

DEMOCRATIC SERVICES COMMITTEE

11TH JUNE 2018

COUNCILLORS EXPENSES – SELF SERVICE

RECOMMENDATION

To consider and pilot a new Self-Service system for Member Expenses.

REASONS:

Moving to a system of self-service for Councillors would also allow elected members to gain immediate access to their information.

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

Executive Board Portfolio Holder – Cllr Mair Stephens (Council Business Manager) & Councillor David Jenkins (Resources)

Directorate

Chief Executive's

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EXECUTIVE SUMMARY

11TH JUNE 2018

COUNCILLORS EXPENSES – SELF SERVICE

The Democratic Service has recent taken part in a TIC review project, the key objectives of the TIC programme is to help the council deliver cashable efficiency savings as part of its response to the financial challenges that it faces 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 is used by the Authority's staff (Resource Link). Discussions have taken place with the Payroll Manager to ascertain whether it is possible to develop a separate section on Resource Link (officer time cost only) specifically for elected members and an agreement was reached that a specific piece of work would be undertaken to achieve this.

Once this separate section of Resource Link has been developed, it is recommended that a pilot scheme be undertaken in order for the self-service system to be tested prior to a decision being made to move towards a self-service system of Councillor Expenses.

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 (paper payslips to cease)

Training on the Resource Link system will be provided to all Councillors in order to manage this process of change.

DETAILED REPORT ATTACHED ?

NO

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	YES	NO – see below	NONE	NONE	NONE

Financial

Moving to a system of self-service for Councillors would reduce printing costs, save administration time and resources which would assist the Authority in managing its financial pressures.

Any costs that arise will be minimal and will be met from within existing budgets.

ICT

The Authority already operates the Resource Link System, this will be adapted to create a separate streamlined system for Councillors

Staffing Implications

All claims forms will be checked by the Democratic Services Unit prior to processing (similar to the arrangement in place for staff where claims require Manager approval).

CONSULTATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

1.Scrutiny Committee

Not applicable

2.Local Member(s)

Not applicable

3.Community / Town Council

Not applicable

4.Relevant Partners

Not applicable

5.Staff Side Representatives and other Organisations

Not applicable

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

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

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