

# Pecyn Dogfennau



Mark James LLM, DPA, DCA  
Prif Weithredwr,  
*Chief Executive,*  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

**DYDD GWENER, 2 MAWRTH 2018**

**AT: HOLL AELODAU'R PWYLLGOR GWASANAETHAU DEMOCRATAIDD**

YR WYF DRWY HYN YN EICH GALW I FYNYCHU CYFARFOD O'R  
**PWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHELIR YN Y**  
**SIAMBR, NEUADD Y SIR AM 10.00 AM, DYDD GWENER, 9FED MAWRTH,**  
**2018 ER MWYN CYFLAWNIR MATERION A AMLINELLIR AR YR AGENDA**  
SYDD YNGHLWM

*Mark James* DYB

**PRIF WEITHREDWR**



**AILGYLCHWCH OS GWELWCH YN DDA**

<b>Swyddog Democraidd:</b>	
<b>Ffôn (Ilinell uniongyrchol):</b>	
<b>E-bost:</b>	

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD  
AELODAETH – 5 AELOD**

**GRWP PLAID CYMRU 2 AELOD**

1. Y Cyngropydd W.T. Evans [Is-Gadeirydd]
2. Y Cyngropydd Dai Thomas

**GRWP LLAFUR 2 AELOD**

1. Y Cyngropydd Rob James [Cadeirydd]
2. Y Cyngropydd Shahana Najmi

**GRWP ANNIBYNNOL 1 AELOD**

1. Y Cyngropydd Jim Jones

# A G E N D A

- |  |       |
|--|-------|
| 1. YMDDIHEURIADAU AM ABSENOLDEB  | F_PRO |
| 2. DATGANIADAU O FUDDIANNAU PERSONOL.  | F_PRO |
| 3. LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD AGYNHALIWYD AR Y 29AIN TACHWEDD 2017.            | F_PRO |
| 4. GWERTHUSIAD O'R RHAGLEN SEFYDLU I'R AELODAU.  | F_PRO |
| 5. CYNLLUN BLYNYDDOL DATBLYGU'R AELODAU 2018/19.   | F_PRO |
| 6. ADRODDIAD BLYNYDDOL PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL (IRPW), (CHWEFROR, 2018). | F_PRO |

Mae'r dudalen hon yn wag yn fwriadol

## PWYLLGOR GWASANAETHAU DEMOCRATAIDD

29<sup>AIN</sup> TACHWEDD 2017

**YN BRESENNOL:** Cyngorydd R. James (Cadeirydd)

**Y Cynghorwyr:** W.T. Evans, A.G. Morgan a S. Najmi.

**Hefyd yn Bresennol:**

Cyngorydd A.G. Morgan, Cadeirydd y Cadeiryddion ac Is-gadeiryddion y Fforwm Craffu.

**Roedd y Swyddogion canlynol yn bresennol yn y cyfarfod:**

L.R. Jones, Pennaeth Gweinyddiaeth a'r Gyfraith;  
G. Morgan, Pennaeth Gwasanaethau Democrataidd;  
J. Owen, Swyddog Gwasanaethau Democrataidd.

**Ystafell Bwyllgor Gwasanaethau Democrataidd, Neuadd y Sir, Caerfyrddin –  
10:00am - 11:10am**

**1. YMDDIHEURIADAU AM ABSENOLDEB**

Cafwyd ymddiheuriad am absenoldeb oddi wrth y Cyngorydd T.J. Jones

**2. DATGANIADAU O FUDDIANNAU PERSONOL.**

Ni chafwyd dim datganiadau o fuddiant personol.

**3. ADRODDIAD BLYNYDDOL SWYDDOGAETH GRAFFU CYNGOR SIR  
CAERFYRDDIN 2016/17**

Bu'r Pwyllgor yn ystyried Swyddogaeth Graffu Cyngor Sir Caerfyrddin – Adroddiad Blynnyddol 2016/17 sy'n darparu trosolwg o Swyddogaeth Graffu y Cyngor ac yn benodol at waith y 5 Pwyllgor Craffu:

- Polisi ac Adnoddau
- Cymunedau
- Addysg a Phlant
- Diogelu'r Cyhoedd a'r Amgylchedd
- Gofal Cymdeithasol ac Iechyd

Croesawyd Cadeirydd y Cadeiryddion ac Is-gadeiryddion y Fforwm Craffu i'r cyfarfod a rhoddwyd y cyfreidwedd iddo gyflwyno'r adroddiad i'r Pwyllgor.

Roedd yr adroddiad yn dangos bod gan y broses Graffu rôl allweddol o ran hyrwyddo atebolrwydd o ran proses gwneud penderfyniadau awdurdodol lleol. Mae'r swyddogaeth graffu yn ddefnyddiol hefyd o ran sicrhau bod polisiau'r Cyngor yn amlygu blaenorïaethau cyfredol, yn ogystal â hyrwyddo effeithlonrwydd, ac annog gweithio mewn partneriaeth gydag asiantaethau allanol.

Dywedwyd wrth yr Aelodau bod Cadeiryddion ac Is-gadeiryddion y Fforwm Craffu yn cwrdd bob chwarter a oedd yn rhoi cyfle i weithio ar y cyd fel Cadeiryddion ac Is-gadeiryddion i drafod unrhyw faterion a oedd yn berthnasol i'r swyddogaeth graffu.

Mynegodd Cadeirydd Cadeiryddion ac Is-gadeiryddion y Fforwm Craffu ei fod yn siomedig mai un adolygiad gorchwyl a gorffen yn unig a gafodd ei gynnal yn 2016-17. Ond wrth edrych ymlaen at 2017/18 roedd yr holl Bwyllgorau Craffu yn cael eu hannog i fod yn rhagweithiol ac ymgymryd ag o leiaf un adolygiad gorchwyl a gorffen ac y byddai'r cyhoedd yn cael ei annog i gymryd mwy o ran.

Cafwyd adborth gan Gadeiryddion ac Is-gadeiryddion y Fforwm Craffu sef y byddai pwylgorau craffu yn elwa ar gael Swyddogion Craffu penodol fel adnodd effeithiol o ran darparu cymorth gwerthfawr ac ymchwil. Dywedodd Pennaeth Gweinyddiaeth a'r Gyfraith fod y mater hwn hefyd wedi'i godi fel pryder yn ystod Adolygiad TIC o'r Uned Gwasanaethau Democraidd. Fodd bynnag, atgoffwyd y Pwyllgor mai proses dan arweiniad aelodau oedd y swyddogaeth graffu a petai swyddogion craffu penodedig yn cael eu dynodi, yna gallai'r Cyngor fod mewn perygl o gael ei feirniadu gan Swyddog Archwilio Cymru am gael ei arwain yn ormodol gan swyddogion.

Mewn ymateb i ymholiad a wnaed mewn perthynas â ffigurau presenoldeb siomedig o isel yn y Sesiynau Datblygu Aelodau yn ddiweddar, dywedodd y Pennaeth Gwasanaethau Democraidd fod yr Ymgynghorydd Dysgu a Datblygu yn awyddus i dreialu sesiwn hyfforddi gyda'r nos i weld a fyddai'r sesiwn hwyr yn golygu cyfradd presenoldeb gwell. Yn ogystal atgoffwyd y Pwyllgor bod yr holl ddeunydd a gyflwynwyd yn ystod y Sesiynau Datblygu Aelodau ar gael i'r holl Aelodau ar yr ap Mod.gov.

#### **PENDERFYNWYD nodi bod Adroddiad Blynnyddol Swyddogaeth Graffu Cyngor Sir Caerfyrddin 2016/17 yn cael ei nodi.**

#### **4. PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL ADRODDIAD BLYNYDDOL DRAFFT (CHWEFROR 2018)**

Bu'r Pwyllgor yn ystyried adroddiad yn manylu ar y penderfyniadau a'r argymhellion yn Adroddiad Blynnyddol Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol [Chwefror 2018] gyda'r nod o gyflwyno argymhellion i'r Cyngor i'w cynnwys yng Nghynllun Cyflogau a Lwfansau Cynghorwyr ac Aelodau Cyfetholedig ar gyfer 2018/19.

Nododd yr Aelodau ei fod yn ofynnol i'r Panel anfon adroddiad blynnyddol drafft i Gynghorau Sir gan ofyn am unrhyw sylwadau erbyn 29 Tachwedd 2017. Yn ogystal, roedd yn ofynnol i Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol roi ystyriaeth i unrhyw sylwadau a gawsai ar y fersiwn drafft cyn cyhoeddi fersiwn terfynol yr adroddiad ym mis Chwefror.

Wrth osod lefel y cyflogau a'r lwfansau ar gyfer 2018/19 penderfynodd y Panel y byddai cynnydd o thua 1.49% yng nghyflwyno blynnyddol sylfaenol yr aelodau etholedig. Nid oedd unrhyw gynnydd wedi'i awgrymu ar gyfer cyflogau uwch ond byddai deiliaid y swyddi hynny yn cael y codiad yn yr elfen gyflog sylfaenol. At

hynny, roedd y Panel wedi nodi bod y disgresiwn i dalu lefelau cyflog gwahanol ar gyfer dyletswyddau gweithredol, Cadeiryddion Pwyllgorau a dyletswyddau dinesig wedi'i ddileu.

Awgrymwyd er mwyn gwella reciwtio Aelodau o gefndiroedd amrywiol, y dylid cyflwyno argymhelliaid i bennu'r cyflog i'r isafswm cyflog. Cadarnhaodd y Pennaeth Gwasanaethau Democratiaidd y byddai awgrymiadau ac argymhellion y Pwyllgorau yn cael eu bwydo yn ôl i'r Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol.

#### PENDERFYNWYD:

- 4.1    **nodi bod Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol wedi penderfynu y bydd cyflog sylfaenol ar gyfer aelodau etholedig prif awdurdodau lleol yn cynyddu i £13,600 2018/19;**
  - 4.2    **awdurdodi Cadeirydd y Pwyllgor i gyflwyno ymateb a darparu adborth i Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, ar ran y Pwyllgor.**
5.    **CYNLLUN CYFLOGAU A LWFANSAU CYNGHORWYR AC AELODAU CYFETHOLEDIG 2017/18 - DYLETSWYDDAU CYMERADWY**

Bu'r Pwyllgor yn ystyried yr adroddiad ar Gynllun Cyflogau a Lwfansau Cyngorwyr ac Aelodau Cyfetholedig ar gyfer 2017/18 a oedd yn cynnwys rhestr o ddyletswyddau cymeradwy.

Nododd yr Aelodau fod cais wedi' wneud i gynnwys cyfarfodydd lle byddai Aelod Cysgodol yn bresennol i arsylwi cyfarfod o'r Bwrdd Gweithredol neu gyfarfod Penderfyniadau'r Aelod o'r Bwrdd Gweithredol at y rhestr o ddyletswyddau ar gyfer 2018/19.

Mewn ymateb i ymholiad, dywedodd y Pennaeth Gweinyddiaeth a'r Gyfraith nad oedd hi'n ymwybodol o unrhyw flaenoriaeth yn ymwneud â'r mater hwn, foddy bynnag, byddai angen i'r argymhelliaid gynnwys materion ffurfiol a ffiniau clir. Awgrymwyd gan fod Cadeirydd y Cyngor, yr Arweinydd a Dirprwy Arweinydd yr Wrthblaid a Chadeirydd y Pwyllgor Craffu perthnasol yn cael caniatâd i fod yn bresennol yn ystod cyfarfodydd y Bwrdd Gweithredol pan fo gwybodaeth eithriedig yn cael ei hystyried, ac y dylai'r rhestr ddyletswyddau cymeradwy gael ei ehangu i gynnwys presenoldeb yr aelodau hynny yng nghyfarfodydd y Bwrdd Gweithredol.

Consensws y Pwyllgor oedd cyflwyno'r cais fel argymhelliaid i'r Gweithgor Adolygu'r Cyfansoddiad.

#### PENDERFYNWYD:

- 5.1    **nodi Cynllun Cyflogau a Lwfansau Cyngorwyr ac Aelodau Cyfetholedig 2017/18 - nodi'r Dyletswyddau Cymeradwy;**
- 5.2    **argymhell i'r Gweithgor Adolygu'r Cyfansoddiad i ystyried cynnwys presenoldeb Cadeirydd y Cyngor, Arweinydd a Dirprwy Arweinydd yr Wrthblaid a Chadeirydd y Pwyllgor Craffu perthnasol yn ystod**

## **cyfarfodydd y Bwrdd Gweithredol fel dyletswydd gymeradwy o 2018/19 ymlaen.**

### **6. AROLWG – AMSERAU CYFARFODYDD Y CYNGOR**

Bu'r Pwyllgor yn ystyried adroddiad a oedd yn cynnwys canlyniadau'r arolwg ynghylch amserau cyfarfodydd.

Yn unol â Mesur Llywodraeth Leol (Cymru) 2011, mae'n ofynnol i'r Cyngor gynnal arolwg o Aelodau o ran yr amserau a'r adegau y cynhelir cyfarfodydd yr awdurdod lleol.

Nododd y Pwyllgor fod canlyniadau cychwynnol yr arolwg wedi cael eu hystyried yn ei gyfarfod a gynhaliwyd ar 8 Medi 2017 (Cofnod 6) a chytunwyd i ohirio'r adroddiad hyd nes y ceir dadansoddiad pellach o'r ymatebion yn dilyn cais gan Weithgor Adolygu'r Cyfansoddiad.

Mewn ymateb i ymholiad, dywedodd y Pennaeth Gwasanaethau Democraidd fod yr arolwg wedi cael ei anfon at Aelodau yn fuan ar ôl yr etholiadau. Nodwyd y gallai canlyniadau arolwg pellach fod yn wahanol ar ôl bod yn y swydd am 7 mis.

Dywedodd y Pennaeth Gwasanaethau Democraidd fod y canlyniadau yn dangos ffafriaeth gref dros gyfarfodydd yn y bore.

**PENDERFYNWYD ARGYMELL I'R CYNGOR yn dilyn yr ymatebion a gafwyd i'r arolwg, bod yr amserau a'r lleoliadau ar gyfer cyfarfodydd y Cyngor a'r Pwyllgorau yn aros yr un peth.**

### **7. AROLWG TG**

Bu'r Pwyllgor yn ystyried arolwg drafft ar ddarpariaeth TG a fyddai'n cael ei ddosbarthu i aelodau etholedig, cytunwyd yn ystod cyfarfod y Pwyllgor ar 8 Medi 2017 i gynnwys adroddiad ar ddarpariaeth TG ar gyfer yr aelodau yn y blaenraglen waith.

Rhaid i'r Pwyllgor Gwasanaethau Democraidd sicrhau bod ei holl aelodau yn cael cymaint o gymorth ag sydd angen arnynt er mwyn iddynt gyflawni eu dyletswyddau'n effeithiol. Mae hyn yn cynnwys cyfleusterau digonol megis ffôn, e-bost a'r rhyngrwyd sy'n rhoi mynediad electronig i wybodaeth briodol.

Cyfeiriwyd at gwestiwn 7 o'r arolwg drafft. Mewn ymateb i ymholiad, dywedodd y Pennaeth Gwasanaethau Democraidd fod nifer o Aelodau eisoes wedi dewis mynd ddi-bapur ac felly nid oeddent yn derbyn copïau papur o agendâu mwyach. Atgoffwyd aelodau'r Pwyllgor bod modd i Aelodau'r Cyngor ddefnyddio llungopiwyr yn unrhyw adeilad o'r Cyngor er mwyn argraffu. Yn dilyn hyn, dywedodd y Pennaeth Gwasanaethau Democraidd y byddai'n anfon e-bost ynghylch y ddarpariaeth argraffu yn y Cyngor at yr holl Aelodau.

Gan gyfeirio at gwestiwn 10 yr arolwg drafft, cafwyd sylw y byddai'n fuddiol i Aelodau petai modd cael esboniad byr ynghylch yr hyn yw'r system gweithiwr achos a'r hyn mae'n ei ddarparu. Dywedodd y Pennaeth Gwasanaethau Democrataidd y byddai'n sicrhau y byddai hyn yn cael ei gynnwys ar yr arolwg ac esboniodd fod y system gweithiwr achos yn ddarpariaeth ddi-bapur er mwyn cofnodi ymholaiddau ac ymdrin â chwynion. Er bod system yn wedol newydd roedd nifer cynyddol o gynghorwyr yn ei oedd ei defnyddio.

**PENDERFYNWYD yn amodol ar gynnwys y sylwadau ynghylch cwestiwn 10, gymeradwyo'r arolwg TG drafft.**

**8. EGLURHAD AM BEIDIO Â CHYFLWYNO ADRODDIAD**

Derbyniodd y Pwyllgor yr adroddiad "peidio â chyflwyno".

**PENDERFYNWYD nodi'r eglurhad am beidio â chyflwyno'r adroddiad.**

**9. LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWYD AR Y 8FED MEDI 2017**

**PENDERFYNWYD llofnodi cofnodion cyfarfod Pwyllgor y Gwasanaethau Democrataidd oedd wedi ei gynnal ar 8 Medi 2017 gan eu bod yn gywir.**

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**CHAIR**

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**DATE**

Mae'r dudalen hon yn wag yn fwriadol

# Pwyllgor y Gwasanaethau Democraidd

## Dyddiad: 09/03/18

## Y Pwnc: GWERTHUSIAD O'R RHAGLEN SEFYDLU I'R AELODAU

**Diben:** Rhoi'r wybodaeth ddiweddaraf i'r Pwyllgor am y Rhaglen Sefydlu i'r Aelodau 2017/18.

**Yr argymhellion / penderfyniadau allweddol sydd eu hangen:**

- Rhoi golwg gyffredinol i'r pwylgor o'r hyn a gafodd ei drafod gan yr Aelodau yn y grwpiau ffocws wrth werthuso'r Rhaglen Sefydlu.

Y Rhesymau:

Rhoi'r wybodaeth ddiweddaraf i'r Pwyllgor am yr hyn a fu'n llwyddiannus, a'r hyn y gellid ei wneud yn well a'r camau nesaf.

## Angen ymgynghori â'r Pwyllgor Craffu perthnasol

Amh.

Angen i'r Bwrdd Gweithredol wneud penderfyniad Amh.

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- R.James - – Hyrwyddwr Datblygu'r Aelodau a L.M. Stephens - Yr Aelod o'r Bwrdd Gweithredol

## Y Gyfarwyddiaeth: Adran y Prif Weithredwr

## Enw Pennaeth y Gwasanaeth: Paul R Thomas

## Awdur yr Adroddiad: Hayley Daniels

## Swyddi: Ymgynghorydd Datblygu Corfforaethol

Rhifau ffôn: 01267 246186

Cyfeiriadau E-bost:  
HMDaniels@sirgar.gov.uk



EICH CYNGOR arleinamdanii  
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[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

**EXECUTIVE SUMMARY**  
**Democratic Services Committee**  
**09/03/2018**

**Evaluation of Member Induction Programme**

The report outlines how the Induction Programme has been effective in providing members with sufficient knowledge and understanding, focus groups were held to capture feedback from members.

The focus groups discussed;

1. What worked well at the 2017 Member Induction?
2. What aspects of the 2017 Member Induction could have been better?
3. Next steps – Member Development Programme 2017/18

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## 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: P.R. Thomas

Assistant Chief Executive

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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## CONSULTATIONS

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

Signed: P.R. Thomas

Assistant Chief Executive

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

1. Scrutiny Committee: N/A

2. Local Member(s)

Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.

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:

**THERE ARE NONE** (Delete as applicable)

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

Mae'r dudalen hon yn wag yn fwriadol

## **Evaluation of Member Induction Programme 2017/18**

### **Report to Democratic Services Committee 9/03/18**

The Member Induction Programme was launched on the 11<sup>th</sup> May 2017 in County Hall, Carmarthen. The objectives of the launch were to inform new and returning members;

- ❖ the main functions of the Council and of the responsibilities of each service;
- ❖ an understanding of the principal strategies and the vision for service delivery for Carmarthenshire;
- ❖ detailed information on the arrangements for the Induction/Refresher Programme.

The Induction Programme contained a total of 25 developmental session which were divided into sessions for all members and sessions specifically for panel members sitting on relevant committees.

In order to evaluate the programme, members were invited to attend Focus Groups in December 2017, one session was in Carmarthen and one was in Llanelli. The Focus Groups were held so that members could give feedback on whether the programme had been effective in providing sufficient knowledge and understanding. Furthermore, it gave members a chance to explore what aspects of the programme worked well, what could have been better and next steps – Member Annual Development Programme 2018/19. Below are the key points captured during the sessions;

#### **1. What worked well;**

- Plenty of choices
- Great support from Democratic Services
- Council provide a good beneficial training programme
- Various locations
- System has improved over the years
- Good launch, enjoyed speaking to officers on the day.

#### **2. What could have been better;**

- More presence at the sessions, some well attended and some poorly attended
- More flexible options to increase attendance. Night or evening sessions
- Introduce / Trial streaming or catch-up sessions online for those that have been unable to attend

- Avoid dates that clash with council dates
- Poor presence on the finance programme, which is very important
- Everyone needs to take responsibility
- More commitment from members, everyone needs to contribute equally
- FOI for everyone.

### **3. Next Steps:**

#### **Training areas:**

- Safeguarding training for everyone
- Freedom of information (FOI) training / workshop to include the role of the local member
- Health and Safety
- Re-run the whole programme for those that couldn't attend
- Session on the effect of Brexit on CCC
- Summary of the role of school governor training for all – increase awareness of role.

#### **Development Areas:**

- Team building / away days – a way of sharing expertise and information.
- Opportunities to share and talk more often
- Invite executive board members to have a discussion.

#### **IT:**

- Outlook IT training – next steps from sending an email; filing emails, flagging, scheduling etc.
- PowerPoint training
- Offer 1-1 IT sessions
- More information on 'Calling sessions' (??)

#### **Mentoring:**

- Mentoring scheme (members experienced and new would like a mentor each, and willing to become mentors).

#### **Information:**

- How to contact partners / other people to be able to deal with enquiries more efficiently i.e. contact details for Electricity / Gas / BT etc.
- Who are the external bodies – contact details?

#### **Need:**

- Somehow members need to realise the importance of training and development
- Members need to be re-educated about the responsibility of the role
- Role responsibility to be placed as an agenda item for the full council
- Members need to prepare for the meetings
- To share and receive an update from members
- Find out why there's lack of presence and how to meet their needs

- Send questionnaire to the new members – what, why, how?
- Possible to share attendance figures for the training sessions
- Different delivery options – in the evening, online?

#### **4. Conclusion:**

Following recommendations from the focus groups, further recommendations from various scrutiny committees, Democratic Services Unit, Group Leaders & Deputy Leaders and priorities identified by senior council officers have helped to devise the annual Member Development Plan for 2018/19.

Mae'r dudalen hon yn wag yn fwriadol

## Member Induction Programme 2017 – Attendance

Time	Module Title	Officer		Date	Number Attended
13:30 16:00	<b>Introduction to Carmarthenshire County Council &amp; Launch of Induction Programme</b>	Mark James; Paul Thomas	Chamber, County Hall, Carmarthen	Thu, 11 May 2017	41
10:00 12:30	<b>Code of Conduct, Ethics, Standards, Legal Duties and Responsibilities</b>	Linda Rees Jones	Chamber, County Hall, Carmarthen	Mon, 15 May 2017	43
10:00 16:30	<b>Local Government Finance including budgetary and treasury management</b>	Chris Moore	Chamber, County Hall, Carmarthen	Wed, 17 May 2017	30
09:45 16:30	<b>Familiarisation Tour of the County for Newly Elected Members</b>	Ian Llewelyn	Start at County Hall, Carmarthen:	Fri, 19 May 2017	9
10:00 12:30	<b>Constitutional matters and webcasting</b>	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 22 May 2017	22
09:45 16:30	<b>Familiarisation Tour of the County for Newly Elected Members</b>	Ian Llewelyn	Start at County Hall, Carmarthen:	Tue, 23 May 2017	Cancelled

## Member Induction Programme 2017 – Attendance

10:00 12:30	<b>Members of the Planning Committee</b>	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones;	Chamber, County Hall, Carmarthen	Fri, 26 May 2017	15
10:00 12:00	<b>Members of the Planning Committee (Mop up)</b>	Llinos Quelch;	Chairman's Room, County Hall, Carmarthen	Tue, 30 May 2017	5
14:00 16:30	<b>Members of the Planning Committee</b>	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Wed, 31 May 2017	16
10:00 12:30	<b>Members of the Standards Committee</b>	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 05 Jun 2017	8
10:00 16:30	<b>Planning for non-planning members</b>	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Mon, 12 Jun 2017	24
10:00 12:30	<b>Council Policy Framework Equalities &amp; Diversity; Welsh Language; Sustainability</b>	Gwyneth Ayres; Llinos Evans	Town Hall, Llanelli	Wed, 14 Jun 2017	21
10:00 12:30	<b>Appointments and Interview Skills (Appointments Committee)</b>	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	10
14:00 16:30	<b>Appointments Committee</b>	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	5

## Member Induction Programme 2017 – Attendance

10:00 16:30	<b>Members of the Licensing Committee</b>	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Fri, 16 Jun 2017	9
10:00 12:30	<b>Members of the Dyfed Pension Fund Committee</b>	Chris Moore	Democratic Services Committee Room	Mon, 19 Jun 2017	4
10:00 16:30	<b>Members of the Licensing Committee</b>	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Tue, 20 Jun 2017	11
10:00 12:30	<b>Scrutiny in Carmarthenshire Incl. Performance Management</b>	Gaynor Morgan	Chamber, County Hall, Carmarthen	Fri, 23 Jun 2017	28
10:00 12:30	<b>Introduction to Marketing and Media</b>	Deina Hockenhull	Athenaeum Room Llanelli Library	Tue, 27 Jun 2017	18
10:00 16:30	<b>Members of the Audit Committee</b>	Chris Moore	Conference Room, The Beacon, Llanelli	Fri, 07 Jul 2017	7
10:00 12:30	<b>Corporate Parenting</b>	Bethan James	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	25
14:00 16:30	<b>Decisions for Future Generations</b>	Helen Morgan Economic Development Manager	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	20
10:00 12:30	<b>Social Services and Well-being</b>	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	31
14:00 16:30	<b>Safeguarding</b>	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	34

## Member Induction Programme 2017 – Attendance

10:00 12:30	<b>Scrutiny Chairing &amp; Chairing Skills</b>	Sarah Titcombe Welsh Local Government Association	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Wed, 13 Sep 2017	15
14:00 16:30	<b>Scrutiny Chairing &amp; Chairing Skills</b>	Sarah Titcombe Welsh Local Government Association	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Wed, 13 Sep 2017	3
10:00 16:30	<b>Data Management &amp; Freedom of Information</b>	John Tillman	Chamber, County Hall, Carmarthen	Fri, 22 Sep 2017	20
10:00 12:30	<b>Health &amp; Safety to include Corporate Manslaughter</b>	Heidi Font; Eddie Cummings	Y Ffwrnes, Llanelli	Thu, 28 Sep 2017	12
10:00 16:30	<b>Welsh Local Government</b>	Welsh Local Government Association	(Halliwell Centre, Carmarthen)	Fri, 13 Oct 2017	14
10:00 12:30	<b>Education Consortia – Their Work</b>	Andi Morgan	Chamber, County Hall, Carmarthen	Tue, 24 Oct 2017	18

## Pwyllgor y Gwasanaethau Democraidaidd

### Dyddiad: 09/03/18

#### Y Pwnc: CYNLLUN BLYNYDDOL DATBLYGU'R AELODAU 2018/19

**Pwrpas:** Tynnu sylw at unrhyw feysydd arfaethedig ar gyfer datblygu a ddynodwyd hyd yma a gwahodd barn y Pwyllgor Gwasanaethau Democraidaidd ynghylch unrhyw ychwanegiadau, dileadau neu newidiadau i'r hyn a gynigiwyd.

#### Argymhellion / penderfyniadau allweddol sydd eu hangen:

- Unrhyw feysydd ychwanegol sydd i'w cynnwys yn y Cynllun Datblygu Aelodau.
- Unrhyw feysydd sydd i'w tynnu o'r cynnwys arfaethedig.
- Unrhyw sylwadau o ran blaenoriaethau (e.e. pryd y bydd y datblygiad yn digwydd)
- Dylid nodi bod hon yn ddogfen waith ac bydd unrhyw argymhellion ychwanegol yn cael eu hychwanegu lle bo'n berthnasol.

#### Y Rhesymau:

Cyfrannu at Gynllun Datblygu Aelodau 2018-19

Angen ymgynghori â'r Pwyllgor Craffu perthnasol Amh.

Angen i'r Bwrdd Gweithredol wneud penderfyniad Amh.

Angen i'r Cyngor wneud penderfyniad Amherthnasol

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- R.James - – Hyrwyddwr Datblygu'r Aelodau a L.M. Stephens - Yr Aelod o'r Bwrdd Gweithredol

Y Gyfarwyddiaeth: Adran y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:  
Paul R Thomas

Awdur yr Adroddiad: Hayley Daniels

Swyddi: Ymgynghorydd  
Datblygu Corfforaethol

Rhifau ffôn: 01267 246186

Cyfeiriadau E-bost:  
HMDaniels@sirgar.gov.uk



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**EXECUTIVE SUMMARY**  
**Democratic Services Committee**  
**09/03/2018**

**Consultation on Member Development Plan**

This report outlines the proposed development opportunities to be made available to members during the period March 2018 – April 2019 and beyond where appropriate. Comments are welcomed regarding any programmes added, deleted or prioritised.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## 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: P.R. Thomas Assistant Chief Executive

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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## CONSULTATIONS

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

Signed: P.R. Thomas Assistant Chief Executive

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

1. Scrutiny Committee: N/A

2. Local Member(s)

Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.

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:

**THERE ARE NONE** (Delete as applicable)

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



EICH CYNGOR arleinamdan  
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Mae'r dudalen hon yn wag yn fwriadol

## **Draft Member Development Plan 2018/19**

### **Report to Democratic Services Committee 9/03/18**

This report outlines the proposed development opportunities to be made available to all members during the period March 2018 – April 2019 and beyond where appropriate.

#### **Context**

The Local Government Measure 2011 highlights the responsibility of Local Authorities to provide reasonable development opportunities to its members. Carmarthenshire County Council's Member Development Strategy sets out our approach to member development and includes a detailed plan of programmes, updated annually, which is designed to meet the identified development needs of its members. This report provides an initial draft of that plan for 2018/19.

#### **Proposed development areas:**

The topics listed below have been derived from a variety of sources including recommendations from various scrutiny committees, Democratic Services Unit, Member Development Focus Groups, Group Leaders & Deputy Leaders and priorities identified by senior council officers.

\*\*\*Please note that this list is not exhaustive and will be regularly reviewed throughout the year to ensure it responds to and reflects emerging needs and priorities.\*\*\*

It is proposed that these programmes are offered to all members or those with specific responsibilities as outlined above. Scrutiny and other committee specific development workshops or seminars will be identified separately but where appropriate offered to all members.

Dates, timings and locations of sessions are to be confirmed. Sessions will be delivered internally wherever possible to minimise costs.

## Member Annual Development Plan 2018/19

<b>Topic</b>	<b>Lead Officer</b>	<b>Date (if known)</b>	<b>How was the need identified?</b>
Safeguarding	SCWDWP		Member Focus Group
Fostering & Looked after kids	Children Services		Education & Children Scrutiny Committee
Protection & Care of the elderly & vulnerable	Roger Edmunds – Trading Standards		Social Care Scrutiny Committee
Freedom of Information Act Training	John Tilman		Member Focus Group
Health & Safety	Eddie Cummins		Eddie Cummins
Fire Safety Training	Eddie Cummins		Senior Managers County Hall
TIC Programme	Jon Owen		Policy & Resources Scrutiny Committee Forward Work Planning Session
Human Resources Information System	HR		Policy & Resources Scrutiny Committee Forward Work Planning Session
Capita Reserves	Chris Moore		Policy & Resources Scrutiny Committee Forward Work Planning Session
Performance Monitoring	Silvana Sauro		Policy & Resources Scrutiny Committee Forward Work Planning Session
ALN Reform including SEN	Andy Morgan Head of Education Services		Education & Children Scrutiny Committee Forward Work Planning Session
Elective Home Education (Committee Only)	Aeron Rees Head of Curriculum & Wellbeing		Education & Children Scrutiny Committee Forward

			Work Planning Session
Mod-gov	Gaynor Morgan		DSU –Member Development
Geo-discover	Julia Harries	1-2-1 sessions with members	DSU –Member Development
Reaching Wider – Celebrating Success	Helen Davies – Reaching Wider Swansea		Cllr Kim Broom

Topic	Lead Officer	Date (if known)	How was the need identified?
Welsh Language Skills	Kelly Morris	Various individual sessions for members	Member Focus Group
Role of a School Governor	Andy Morgan Head of Education Services		Member Requests
IT Skills: Outlook IT Training PowerPoint E-mails Calendar	ICT (To be confirmed)		Member Focus Group
Mentoring Scheme	Hayley Daniels Learning & Development Advisor		Member Focus Group
Allocation Policy & Choice based lettings	Adele Lodwig Housing Policy Lead		Head of Service
Familiarisation Tour of the County for Newly Elected Members	Ian Llewellyn	Spring 2018	Re-scheduled from the Induction

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD  
9FED MAWRTH 2018**

**ADRODDIAD BLYNYDDOL PANEL ANNIBYNNOL CYMRU  
AR GYDNABYDDIAETH ARIANNOL (IRPW), (CHWEFROR,  
2018)**

**YR ARGYMHELLION / PENDERFYNIADAU ALLWEDDOL SYDD EU  
HANGEN:**

Gofynnir i Bwyllgor y Gwasanaethau Democrataidd ystyried Adroddiad Blynnyddol Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol, Chwefror 2018 a

1. nodi bod y Panel wedi penderfynu y bydd y cyflog sylfaenol yn 2018/19 ar gyfer aelodau etholedig prif awdurdodau lleol yn cynyddu i £13,600.
2. Nodi bod yr IRPW wedi gwneud i ffwrdd â'r trefniant dwy haen i aelodau o Weithrediaethau ac i gadeiryddion pwylgorau
3. ystyried a ddylid cynnal y trefniadau presennol yn 2018/19 mewn perthynas â:-
  - lefel y cyflog a delir i Gadeirydd ac Is-gadeirydd y Cyngor (lefel 2 ar hyn o bryd).
  - cyfraddau ad-dalu costau cynhaliaeth a'r arfer presennol sef bod unrhyw lety dros nos i'r aelodau'n cael ei drefnu drwy'r Uned Gwasanaethau Democrataidd;
  - yr arfer presennol o nodi'r trefniadau ar gyfer Cyd-bwyllgorau Trosolwg a Chraffu ag Awdurdodau eraill a chynnwys y Pwyllgorau hyn yng Nghynnilun y Cyngor pe bai'r Cyngor yn penderfynu sefydlu Cyd-bwyllgorau yn ystod Blwyddyn y Cyngor 2017/18 a thalu cyflog;
  - gosod cap ar y ffioedd a delir i'r Aelodau Cyfetholedig sef 10 diwrnod llawn (neu 20 hanner diwrnod) o gyfarfodydd;
4. penderfynu ar y trefniadau cyhoeddi o ran ad-dalu costau gofal, yn benodol naill ai i gyhoeddi
  - a) manylion y symiau a ad-dalwyd i aelodau a enwir; neu'r
  - b) cyfanswm a ad-dalwyd gan yr awdurdod yn ystod y flwyddyn ond heb briodoli'r taliadau i unrhyw aelod a enwir.
5. derbyn gweddill argymhellion a phenderfyniadau'r Panel ar gyfer 2018 a'u cynnwys yng Nghynnilun presennol Lwfansau'r Cynghorwyr a'r Aelodau Cyfetholedig 2018/19

- 6. Nodi bod CRWG wedi derbyn argymhelliaid y Pwyllgor bod presenoldeb Cadeirydd y Cyngor, Arweinydd a Dirprwy Arweinydd yr Wrthblaid a'r Cadeirydd Craffu perthnasol yng nghyfarfodydd y Bwrdd Gweithredol yn cael eu cynnwys fel dyletswydd gymeradwy yn y Cynllun Cyflogau a Lwfansau Aelodau a gymeradwywyd o 2018/19 ymlaen, a bydd argymhelliaid yn hyn o beth yn cael ei wneud i'r Cyngor.**

## **Y RHESYMAU:**

Roedd Rheoliadau Awdurdodau Lleol (Lwfansau i Aelodau) (Cymru) 2007 yn darparu ar gyfer sefydlu Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (IRPW) i adolygu lwfansau cyngorwyr yng Nghymru. Sefydlwyd yr IRPW yn Ionawr 2008 i bennu uchafsymiau'r lwfansau sy'n daladwy gan Gynghorau Sir a Chynghorau Bwrdeistref Sirol yng Nghymru. Yn sgil cymeradwyo Mesur Llywodraeth Lleol (Cymru) 2011 helaethwyd maes gorchwyl y Panel i gwmpasu'r Parciau Cenedlaethol a'r Awdurdodau Tân ac Achub a Chynghorau Tref a Chymuned yng Nghymru, a bellach gall yr IRPW bennu lefelau'r lwfansau / cyflogau a delir yn hytrach na dim ond argymhelliau'r lwfansau y gellid eu talu.

<b>Ymgynghorwyd â'r Pwyllgor Craffu</b>	<b>Amherthnasol</b>
<b>Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES</b>	
<b>Angen i'r Cyngor wneud penderfyniad</b>	<b>OES</b>

Yr Aelod o'r Bwrdd Gweithredol sy'n Gyfrifol am y Portffolio:- Y Cynghorydd Emlyn Dole (Arweinydd y Cynghorydd David Jenkins (Adnoddau) a'r Cynghorydd T. Davies (Cadeirydd y Pwyllgor Gwasanaethau Democraidd)

<b>Y Gyfarwyddiaeth</b>  Enw Pennaeth y Gwasanaeth: Linda Rees-Jones  Awdur yr Adroddiad: Gaynor Morgan	<b>Y Prif Weithredwr</b>  Swyddi: Pennaeth Gweinyddiaeth a'r Gyfraith  Pennaeth y Gwasanaethau Democraidd	<b>Rhifau ffôn</b> 01267 224012 LRJ 01267 224026 GM  <b>Cyfeiriadau e-bost:</b> <a href="mailto:Lrjones@sirgar.gov.uk">Lrjones@sirgar.gov.uk</a> <a href="mailto:gmorgan@carmarthenshire.gov.uk">gmorgan@carmarthenshire.gov.uk</a>
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**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**  
**9<sup>TH</sup> MARCH 2018**

**INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL  
REPORT (FEBRUARY, 2018)**

The IRPW published its Annual Report in February, 2018 and the Committee is required to consider its determinations and recommendations and make recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2018/19

In setting the level of salaries and allowances for 2018/19 the IRPW has decided

- to increase the basic annual salary to £13,600 (an increase of 1.49%) There is no increase in senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- To remove the two tier arrangement for executive members and for committee chairs.

The attached report seeks the Committee's views on payments Civic Heads and Deputies, Subsistence and Accommodation Allowances, Remuneration of Joint Overview and Scrutiny Committee Chairs , and payment of Co-opted Members' Fees for the 2018/19 Municipal Year.

The recommendations of the Democratic Services Committee will be considered by the Council at its meeting held on the 9<sup>th</sup> May 2018

A full copy of the IRPW's Annual Report (February, 2018) can be viewed on the IRPW's website, see links below.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## 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
YES	YES	YES	NONE	NONE	NONE	NONE

### Policy, Crime & Disorder and Equalities

The existing Members' Allowances Scheme which is contained within the Council's Constitution will need to be amended to reflect any changes agreed by the Council to the current level of allowances.

### Finance

Any increases within Basic, Senior Salaries, Civic Salaries or Co-opted Members' fees and allowances to be paid would need to be reflected within the budget for 2018/19.

### Legal

The Council's Constitution requires the Council to adopt a Scheme for Members Allowances, the Scheme must meet the requirements imposed by the Independent Remuneration IRPW for Wales.

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales.

## 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:

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Independent Remuneration IRPW for Wales - Annual Report (February 2018)	AD030-001	Democratic Services Unit, Chief Executives Department, County Hall, Carmarthen  The Independent Remuneration IRPW for Wales website: Cymraeg:- <a href="http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-cy.pdf">http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-cy.pdf</a> English:- <a href="http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf">http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf</a>
Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2017-18		<a href="http://www.carmarthenshire.gov.wales/media/3228/part-61.pdf">http://www.carmarthenshire.gov.wales/media/3228/part-61.pdf</a>  <a href="http://www.sirgar.llyw.cymru/media/3259/rhan-61.pdf">http://www.sirgar.llyw.cymru/media/3259/rhan-61.pdf</a> CYMRAEG

Mae'r dudalen hon yn wag yn fwriadol

## REPORT OF THE HEAD OF ADMINISTRATION AND LAW

### DEMOCRATIC SERVICES COMMITTEE

17<sup>th</sup> MARCH 2018

### INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2018)

The Independent Remuneration Panel for Wales published its 2018-19 Annual Report in February 2018

The report contains 53 determinations with the majority of determinations being unchanged from the 2017 report. This report therefore focuses on determinations which require annual decision by the Democratic Services Committee and thereafter full Council.

#### 1. Payments to Elected Members of Principal Councils

The Committee will recall that the IRPW 2016 Annual Report introduced two levels of salary for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority could provide flexibility to take account variations in the level of responsibility of portfolios and Chairs. The Panel, following visits to all 22 principal councils, found that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations, the Panel has therefore accepted this and removed the two tier arrangement for Executive Members and for Committee Chairs.

The Panel has determined that civic salaries should remain payable at 3 levels and the **Democratic Services Committee is therefore asked to consider which level of payment should be paid to the Chair & Vice Chair of Council, for 2018- 19** existing payments levels are in bold:-

#### Remuneration of civic heads and deputy civic heads (*inclusive of basic salaries*)

Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
<b>Level 2</b>	<b>£21,800</b>	<b>£16,300</b>
Level 3	£19,300	£14,300

## **2. Reimbursement of Travel and Subsistence Costs when on official business**

There are no changes to the reimbursement of mileage or subsistence costs (pages 38 -39 of the report,) however **the Committee is asked to confirm the rates of reimbursement for subsistence costs for 2018/19 and whether to continue with the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit.** The Authority currently pays overnight costs of up to £200 for London, £95 elsewhere and £25 for staying with friends and/or Family. The IRPW rates allow payment of up to £200 for London, £95 for elsewhere and £30 for staying with friends and/or family.

## **3. Joint Overview and Scrutiny Committees**

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities. However remuneration arrangements for chairs of JOSC is contained within pages 21-22 of the report and **the Democratic Services Committee is asked to consider whether to continue with the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council's scheme in the event the Council decides to establish Joint Committees during the 2018/19 municipal year and to pay a salary;**

## **4. Payment to Co-opted Members of Principal Councils.**

There is no change to the level of fees and allowances payable to Co-opted Voting Members of the Council's Committees (pages 33 – 34 of the report).

Principal Councils can decide on the maximum number of days in any one year for which co-opted members can be paid, Council currently caps payment of Co-opted Members' Fees at 10 full day (or 20 half-day) meetings per annum and **the Democratic Services Committee is asked to consider whether it wishes to retain this level or suggest an alternative maximum limit.**

## **5. Reimbursement of Costs of Care**

The IRPW has again decided to allow optional approaches to the publication of costs of care. Page 80 of the report provides two options for publication namely:-

- 1) The details of the amounts reimbursed to named members; (*as at present*) or
- 2) The total amount reimbursed by the authority during the year but not attributable to any member.

The IRPW had stated that it is a matter for each authority to decide which of these options for publication it considers appropriate.

**The Democratic Services Committee is asked to consider which of the above options it would consider most appropriate for publication.**

Appendix 1 of the report details the IRPW's 53 determinations for the Committee's information together with any changes, if any.

## IRPW Determinations for 2018/19 – Annex 1 of the report.

<b>Principal Councils</b>		
	<b>Determination</b>	<b>Change (if any)</b>
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.	<b>An increase of 1.49%</b>
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2 (page 14 of the IRPW report).	<b>(Includes increase in basic salary)</b>
3.	The Panel has determined that (where paid) civic salaries at the levels set out in Table 3 (page 16 of the IRPW report) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.	<b>No Change</b>
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.	<b>No Change</b>
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.	<b>No Change</b>
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.	<b>No Change</b>
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.	<b>No Change</b>
<b>Specific or Additional Senior Salaries</b>		
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>No Change</b>

<b>Joint Overview and Scrutiny Committees</b>		
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of (£6,700).	<b>No Change</b>
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.	<b>No Change</b>
11.	The chair of a sub committee of a JOSC is eligible for a salary of £1,675.	<b>No Change</b>
12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the payment will be £837.	<b>No Change</b>
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.	<b>No Change</b>
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).	<b>No Change</b>
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.	<b>No Change</b>
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.	<b>No Change</b>
<b>Local Government Pension Scheme</b>		
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.	<b>No Change</b>
<b>Family Absence</b>		
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.	<b>No Change</b>
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.	<b>No Change</b>
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.	<b>No Change</b>

21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.	<b>No Change</b>
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.	<b>No Change</b>
23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.	<b>No Change</b>
<b>National Park Authorities</b>		
24.	The basic salary for NPA ordinary members should be £3,675	<b>N/A</b>
25.	The senior salary of the chair of an NPA should be £12,375	<b>N/A</b>
26.	An NPA senior salary can be paid to a Deputy Chair, and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,025 or £7,325	<b>N/A</b>
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>N/A</b>
28.	Members must not receive more than one NPA senior salary.	<b>N/A</b>
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility	<b>N/A</b>
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.	<b>No Change</b>
<b>Fire and Rescue Authorities</b>		
31.	The basic salary for FRA ordinary members should be £1,745	<b>N/A</b>
32.	The senior salary of the chair of an FRA should be £10,445.	<b>N/A</b>
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This should be paid at £5,445.	<b>N/A</b>
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.	<b>N/A</b>

35.	Members must not receive more than one FRA senior salary.	<b>N/A</b>
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.	<b>N/A</b>
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.	<b>No Change</b>
<b>Co-Opted Members</b>		
38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6 (page 33 of the IRPW report)	<b>No Change</b>
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.	<b>No Change</b>
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).	<b>No Change</b>
41.	The appropriate officer within the authority 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.	<b>No Change</b>
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.	<b>No Change</b>
<b>Reimbursement of Costs of Care</b>		
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.	<b>No Change</b>
<b>Community and Town Councils</b>		
44.	Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	<b>N/A</b>

45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.	N/A
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	N/A
47	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.	
48.	Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. 10 Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: <ul style="list-style-type: none"> <li>• 45p per mile up to 10,000 miles in the year.</li> <li>• 25p per mile over 10,000 miles.</li> <li>• 5p per mile per passenger carried on authority business.</li> <li>• 24p per mile for private motor cycles.</li> <li>• 20p per mile for bicycles.</li> </ul>	N/A
49.	If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of received claims: <ul style="list-style-type: none"> <li>• £28 per 24-hour period allowance for meals, including breakfast where not provided.</li> <li>• £200 – London overnight.</li> <li>• £95 – elsewhere overnight.</li> <li>• £30 – staying with friends and/or family overnight</li> </ul>	N/A
50	Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: <ul style="list-style-type: none"> <li>• Up to £34.00 for each period not exceeding 4 hours.</li> <li>• Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.</li> </ul>	N/A

51.	Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.	<b>N/A</b>
52	Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.	<b>N/A</b>