

# DEMOCRATIC SERVICES COMMITTEE

## 9<sup>TH</sup> JUNE 2023

### COUNCILLORS' ANNUAL REPORTS

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To confirm the Councillors' Annual reports template for the current 2023-24 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.

Cabinet Decision Required	NO
Council Decision Required	NO

Relevant portfolio holder:- N/A

#### Directorate

Name of Head of Service:  
Linda Rees Jones

Report Author:  
Gaynor Morgan

#### Chief Executive's

Designations:  
Head of Administration & Law

Head of Democratic Services

#### Tel Nos.

01267 224012 LRJ  
01267 224026 GM

#### E Mail Addresses:

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

# EXECUTIVE SUMMARY

## DEMOCRATIC SERVICES COMMITTEE

### 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 not mandatory, and it is a personal matter for Councillors whether they wish to publish an Annual Report.

The purpose of this report is to seek the Committee's endorsement of the Annual Report template. If the Committee approves the attached template, Democratic Services will circulate 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 2023 will not be completing an Annual Report for the period.

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

**DETAILED REPORT ATTACHED?**

**YES – Appendix 1 Councillors' Annual Report Template.  
Appendix 2 – Statutory Guidance**

## IMPLICATIONS

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

Signed: Linda Rees Jones, Head of Administration & Law

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

### 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, Head of Administration & Law

Please specify the outcomes of consultations undertaken where they arise against the following headings)

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:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Local Government (Wales) Measure 2022		<a href="https://www.legislation.gov.uk/mwa/2011/4/contents">https://www.legislation.gov.uk/mwa/2011/4/contents</a>