jenkins	52	Fiona Walters	
9	Arwel Davies	31	Betsan Jones	53	Philip Warlow	
10	Bryan Davies	32	Dot Jones	54	Elwyn Williams	
11	Crish Davies	33	Gary Jones	55	Janet Williams	
12	Karen Davies	34	Hefin Jones			£17,600
13	Lewis Davies	35	Jean Lewis			
14	Llinos Mai Davies	36	Neil Lewis			
15	Sharen Davies	37	Anthony Leyshon			
16	Terry Davies	38	Dai Nicholas			
17	Michelle Donoghue	39	Denise Owen			
18	Alex Evans	40	Martyn Palfreman			
19	Colin Evans	41	Dorian Phillips			
20	Nysia Evans	42	Emyr Rees			
21	Rob Evans	43	Sean Lucas Rees			
22	Shelly Godfrey-Coles	44	Emlyn Schiavone			

	<b>SENIOR SALARIES ENTITLEMENTS*</b> (includes basic salary)		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader	Darren Price	£59,400
2.	Deputy Leader & Cabinet Member for Homes	Linda Evans	£41,580
3.	Cabinet Member for Rural Affairs and Planning Policy	Ann Davies	£35,640
4.	Cabinet Member for Education & Welsh Language	Glynog Davies	£35,640
5.	Cabinet Member for Organisation & Workforce	Philip Hughes	£35,640
6.	Cabinet Member for Regeneration, Leisure, Culture and Tourism	Gareth John	£35,640
7.	Cabinet Member for Resources	Alun Lenny	£35,640
8.	Cabinet Member for Climate Change, Decarbonisation and Sustainability	Aled Vaughan Owen	£35,640
9.	Cabinet Member for Transport, Waste and Infrastructure Services	Edward Thomas	£35,640
10.	Cabinet Member for Health and Social Services	Jane Tremlett	£35,640
11.	Chair of Planning Committee	Tyssul Evans	£26,400
12.	Chair of Licensing Committee	Mansel Charles	£26,400
13.	Chair of Communities, Homes and Regeneration Scrutiny Committee	Deryk Cundy	£26,400
14.	Chair of Education, Young People and the Welsh Language Scrutiny Committee	Carys Jones	£26,400
15.	Chair of Place, Sustainability and Climate Change Scrutiny Committee	Kevin Madge	£26,400
16.	Chair of Corporate Performance and Resources Scrutiny Committee	Giles Morgan	£26,400
17.	Chair of Health and Social Services Scrutiny Committee	Hazel Evans	£26,400
18.	Leader of the Largest Opposition Group	Rob James	£26,400
A maximum of 18 senior salaries for Carmarthenshire County Council may be paid and this has not been exceeded.			

\*Postholders will be confirmed at the Annual Meeting

<b>ENTITLEMENT TO CIVIC SALARIES</b>		<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
<b>ROLE</b>	<b>MEMBER</b>	
Civic Head (Mayor / Chair)	Louvain Roberts	£26,400
Deputy Civic Head (Deputy Mayor / Chair)	Handel Davies	£21,340

\*Postholders will be confirmed at the Annual Meeting

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chairperson of Standards Committee	Mary Dodd.	£268 Daily Fee £134 ½ Day Fee
Chairperson of Governance and Audit Committee	To be confirmed at the first meeting of the Audit Committee 23/24	£268 Daily Fee £134½ Day Fee
Statutory Co-optees - Standards Committee, Education OVSC Committee, Governance & Audit Committee, Crime and Disorder OVSC	Standards Committee: <ul style="list-style-type: none"> <li>• C. Davies</li> <li>• D. Evans</li> <li>• F. Phillips</li> <li>• J. James</li> <li>• P. Rogers (T&amp;CC rep)</li> </ul> Education, Young People & Welsh Language Children Scrutiny Committee <ul style="list-style-type: none"> <li>• Rev. D. Richards</li> <li>• V.L. Kenny</li> <li>• A. Enoch</li> <li>• F Healey-Benson</li> <li>• Vacancy</li> </ul> Governance & Audit Committee <ul style="list-style-type: none"> <li>• J. James</li> <li>• M. MacDonald</li> <li>• D. MacGregor</li> <li>• K. Jones</li> </ul>	£210 Daily Fee £105 ½ Day Fee
Statutory Co-optees - ordinary members of Standards Committee who also chair Standards Committees for Community Councils	N/A	£238 Daily Fee £119 ½ Day Fee



<b>Contribution towards Costs of Care and Personal Assistance</b>	
<p>All Members</p> <p>(For clarification, care costs cannot be paid to someone who is a part of a members' household).</p>	<ul style="list-style-type: none"> <li>• Formal (registered with the care inspectorate Wales) care costs to be paid as evidenced</li> <li>• Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred</li> </ul>
<b>Members Support – what is provided in terms of telephone, internet or email (see Determination 6)</b>	
Telephone Support for Cabinet Members	All Cabinet Members receive an Authority issued phone for calls, texts and data.
Telephone Support for Chairs of Committees	All Members can make calls on their iPads
Telephone Support for all other Members	All Members can make calls on their iPads
Access to Email for Executive Members	All members are issued with corporate email addresses together with an iPad and basic laptop
Access to Email for Chairs of Committees	All members are issued with corporate email addresses together with an iPad and basic laptop
Access to Email for all other Members	All members are issued with corporate email addresses together with an

	iPad and basic laptop
Internet Support for Cabinet Members	All members are issued with an iPad and basic laptop which provides access to the Internet
Internet Support for Chairs of Committees	All members are issued with an iPad and basic laptop which provides access to the Internet
Internet Support for all other Members	All members are issued with an iPad and basic laptop which provides access to the Internet
All Councillors receive a Communication Allowance as a contribution towards their telephone and broadband costs associated with Council business.	£20 per month

Carmarthenshire Council operates a paperless meeting environment and members are provided with a tablet device for this purpose. Members who have an evidence based need for paper copies will only receive a laptop for email and internet access.

### **Co-optees Support**

All co-opted members receive a tablet device and corporate @carmarthenshire.gov.uk email address to access their emails and Committee paperwork.

## SCHEDULE 2

### Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
  - a) *Attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;*
  - b) *Attendance at a meeting of any association of authorities of which the Authority is a member;*
  - c) *Attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other authorities;*
  - d) *A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the Authority is operating executive arrangements within the meaning of Part II of the 2000 Act;*
  - e) *A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises;*
  - f) *Attendance at any training or developmental event approved by the Cabinet;*  
*(All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Cabinet following presentation of a report prepared by the Chief Executive which will include:*
    - a) *conference / seminar / training course details;*
    - b) *the comments of the relevant Director as to the necessity to attend;*

*c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.*

*Should the majority of Cabinet Members be in favour of the application then the Leader has delegated authority to approve the application for attendance.)*

- g) Any other duty approved by the Authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees;*
- h) Attendance by a Councillor at a meeting involving the Chief Executive or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Executive or his/her representative, in connection with the functions of the Council;*
- i) Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Cabinet or a Committee of the Council;*
- j) Meetings of Joint Liaison Committees;*
- k) Where a Councillor is formally authorised in accordance with the Authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty";*
- l) Attendance at meetings of the Shadow Cabinet convened by the Chief Executive;*
- m) Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council;*
- n) Attendance by the Chair of Council, Leader and Deputy Leader of the Opposition and the relevant Scrutiny Committee Chair at meetings of the Cabinet;*
- o) Attendance by a Councillor at meetings or events to which the Councillor has been formally appointed or nominated by the Council in a Champion or Ambassador role;*
- p) Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies (other than for the Leader, Deputy Leader or an Cabinet Member who is in receipt of a Senior Salary), and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes.*

*(Claims for travelling and subsistence allowances should not be made to outside bodies and the Council for the same duties).*

### **Cabinet Members Approved Duties**

*The following duties are also "approved duties" for the Leader and Cabinet Members:*

*Attendance at Meetings of the Council, the Cabinet, Committees and Advisory Panels;*

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

*Activities in connection with the exercise of duties as an Cabinet Member;*

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

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

*Attendance at public launch events/official openings of new Council buildings/services/facilities will not be an approved duty unless a formal invitation is received from the Chief Executive (or his/her representative) to attend;*

*The attendance of the Leader and relevant Cabinet Members at such events would form part of their duties as a member of the Council's Executive;*

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

### **SCHEDULE 3**

#### **Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motorcycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

#### **Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

#### **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The Authority will arrange for the publication on the Council's website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The Authority will publish on the Council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the Council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The Authority will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of Member/Co-opted Members attendance at meetings of Council, Cabinet and Committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.
- The Authority will arrange for the publication on the Council's website of annual reports prepared by Members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

Note – Appendix A to this document (as per link below) includes the Job Profiles & Person Specifications for Councillors, Co-opted Members and Office Holders of Carmarthenshire County Council.

<https://www.carmarthenshire.gov.wales/media/1231879/part-61-soa-appendix-a-job-profiles-may-2022-gac.pdf>

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## Article 6 – Scrutiny Committees

6.1 There will be five Scrutiny Committees with the membership as indicated.

TITLE	MEMBERS	RESPONSIBILITIES
Corporate Performance & Resources	<u>13 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-:</p> <ul style="list-style-type: none"> <li>• Leader</li> <li>• <b>Deputy Leader (not including Homes)</b></li> <li>• Resources</li> <li>• Organisation and Workforce</li> </ul>
Place, Sustainability & Climate Change	<u>13 Members</u> (The Committee may also co-opt non-voting employees, officers or members of Responsible Authorities or Co-operating persons or bodies in respect of its crime and disorder functions, subject to the provisions of the Crime and Disorder (Overview and Scrutiny) Regulations 2009)	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-:</p> <ul style="list-style-type: none"> <li>• Transport, Waste and Infrastructure Services</li> <li>• Climate Change, Decarbonisation and Sustainability</li> </ul>

TITLE	MEMBERS	RESPONSIBILITIES
Communities, Homes and Regeneration	<u>13 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> <li>• Homes (not including Deputy Leader element)</li> <li>• Rural Affairs and Planning Policy</li> <li>• Regeneration, Leisure, Culture and Tourism</li> </ul>
Health and Social Services	<u>14 Members</u>	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> <li>• Health and Social Services</li> </ul>
Education, Young People and the Welsh Language	<u>14 Members</u> + 5 Voting Co-opted Members : 3 elected parent governors 1 Church in Wales rep 1 Roman Catholic Church rep	<p>The Scrutiny Committee is responsible for the scrutiny of Cabinet and the following Cabinet Portfolios and their respective service areas:-</p> <p>:</p> <ul style="list-style-type: none"> <li>• Education and the Welsh Language.</li> </ul>

**6.2 Generic Terms of Reference for all Scrutiny Committees** (except in the case of the Corporate Performance & Resources Scrutiny Committee and the Place, Sustainability & Climate Change Scrutiny Committee When Exercising powers in relation to crime and disorder as referred to below in Paras. 6.3 and 6.4 respectively).

In respect of matters which are relevant to their thematic and other responsibilities:

1. To develop and publish an annual forward work programme, identifying issues and reports to be considered during the course of a municipal year, taking into account the Council's Forward Work Programme.
2. To review and/or scrutinise decisions made or actions taken in connection with the discharge by the Cabinet and/or the Council of any of their functions and to make reports to the Council and/or the Cabinet in connection with the discharge of any functions.
3. To exercise the right to call-in decisions as set out in paragraph 6.7 of this Article.
4. To monitor performance of the Cabinet/Authority in delivering key targets and objectives through the receipt of regular performance monitoring reports.
5. To scrutinise the development and implementation of service business plans including the monitoring of progress against specified actions and targets.
6. To monitor progress in the undertaking of WA reviews including the recommendation of future service options/performance targets to Cabinet/Council and the monitoring of subsequent action plans.
7. To undertake reviews as requested by the Cabinet in response to issues highlighted by the annual risk assessment.
8. To participate in consideration of the authority's budget-setting process.
9. To contribute to the Authority's policy development and review process including the proposing of amendments to the Cabinet and/or Council as appropriate.
10. To receive requests from the Cabinet/Cabinet Members to contribute to the executive's decision making process by undertaking reviews of current policies/service provision and formulating views on proposed new policies or legislation.

11. To undertake independent research through Task & Finish Groups, One Day Inquiries etc. with the aim of supporting improvements in service delivery and contributing to the Council's policy development and reviews.
12. To undertake further independent research with the aim of supporting improvements in service delivery (to also undertake requests received from the Cabinet in this area).
13. To refer issues to Cabinet / other Scrutiny Committees for consideration (supported by evidence based reports and proposals).
14. To consider any matter affecting the area or its inhabitants with respect to their specific remit.
15. To question members of the Cabinet and/or Committees and Chief Officers and partners about their views on issues and proposals affecting the area.
16. To prepare an Annual Report giving an account of the Committee's activities over the previous year.
17. Each Scrutiny Committee is also responsible for monitoring the activities of and liaising with relevant external and partnership organisations operating in Carmarthenshire to ensure that the interests of local people are enhanced by collaborative working.

### **6.3 Specific *Additional* Terms of Reference for the Corporate Performance & Resources Scrutiny Committee**

Where matters fall within the remit of more than one Scrutiny Committee, to determine the issue following consideration of the Committees' reports and presentations by the appropriate Chairs where the Chief Executive deems this appropriate.

To resolve any issues of dispute between scrutiny committees.

To contribute to the authority's policy development and review process in respect of corporate and cross-cutting issues.

To contribute to the development and monitoring of the Corporate and Community Strategies.

To scrutinise the Authority's Improvement Plan including specified performance targets.

To scrutinise and monitor the Council's overall performance against a set of key targets and objectives through receipt of regular performance monitoring reports.

To consider and contribute to the Council's response to reviews including the undertaking of cross-cutting reviews and scrutinising progress and issues emerging from annual risk assessment. (Note scrutiny provides the discussion and debate on which improvement depends, and audit provides assurance upon the fitness and operation of the council's systems and processes)

To monitor delivery of the Council's efficiency programme.

To scrutinise the work of the Carmarthenshire Public Service Board (in accordance with the requirements of the Well-being of Future Generations (Wales) Act 2015

#### **6.4 Specific *Additional* Terms of Reference where the Place, Sustainability & Climate Change Scrutiny Committee is considering the exercise of powers relating to crime and disorder**

To review and/or scrutinise decisions made or actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions.

To make reports and recommendations to the Council and/or the Cabinet with respect to the discharge of crime and disorder functions by the responsible authorities.

To consider at a meeting of the committee any local crime and disorder matter referred to the committee by a member of the Council. \*

To decide whether to make a report or recommendations to Council and/or the Cabinet in respect of a local crime and disorder matter, having regard to any representations made by that member as to why the committee should do so.

To notify the member concerned of its decision and the reasons for its decision in any case where the committee decides not to make a report or recommendations in respect of a local crime and disorder matter.

To provide a copy of any committee report or recommendations to the member concerned (in respect of a local crime and disorder matter) and to such responsible and co-operating persons or bodies, as it thinks appropriate.

To review responses to committee reports and recommendations, and to monitor action taken by responsible and co-operating persons or bodies in relation to the discharge of crime and disorder functions by the responsible authorities.

## **6.5 Membership**

The membership of each Scrutiny Committee will be drawn from amongst those Councillors who are not members of the Cabinet. The number of members for each Committee is identified in Paragraph 6.1 of this Article. The Scrutiny Committee responsible for Education matters will include voting co-opted members who are elected parent governor representatives and church representatives as required by the Local Government Act 2000. The Place, Sustainability & Climate Change Scrutiny Committee may also co-opt members in relation to crime and disorder matters. The Council may also appoint, on the recommendation of Scrutiny Committees, other non-voting members to serve on those committees.

## **6.6 Proceedings of Scrutiny Committees**

Scrutiny committees will conduct their proceedings in accordance with the Scrutiny Procedure Rules as set out in Part 4 of this Constitution, including where necessary consulting other committees, stakeholders or community groups.

These arrangements require that:

Any member of a Scrutiny Committee may between meetings ensure that any matter relevant to the remit of their Committee is placed on the agenda of that Committee for discussion and decision as to whether the Committee wishes to consider the matter further.

On receipt of such a request the Chief Executive will ensure that it is included on the next appropriate agenda.

Each Scrutiny Committee will be subject to the political balance rules as set out in the Local Government and Housing Act 1989.

Scrutiny Committees will meet in public except in circumstances where the committee decides that confidential or exempt information are to be discussed.

Scrutiny Committees can request members of the executive board to attend their meeting and assist them. (This power does not relate solely to scrutiny of decisions taken and can also be used to ask a Cabinet Member, for example, about forthcoming issues, provided due notice is given.)

## **6.7 Call-in Procedures**

Any three Council members can “call in” an executive decision. A decision can be “called in” provided:

- i. that it is not an urgent matter (i.e. where there is a threat to life or where the Council's financial or other interests, or the rights or interests of others, would be threatened if there were any delay);
- ii. that it is not in respect of matters which have previously been called in; or
- iii. that it will not result in unlawful delay in the making of the budget.

Except in cases of urgency, a decision taken by the Cabinet or by an individual Cabinet Member will not take effect until five clear working days after the decision is published on the Authority's website and circulated via e-mail to all members.

This gives three members the opportunity to exercise the right to 'call in' the decision by requesting the Chief Executive to call a meeting of the relevant Scrutiny committee to consider the decision.

This is achieved by sending to the Chief Executive or her designated officer (Head of Democratic Services) within the five clear working days stipulated period a requisition / e-mail signed by no less than three members asking that the matter be "called in" and providing their reasons therefore.

Arrangements will then be made for a meeting of the relevant Scrutiny Committee to be convened within 10 working days of receipt of the request to call the matter(s) in. Members who have exercised the 'call in' may be asked to appear before the Committee to expand on the reasons for the 'call in' and to provide evidence to support their request.

Following consideration of the matter(s) called in the Scrutiny Committee can decide:

- i. Not to object to the decision, in which case it takes effect immediately;
- ii. To refer the decision back to the Cabinet, relevant Cabinet Member or Officer (whichever is the original decision maker) for further consideration, who may then amend the decision or after re-consideration, implement it without amendment. The decision then takes effect immediately and is not subject to further call-in;
- iii. Dependent upon the extent to which the scrutiny committee's concerns relate to the specified circumstances identified above, to refer the decision to the County Council if, for example, the decision appears to represent a departure from a policy agreed by the Council.

The 'call in' process will be reviewed on an annual basis by the Cross Party Constitutional Review Working Group with any suggested amendments considered at the Annual Meeting of the Council.

## **6.8 Roles and functions of the Chairs, Vice Chairs and members of Scrutiny Committees**

The Job Profile and Person Specifications for the Chair, Vice Chair and members of the Scrutiny Committees can be found in the Councillors and Co-opted Members' Allowances Scheme (Part 6.1 of this Constitution).

Updated at Council 28/09/2022

\* Please also refer to Part 5.7

