

DEMOCRATIC SERVICES COMMITTEE

11TH JUNE 2018

COUNCILLORS' ANNUAL REPORTS

Recommendations/Key Decisions Required

To note that 4 of the Councillors re-elected in the May 2017 local government elections produced Annual Reports for 2016-17.

To confirm the Annual reports template and guidance for 2017-18 onwards, as detailed within Appendix 1 of the report.

Reasons:

The Local Government (Wales) Measure 2011 requires all local authorities to make arrangements for 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.

Scrutiny Committee consulted –	Not applicable
--------------------------------	----------------

Exec Board Decision Required	NO
------------------------------	----

Council Decision Required	NO
---------------------------	----

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- N/A – Cllr Suzy Curty, Chair of Democratic Services Committee.

Directorate

Name of Head of Service:

Linda Rees Jones

Report Author:

Gaynor Morgan

Designations:

Head of Administration & Law

Head of Democratic Services

Tel Nos. 01267 224028

E Mail Addresses:

GMorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
11TH JUNE 2018

COUNCILLORS' ANNUAL REPORTS

The Local Government (Wales) Measure 2011 states that local authorities must 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.

In other words the authority must provide the facilities for Councillors to produce and publish an annual report and to publicise the fact that Councillors are expected to produce annual reports of their activities. Annual reports are currently not mandatory.

The purpose of this report is to provide the Committee with an update on the number of completed annual reports for 2016-17 for members who returned following the 2017 elections, and to seek the Committee's endorsement of the draft guidance and Annual Report template.

All published Annual reports are available to view via the Councillor pages on the website.

In terms of the process, if the Committee approves the attached template and guidance, Democratic Services will provide the report template as a word document (**Appendix 1**) to each Elected Member and those Elected Members who wish to produce an Annual Report can then complete an initial draft of their report for the period 1st May of the previous year until May of the current year.

Democratic Services will issue one reminder to all members. It will be assumed that any Elected Member not returning their initial draft report by the 31st July 2018 will not be completing an Annual Report for the period.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

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

Signed: **Linda Rees Jones**
Gaynor Morgan

Head of Administration & Law
Head of Democratic Services

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

Legal

In line with requirements of the Local Government (Wales) Measure 2011 and the County Council's Constitution.

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 & Law
Head of Democratic Services

1. Scrutiny Committees – N/A
2. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. 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:

Local Government Wales (Measure) 2011
<http://www.legislation.gov.uk/mwa/2011/4/section/5>