

DEMOCRATIC SERVICES COMMITTEE

2ND DECEMBER 2019

COUNCILLORS EXPENSES – SELF SERVICE

RECOMMENDATION

To note the intention of the Authority to move Councillors to the Resource Link Self Service package.

REASONS:

A move to self-service was identified following a TIC review of the Democratic Process and 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. A group of members have been participating in a pilot scheme.

The existing member expenses system will be decommissioned on the 31st March 2020.

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

2ND DECEMBER 2019

COUNCILLORS EXPENSES – SELF SERVICE

A TIC review of the Democratic Process undertaken in 2018/19 identified that a move to self-service of Councillors expenses would help meet the the key objectives of the TIC programme, and deliver cashable efficiency savings as part of the Authority's 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.

The Democratic Service Committee at its meeting held on the 11th June 2018 (Minute 8 refers) agreed to support a pilot a Councillor Self Service pilot scheme. The pilot has been operating for a number of months and includes a Group of members nominated by the Political Groups and additional members who expressed an interest in participating.

The Head of Democratic Services has received notification from the IT Division that the current member expenses database which is operated on a MIS/eAccess Planning system will be discontinued by the **31st March 2020** due to security and compliance risks as a result and as a result the Authority will need to find an alternative system for processing expenses.

Initial feedback from the pilot is generally positive and a programme of work will now commence to encourage all Councillors to the Self Service system with a compulsory switch over from 31st March 2020 once the existing database is decommissioned,

Training will be provided to all Councillors in order to manage this process and user guides are available on the authority's website:-

[Modiwl Hunanwasanaeth ResourceLink](#)

[ResourceLink Self Service Module](#)

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

Equalities

An Equality Impact Assessment (EIA) screening process has been undertaken with the outcome indicated as low priority and a full report is not therefore required..

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, and an adapted version is now available for Elected Members.

Staffing Implications

All claims forms will be checked by the Democratic Services/Executive Support 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
Democratic Services Committee meeting 11 th June 2018		http://democracy.carmarthenshire.gov.wales/ieListDocuments.aspx?CId=152&Mid=2280&Ver=4