

Pecyn Dogfennau



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

DYDD IAU, 10 MAWRTH 2016

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 2.00 PM, DYDD IAU, 17EG MAWRTH, 2016 ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA SYDD YNGHLWM

Mark James

PRIF WEITHREDWR



AILGYLCHWCH OS GWELWCH YN DDA

| | |
|-------------------------------------|------------------------------|
| Swyddog Democrataidd: | Michelle Evans Thomas |
| Ffôn (Ilinell uniongyrchol): | 01267 224470 |
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| Cyf: | AD016-001 |

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD
AELODAETH – 5 AELOD**

GRWP PLAID CYMRU 2 AELOD

1. Y Cyngorydd W.T. Evans [Is-Gadeirydd]
2. Y Cyngorydd D. Price

GRWP LLAFUR 2 AELOD

1. Y Cyngorydd T. Davies [Cadeirydd]
2. Y Cyngorydd J.D. James

GRWP ANNIBYNNOL 1 AELOD

1. Y Cyngorydd H.B. Shepardson

AGENDA

1. YMDDIHEURIADAU AM ABSENOLDEB
2. DATGANIADAU O FUDDIANNAU PERSONOL.
3. LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIUYD AR 27AIN TACHWEDD, 2015. 5 - 8
4. CYNLLUN DATBLYGU'R AELODAU 2015/16 - DIWEDDARIAD 9 - 16
5. ETHOLIADAU LLYWODRAETH LEOL 2017 - CYNIGION AR GYFER SEFYDLU AELODAU 17 - 24
6. ADRODDIAD BLYNYDDOL PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL (IRPW), (CHWEFROR, 2016) 25 - 38
7. ADRODDIADAU BLYNYDDOL CYNGHORWYR 39 - 44
8. SWYDDFA ARCHWILIO CYMRU - ADRODDIAD ASESIAID CORFFORAETHOL 2015 45 - 50

Mae'r dudalen hon yn wag yn fwriadol

Dydd Gwener, 27 Tachwedd 2015

YN BRESENNOL: Y Cynghorydd T. Davies (Cadeirydd)

Y Cynghorwyr:

S.M. Allen (yn lle H.B. Shepardson), W.T. Evans, J.D. James a/ac D. Price

Yr oedd y swyddogion canlynol yn gwasanaethu yn y cyfarfod:

L.R. Jones, Pennaeth Gweinyddiaeth a'r Gyfraith
G. Morgan, Pennaeth y Gwasanaethau Democrataidd;
M Edwards, Ymgynghorydd Datblygu Corfforaethol;
M.S. Davies, Swyddog Gwasanaethau Democrataidd.

Siambwr, Neuadd y Sir, Caerfyrddin - 10.00 - 11.00 am

1. YMDDIHEURIADAU AM ABSENOLDEB

Cafwyd ymddiheuriad am absenoldeb gan y Cynghorydd H.B. Shepardson.

2. DATGANIADAU O FUDDIANNAU PERSONOL.

Ni chafwyd dim datganiadau o fuddiant personol.

3. LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWDYD AR 27AIN EBRILL, 2015.

PENDERFYNWYD YN UNFRYDOL lofnodi cofnodion cyfarfod y Pwyllgor oedd wedi ei gynnal ar 27^{ain} Ebrill 2015 gan eu bod yn gywir.

4. RHAGLENNI DATBLYGU AELODAU 2015.

Rhoddodd y Pwyllgor ystyriaeth i'r fersiwn drafft o Gynllun Datblygu'r Aelodau ar gyfer 2015/16 a oedd wedi ei lunio'n unol ag Adran 7A o'r Mesur Llywodraeth Leol, ac a oedd yn rhestru'r cyfleoedd datblygu arfaethedig fyddai ar gael i'r holl aelodau. Gan ymateb i gwestiwn dywedwyd y byddai'r sesiwn Ymwybyddiaeth o Dementia, a oedd wedi ei ohirio, yn cael ei gynnal yn nes ymlaen.

Dywedwyd nad oedd holl Arweinwyr y Grwpiau wedi trefnu cyfarfodydd un ag un â'u haelodau hyd yn hyn. Cytunodd y Pennaeth Gweinyddiaeth a'r Gyfraith i fynd ar drywydd y mater yn y cyfarfod nesaf gydag Arweinwyr y Grwpiau a'u Dirprwyon. Awgrymodd y Cadeirydd fod angen rhoi blaenoriaeth hefyd i fater 'Modelau darparu eraill ar gyfer Awdurdodau Lleol' yn enwedig yng ngoleuni'r trafodaethau gyda chynghorau cymuned ynghylch trosglwyddo asedau.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r Cynllun ac atgoffa Arweinwyr y Grwpiau fod angen cynnal cyfarfodydd un ag un â'u haelodau er mwyn cael gwybod beth yw eu hanghenion o ran hyfforddiant.

5. PANEL ANNIBYNNOL CYMRU AR GYDNABYDDIAETH ARIANNOL - ADRODDIAD BLYNYDDOL DRAFFT 2016/17.

Bu'r Pwyllgor yn ystyried Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol (Chwefror 2016) a oedd yn cynnwys nifer o benderfyniadau ac argymhellion yr oedd yn ofynnol i'r Cyngor ystyried eu cynnwys

yn ei Gynllun Lwfansau Aelodau Cyfetholedig a Chynghorwyr, 2016/17. Yr oedd hi'n ofynnol anfon y fersiwn drafft o'r adroddiad blynyddol at y Cyngor Sir ac yr oedd yn rhaid i sylwadau gael eu cyflwyno erbyn 30^{ain} Tachwedd 2015. Yr oedd hi'n ofynnol i Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol roi ystyriaeth i'r sylwadau a gawsai ar y fersiwn drafft cyn cyhoeddi fersiwn terfynol yr adroddiad ym mis Chwefror 2016.

Er bod y cyflog sylfaenol yn aros yr un fath sef £13,300, yr oedd Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol wedi gwneud nifer o benderfyniadau newydd ar gyfer 2016/17. Y mwyaf nodedig o'r rhain oedd bod newidiadau sylweddol i gyflogau rhai uwch-aelodau, fel yr oeddid wedi manylu ar hynny yn yr adroddiad. Mynegodd aelodau eu pryderon ynghylch a oedd hi'n angenrheidiol ac yn ddymunol, hanner ffordd drwy'r tymor etholiadol presennol, gyflwyno system dwy haen o gyflogau ar gyfer Aelodau Byrddau Gweithredol a fyddai'n golygu bod yn rhaid gwahaniaethu rhwng y portffolios.

PENDERFYNWYD YN UNFRYDOL ganiatáu i'r Cadeirydd gyflwyno ymateb ar ran y Pwyllgor i Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol gan roi sylw i'r pryder a leisiwyd.

6. SWYDDOGAETH GRAFFU CYNGOR SIR GAERYRDDIN - ADRODDIAD BLYNYDDOL 2014/15.

Yn rhinwedd bod yn Gadeirydd Fforwm Cadeiryddion ac Is-gadeiryddion y Pwyllgorau Craffu ac yn rhinwedd bod yn Hyrwyddwr Craffu y Cyngor, cyflwynodd y Cynghorydd D.W.H. Richards 'Adroddiad Blynyddol 2014/15 Cyngor Sir Caerfyrddin ynghylch ei Swyddogaeth Graffu', a diolchodd i'r holl aelodau a swyddogion am eu cyfraniad.

Diolchodd y Cadeirydd i'r Cynghorydd Richards am ei Adroddiad, a dywedodd fod y swyddogaeth graffu wedi ei datblygu'n sylweddol dros yr ychydig flynyddoedd diwethaf a'i bod bellach yn fwy grymus ac effeithiol.

Mynegwyd barn ynghylch hyn gan ddweud er bod craffu ar bolisi yn effeithiol, nid oedd craffu ar benderfyniadau'r Bwrdd Gweithredol mor effeithiol, ac felly bod angen i'r trefniadau craffu o ran ei Flaenraglen Waith fod yn fwy hwylus. Atgoffwyd yr aelodau gan y Cadeirydd am y newidiadau cadarnhaol diweddar i Gyfansoddiad y Cyngor o ran Cwestiynau gan yr Aelodau a chan y Cyhoedd, er ei fod yn cydnabod nad oedd rhyw lawer o'r cyhoedd wedi manteisio ar y cyfle hwnnw hyd yn hyn a bod angen rhoi rhagor o gyhoedduswydd i'r ddarpariaeth.

Mynegwyd pryder ynghylch bod gormod o eitemau weithiau ar yr agenda yn y cyfarfodydd craffu gan olygu nad oedd digon o amser ar gael i drafod materion pwysig.

PENDERFYNWYD YN UNFRYDOL

6.1 bod yr adroddiad yn cael ei dderbyn;

6.2 bod y ddarpariaeth sy'n galluogi'r cyhoedd i ofyn cwestiynau i'r Cyngor yn cael rhagor o gyhoedduswydd;

6.3 cryfhau'r cysylltiad rhwng Blaenraglen Waith y Bwrdd Gweithredol a'r

swyddogaeth graffu;

6.4 ystyried y materion sydd i'w trafod a'r amser sydd ar gael ar gyfer y materion hynny wrth lunio agendâu'r Pwyllgorau Craffu.

7. **ADRODDIAD HANNER FLWYDDYN Y GWASANAETH DEMOCRATAIDD - 1AF MAI TAN 23AIN TACHWEDD, 2015.**

Bu'r Pwyllgor yn ystyried yr adroddiad uchod a oedd yn manylu ar adnoddau staffio'r Gwasanaethau Democrataidd ac yn rhoi crynodeb o'r amrywiaeth o ddyletswyddau a gwasanaethau a ddarperid i'r aelodau etholedig dros y 6 mis diwethaf. Cyfeiriwyd yn benodol at roi Modern.gov ar waith gyda golwg ar ddefnyddio llai o bapur ac ar sicrhau bod modd cael gwybodaeth yn haws ac yn gynt. Estynnwyd gwahoddiad i'r aelodau roi gwybod i'r swyddogion os oeddynt yn fodlon peidio â chael copïau papur o agendâu.

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad.

CADEIRYDD

DYDDIAD

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD
17EG MAWRTH 2016**

Cynllun Datblygu'r Aelodau 2015/16 - Diweddariad

Pwrpas Rhoi diweddariad i'r pwyllgor ynghylch y cynnydd yng nghyswllt y rhaglenni datblygu arfaethedig a gynhwyswyd.

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

Unrhyw sylwadau ychwanegol gan y pwyllgor yng nghyswllt y cynllun neu'r rhaglenni arfaethedig

Cael barn y Pwyllgor ynghylch datblygu a darparu hyfforddiant i helpu Aelodau i ddeall eu rolau a'u cyfrifoldebau ac adnewyddu'r hyfforddiant hwn wrth i Aelodau symud rhwng rolau.

Y Rhesymau:

Rhoi diweddariad i'r pwyllgor a gwahodd unrhyw sylwadau ychwanegol

**Ymgynghorwyd â'r Pwyllgor Craffu perthnasol: Amherthnasol
Angen i'r Bwrdd Gweithredol wneud penderfyniad NAG OES
Angen i'r Cyngor wneud penderfyniad: NAG OES**

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd Mair Stephens
Pencampwr Datblygu Aelodau a'r Cynghorydd Terry Davies – Cadeirydd y Pwyllgor Gwasanaethau
Democrataidd.

| | | |
|--|--|---|
| <p>Y Gyfarwyddiaeth: Prif Weithredwr</p> <p>Enw Pennaeth y Gwasanaeth: Paul Thomas</p> <p>Awdur yr Adroddiad Marie Edwards.</p> | <p>Swyddi Prif Weithredwr Cynorthwyol</p> <p>Ymgynghorydd Datblygu Corfforaethol</p> | <p>Rhif Ffon. 01267 246172</p> <p>Cyfeiriad Epost. marieedwards@carmarthenshire.gov.uk</p> |
|--|--|---|

EXECUTIVE SUMMARY
Democratic Services Committee
17/03/2016

Consultation on Member Development Plan

This report provides an update on the progress of the agreed Member Development Plan 2015/16 including additional programmes added recently due to member requests.

Group Leaders and Deputies have been reminded of their role in identifying the development needs of their party members. Any additional needs arising from this will form the basis of next year's plan or, if deemed urgent, be added to the current plan.

The Wales Audit Office Corporate Assessment report published in January 2016 included the following suggested areas for improvement, in terms of Member Development:-

- Develop and deliver training to help Members understand their roles and responsibilities and refresh this training delivery as Members move between roles.

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: **Paul Thomas** **Assistant Chief Executive**

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

CONSULTATIONS

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

Signed: **Paul 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 |
|-------------------------|-----------------|---|
| Member Development Plan | To be completed | Block 14, Parc Dewi Sant |

Mae'r dudalen hon yn wag yn fwriadol

Draft Member Development Plan 2015/16
Report to DSC 17/03/16

This report outlines the proposed development opportunities to be made available to all members during the period Sept 2015 – July 2016 and beyond where appropriate.

Context

The Local Government Measure 2011 [Section 7A] highlights the responsibility of Local Authorities to provide reasonable development opportunities to its members. CCC'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 2015/16.

Proposed development areas:

The topics listed below have been derived from a variety of sources including meetings with scrutiny committees, DSC, Group Leaders & Deputy Leaders, their one-to-one Individual Learning Plan [ILP] sessions with members 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. Also it does not include Scrutiny specific sessions at this time****

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 & locations of sessions are to be confirmed. Sessions will be delivered internally wherever possible to minimise costs.

| Topic | Lead Officer | Date [if known] | How was the need identified? |
|--|---|---|---|
| Dementia Awareness | Rhian Dawson/ Catherine Poulter | Oct 2 nd [Postponed] | Request from Scrutiny Committee |
| MEP Biennial Review | Gareth Morgans / Rob Sully | 5 th Oct 2015 | Consultation with HoS |
| MEP | Gareth Morgans | | Consultation with HoS |
| ALN Reform | Gareth Morgans | | Consultation with HoS |
| Curriculum Review / Donaldson | Aeron Rees | Sept / Oct 2016 | Consultation with HoS |
| ERW & Carmarthenshire Schools Categorisation & Performance | Gareth Morgans / Alan Walters / Andi Morgan | | Request from Scrutiny Committee |
| Looked After Children | Stefan Smith | | Consultation with HoS |
| Safeguarding | Stefan Smith | | WAO Safeguarding Report & Consultation with HoS |
| Deprivation of Liberty [DoLs] | Anthony Maynard / Mark Evans | | Request from Scrutiny Committee |
| Charges for Non-Residential Social Services for Adults | Jake Morgan / Rhian Dawson / Lyn Walters | Autumn 2016 [To reflect changes following new Act in April] | Request from Scrutiny Committee |
| Whistle Blowing | Robert Edgecombe | 28 th April | WAO Safeguarding Report P&R Scrutiny [11/6/15] |
| Risk Management | Phil Sexton [TBC] | | WAO Safeguarding Report |
| Wales Transport Strategy Local Transport Plan Leaner Travel Measure Active Travel Act Traffic Regulation Orders | Steve Pilliner | | Consultation with HoS |
| Progress on EU External funding | Helen Morgan | | Consultation with HoS |
| 'The Customer Interface with the Council' | Penelope Graepel / Deina Hockenhull | | Consultation with HoS |
| Overview of Corporate Websites [E.g. CCC website / i-local / Council File plan] | Deina Hockenhull / ICT [TBC] | | Consultation with HoS & Member request |
| Social Media: Building on existing awareness for safe and effective use Technical skills to make the most of options available | Deina Hockenhull / ICT [TBC] | | Consultation with HoS & Member Request |
| Chairing Skills [General] | Learning & Development | | Member request |
| Making Fair Recruitment Decisions | Rebecca Jones | 24 th February 2016 | Member request |

| | | | |
|--|------------------|--|------------------------------------|
| IT Skills: Making effective use of Email / Calendar. MS Office software e.g Word / Excel. | ICT [TBC] | 1-1 support provided as and when required. | Member request |
| Using Smartphones: Making best use of your device. | ICT [TBC] | | Member request |
| Academi Wales Leadership Programme | *External* | Nov – March 2015 | Promoted by WLGA |
| Gypsy and Traveller – Elected Member Responsibilities [Joint session with Pembs & Ceredigion] | *External* | Dec 4 th 2015. | Promoted by WG |
| Alternative Delivery Models for Local Authorities | Ian Jones / TBC | | HoS / Member Request |
| Employment Law Update | HR / Alison Wood | | Consultation with HoS |
| Additional | | | |
| Corporate Manslaughter [Awareness Raising] | Eddie Cummings | April [TBC] | Request from Scrutiny Committee |

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR Y GWASANAETHAU
DEMOCRATAIDD
17^{eg} Mawrth 2016**

**Etholiadau Llywodraeth Leol 2017 - Cynigion ar gyfer
Sefydlu Aelodau.**

Yr argymhellion / penderfyniadau allweddol sydd eu hangen

Ystyried cynigion ar gyfer sefydlu cynghorwyr newydd a chynghorwyr sydd wedi eu hailethol yn 2017 a chyflwyno sylwadau ar y cynigion hyn.

Y Rhesymau:

Yn draddodiadol mae Awdurdodau Lleol a Chymdeithas Llywodraeth Leol Cymru wedi cydweithio i gynllunio a chefnogi gweithgareddau sefydlu ar gyfer aelodau newydd yng Nghymru yn dilyn etholiadau lleol. Yn sgil trafodaethau â Phenaethiaid a Chadeiryddion Gwasanaethau Democrataidd mewn cyfarfodydd rhwydwaith Gwasanaethau Aelodau yn ddiweddar, cynigir y ddogfen drafod hon i'w hystyried yn ehangach er mwyn llywio cydweithio a rhannu adnoddau.

Ymgynghorwyd â'r Pwyllgor Craffu - Amherthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad OES

**YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- AMH – Y
Cynghorydd Terry Davies, Cadeirydd Pwyllgor y Gwasanaethau Democrataidd.**

Y Gyfarwyddiaeth

Enw Pennaeth y
Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Gaynor Morgan

Swyddi:

Pennaeth Gweinyddiaeth a'r
Gyfraith

Pennaeth y Gwasanaethau
Democrataidd

Rhifau ffôn 01267 224028

Cyfeiriadau e-bost:

GMorgan@sirgar.gov.uk

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
17TH MARCH 2016

**2017 Local Government Elections – Proposals for
Member Induction.**

The purpose of this report is to obtain the Committee's views on Member Induction programmes for both new and returning elected members following the Local Government Elections in 2017.

The All Wales Member Services Officer Network which is supported by the WLGA discussed at its last meeting a generic approach to Member Induction Programmes across Wales. It was noted that Local Authorities and the Welsh Local Government Association had traditionally worked together to plan and support induction activities for new members in Wales following local elections and it was agreed that the WLGA would produce an induction curriculum which could be coordinated across authorities to save time and money.

The WLGA has produced the attached Induction Consultation document and the Committee's views will be used primarily to identify induction resources and activities and to secure materials and providers where these do not already exist. Consultation responses will also be used to inform the MSO Network's discussions with relevant divisions in the WG and other potential providers of member support and development and Welsh Government's considerations about mandatory training for councillors

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 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:

THERE ARE NONE

Induction for New Members in 2017

Local Authorities and the Welsh Local Government Association have traditionally worked together to plan and support induction activities for new members in Wales following local elections. The 2017 elections will bring fresh challenges for members and authorities and a new approach may be required. Following discussions with Heads and Chairs of Democratic Services at recent network meetings, this discussion document is offered for wider consideration, to inform joint working and the sharing of resources. It will also inform discussions with the Welsh Government.

Induction in 2017 will require a different approach to that taken previously because:

1. The changing face of local government is likely to mean that the expectations placed on members has grown and will continue to increase. New and returning members will require information on changes in legislation such as the Well-Being of Future Generations Act, the Planning Act and the Social Services and Well-Being Act. The Draft Local Government (Wales) Bill (if it becomes law) will require fundamental changes to the role of members and committee structures over and above the reorganisation of local government. The nature of council service delivery and councillor casework is also changing rapidly to meet the needs of communities as a result of welfare reform, immigration, population growth and an aging population.
2. Reduced staff and budgets mean that there are fewer resources both locally and nationally to support the induction of new and returning members. There will also inevitably be fewer opportunities for authorities to use outside providers for councillor development and authority officers may have less time to provide sessions themselves.
3. There is greater potential to deliver learning to members digitally. Members are more IT literate and digitally engaged than previously and the new intake are likely to be used to learning and communicating online. There is now free access to the Local Government All Wales Academy for e-learning for members.
4. The Draft Local Government (Wales) Bill may require that each authority should decide which aspects of councillor development is mandatory. Some authorities already make provision for this in their constitutions. A general agreement on what should be considered mandatory development would help councils work together to provide it.
5. Other partners may be available to help in councillor development for example, Academi Wales (WG) who sponsor the Leadership Academy and the Fairer Futures division in the WG (who have delivered the recent regional equalities training).

The Network believes that the induction process can be streamlined, shared and supported by the WLGA and other partners.

Members have told us the following about induction in previous years:

- Delivering too much information too soon (or even over the first 6 months) is not always helpful for members.
- Members appreciate receiving some learning activities face to face. This usually includes committee briefings, scrutiny questioning, chairing, media skills.
- Members appreciate opportunities to see council and community offices, venues, locations and meet both senior and frontline officers.
- Members sometimes find general presentations from service directors too detailed and not delivered at the right time.
- Members value information on how to contact relevant officers and what they do.
- Induction works best when it is coordinated and the content decided by one team in discussion with all service areas, rather than different services being given space in a programme which leads to an imbalance in information.
- Members enjoy regional induction activities as opportunities to hear about approaches in different authorities.
- Induction workshop materials developed by the WLGA and authorities in previous years were used in some cases by some authorities but not universally.
- New Cabinets may also need support in understanding their roles.
- Buddying of new councillors with officers/ members can be helpful for the first few days.
- Mentoring of new members is useful but often takes place informally. Mentors require training in mentoring skills.
- Dates for induction need to be provided to candidates as soon as notice of their candidature is received.

Some possible ways forward:

- A 'curriculum' for induction might be useful to share and agree among authorities as a first stage. This should dovetail with role descriptions and the *Wales Councillor Development Framework* and most importantly be agreed by current members as useful. Some initial ideas are contained in the example induction programme below.
- An agreement on which aspects of councillor development should be mandatory. Although the Local Government Wales Bill suggests that each local authority would decide which training for councillors should be mandatory, a shared agreement across Wales would strengthen arrangements and facilitate resource sharing. The Welsh Government have agreed that they would welcome suggestions from the Network about what training should be recommended as mandatory if this becomes law. Initial suggestions are:

For all councillors

- Code of Conduct and Ethics
- Constitutional matters including meeting participation Standing Orders etc.
- Introduction to Equalities
- Safeguarding
- Data Management and Freedom of Information
- Corporate Parenting
- Finance including budgeting and treasury management

For specific committee members

- Planning for Planning Committee members
- Standards for Standards Committee members
- Licencing for Licencing committee members
- Audit for Audit committee members
- Appointments for appointment committees
- Scrutiny for Scrutiny Members

For Chairs

- Meeting management skills for all chairs and vice chairs
 - Effective scrutiny chairing for scrutiny chairs and vice chairs
-
- Market place style induction days as used in some authorities in 2012 might be a good alternative to the traditional programmed first induction day.
 - Efforts should be put into making members more able to learn independently, having access to information and skills as and when needed rather than as part of a formal suite of induction workshops. Mandatory sessions and those best delivered face to face would be programmed but everything else could be available as e learning (with monitoring of courses undertaken). Induction to ICT, access to member's portals, and help with accessing e learning therefore becomes more of a priority in the programme.
 - Regional shared sessions. Working with partners such as WLGA and Welsh Government.
 - Scheduling of personal development reviews for new councillors following induction so that ongoing training can be decided and prioritised.

An example local authority induction programme

Day One (Compulsory)

- Signing the Declaration of Office and Code of conduct
- Tour of council offices/ facilities
- Given new councillor pack which includes all contacts, councillor's guide (either in print or via link to the members portal)
- Welcome from the Chief Executive
- Presentation. How the council works just an overview of corporate governance not each service.
- Explanation of the induction process

Week One

Market place and induction essentials 10.00 – 8.00. Open all day but councillors can 'dip in and out' within the expectation that they will attend a mandatory ethics and standards session. Food provided 12.30 – 13.30 for everyone to encourage more discussions.

| Room 1 | Room 2 | Room 3 |
|---|--|---|
| <p>Market Place Each of the major service areas/initiatives has a stand with senior and operational staff ready to explain what they do and issues of the day. Members circulate throughout the day and evening.</p> | <p>Mandatory Ethics and Standards/Code of Conduct training by Monitoring Officer. Members attend one session. 10.00 – 12.00 2.00 4.00 6.00 – 8.00</p> | <p>ICT equipment and induction. By officers from the ICT team. Members are booked onto one to one sessions 40 mins each. Given equipment, access to networks and member portal, and e learning packages. Instructions given as required.</p> |

Mandatory Committee training (see list above) will take place prior to first meeting of relevant Committee.

E-Learning will be available from Day One accessed when required. (See modules for members and other on All Wales Academy previously distributed)

First 6 months - remaining mandatory training in face to face workshops (see above)

Second 6 months - Remaining induction requirements (not mandatory) such as:

- Community Leadership and Casework
- New Cabinet development if required
- Further policy, service and legislative requirements for each committee

April 2018 Personal Development Review to identify further development needs.

Additional materials provided by the WLGA include a Candidates guide which will be ready April 2016 on the WLGA Website. Candidates can be referred to this stand alone resource and authorities can also customise for their own websites and for hard copy distribution.

A New Councillors Guide, produced in the same way will be available in December 2016.

Views from each authority on the possible ways forward are invited from Democratic Services Committees and other officers and members responsible for councillor support and development.

When all authorities have had an opportunity to consider the suitability of the approach, the Network and the WLGA will ensure that priority resources are made available where they do not already exist.

PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD
17^{EG} MAWRTH 2016

**ADRODDIAD BLYNYDDOL PANEL ANNIBYNNOL CYMRU
AR GYDNABYDDIAETH ARIANNOL (IRPW), (CHWEFROR,
2016)**

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

Gofynnir i Bwyllgor y Gwasanaethau Democrataidd:

1. nodi bod yr IRPW wedi penderfynu mai'r cyflog sylfaenol ar gyfer aelodau etholedig prif awdurdodau lleol yn 2016/17 fydd £13,300 o hyd.
2. cyflwyno sylwadau ar lefel uwch gyflog y mae'r Awdurdod yn dymuno ei dalu i Aelodau'r Bwrdd Gweithredol yn 2016/17 gan gofio'r strwythur gweithredol a'r cyfrifoldebau sy'n berthnasol i bob swydd benodol.
3. ystyried lefel uwch gyflog y mae'r Awdurdod yn dymuno ei dalu i a Chadeiryddion Pwyllgorau yn 2016/17 gan gofio'r cyfrifoldebau sy'n berthnasol i bob swydd benodol.
4. ystyried lefel y cyflog dinesig y mae'n dymuno ei dalu i Gadeirydd ac Is-gadeirydd y Cyngor yn 2016/17 gan gofio'r cyfrifoldebau a'r llwyth gwaith a ragwelir.
5. ystyried y cyfraddau ad-dalu costau cynhaliath ar gyfer 2016/17 a phenderfynu a yw'n dymuno parhau â'r arfer presennol sef bod unrhyw lety dros nos i'r aelodau'n cael ei drefnu drwy'r Uned Gwasanaethau Democrataidd;
6. ystyried a yw'n dymuno parhau â'r arfer presennol o nodi'r trefniadau ar gyfer Cyd-bwyllgorau Trosolwg a Chraffu ag awdurdodau eraill a chynnwys y Pwyllgorau hyn yng nghynllun y Cyngor pe bai'r Cyngor yn penderfynu sefydlu Cyd-bwyllgorau yn ystod Blwyddyn y Cyngor 2016/17 a thalu cyflog
7. ystyried a ddylai'r ffioedd a delir i'r Aelodau Cyfetholedig aros ar y lefel bresennol ar gyfer 2016/17 sef 10 diwrnod llawn (neu 20 hanner diwrnod) o gyfarfodydd y flwyddyn.
8. derbyn gweddill argymhellion a phenderfyniadau Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol ar gyfer 2016 a'u cynnwys yng Nghynllun presennol Lwfansau'r Cynghorwyr a'r Aelodau Cyfetholedig 2016/17

Y RHESYMAU:

Roedd Rheoliadau Awdurdodau Lleol (Lwfansau i Aelodau) (Cymru) 2007 yn darparu ar gyfer sefydlu Panel Annibynnol Cymru ar Gynabyddiaeth Ariannol (IRPW) i adolygu lwfansau cynghorwyr 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 argymell uchafsymiau'r lwfansau y gellid eu talu.

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

Yr Aelod o'r Bwrdd Gweithredol sy'n Gyfrifol am y Portffolio:- Y Cynghorydd Emllyn Dole (Arweinydd) Pam Palmer (Rheolwr Busnes) a'r Cynghorydd David Jenkins (Adnoddau)

Y Gyfarwyddiaeth

Enw Pennaeth y Gwasanaeth:
Linda Rees-Jones

Awdur yr Adroddiad:
Gaynor Morgan

Y Prif Weithredwr

Swyddi:
Pennaeth Gweinyddiaeth a'r Gyfraith

Pennaeth y Gwasanaethau Democrataidd

Rhifau ffôn

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Cyfeiriadau e-bost:

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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
17TH MARCH 2016

**INDEPENDENT REMUNERATION IRPW FOR WALES (IRPW) ANNUAL
REPORT (FEBRUARY, 2016)**

The IRPW published its Annual Report in February, 2016 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 2016/17.

The Local Government (Wales) Act 2015, has extended the Panel's remit to include changes to the salaries of chief officers of authorities of principal councils. This part of the Act was effective from the end of January 2016.

In setting the level of salaries and allowances for 2016/17 the IRPW has decided that there will be no increase in remuneration given the continuing constraints on local government spending. It has however introduced two salary levels for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority can take account of the differences in responsibilities that may be attached to specific posts. It is at the discretion of each council which salary level is paid according to local circumstances, however the Panel considers that in many instances there are differences in the responsibilities attached to portfolios of executive members and Committee Chairs and this should be reflected in the level of salary paid. The Panel will examine the extent that this flexible approach has been used when they monitor the schedules of remuneration in the autumn.

The attached report seeks the Committee's views on payments to Executive Members, Chairs of Committees, 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 2016/17 Municipal Year.

The recommendations of the Democratic Services Committee will be considered by the Council at its meeting held on the 11th May 2016.

A full copy of the IRPW's Annual Report (February, 2016) can be viewed on the IRPW's website :

<http://gov.wales/irpwsb/home/publication/2016-17/irp-annual-report-2016-17/?skip=1&lang=en>

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, 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 2016/17.

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 2015) | AD030-001 | Democratic Services Unit, Chief Executives Department, County Hall, Carmarthen The Independent Remuneration IRPW for Wales website: http://gov.wales/docs/dsjlg/publications/160217-irp-annual-report-16-17-cy.pdf |

Mae'r dudalen hon yn wag yn fwriadol

REPORT OF THE HEAD OF ADMINISTRATION AND LAW

DEMOCRATIC SERVICES COMMITTEE

17TH MARCH 2016

**INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL
REPORT (FEBRUARY, 2016)**

The Independent Remuneration Panel for Wales (IRPW) published its Annual Report in February 2016 and the Panel's determinations are as follows:

1. Councillors' Basic Salary

Basic salary in 2016/17 for elected members of principal local authorities shall remain at £13,300.

2. Senior Salaries for 2016/17

The limit on the number of senior salaries payable ('the cap') will remain in place. In 2016/17 the maximum number of senior salaries payable within each principal authority will not be altered.

The Senior salary levels in 2016/17 for members of principal councils shall remain unchanged. However the IRPW has introduced two salary levels for Executive Members (except Leaders and Deputy Leaders) and for Chairs of committees so that each local authority can take account of the differences in responsibilities that may be attached to specific posts:-

Senior Salary

Band 1

| | |
|---------------|--|
| Leader (1) | £48,000 |
| Deputy Leader | £33,500 (£31,250 each, where 2 x Deputy leaders) |

Band 2 Senior Salaries x 7

| | |
|--------------------------|--------------|
| Executive Member Level 1 | £29,000 p.a. |
| Executive Member Level 2 | £26,100 p.a. |

Band 3 Senior Salaries x 7

| | | |
|-----------------------------------|---------|--------------|
| Committee Chairs (if remunerated) | Level 1 | £22,000 p.a |
| | Level 2 | £20,000 p.a. |
| Presiding Member * | Level 2 | £20,000 p.a. |

*(The Council decided at its meeting held on 8th January, 2014 that it would not proceed with the appointment of a Presiding Member. The appropriate level would be £22,000 p.a.)

Each Executive Member and Committee Chair can be paid at either of the two senior salary levels.

THE COMMITTEE IS ASKED TO CONSIDER THE OPTIONS AVAILABLE TO THE AUTHORITY IN RELATION TO THE PAYMENT OF SENIOR SALARIES FOR 2016/17 BEARING IN MIND THE EXECUTIVE STRUCTURE AND RESPONSIBILITIES ATTACHED TO EACH SPECIFIC POST.

Band 4 Senior Salaries

| | |
|--|--------------|
| Leader of the largest opposition group (1) | £22,000 p.a. |
|--|--------------|

Band 5 Senior Salaries

| | |
|---|---|
| Leader of other political groups (if remunerated) | None (Appropriate level £17,000 p.a) |
|---|---|

(All the above Senior Salaries are inclusive of Basic Salary)

3. Civic Salaries

The IRPW remains of the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility rather than population. It has set three levels of civic salary which can be paid by any authority according to local factors for each of these roles. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.

| Level of remuneration to be paid 2016/17 (unchanged) | Civic Head (Chair of Council) | Deputy Civic Head (Vice Chair of Council) |
|---|--------------------------------------|--|
| a) | £24,000 p.a. | £18,000 p.a. |
| b) | £21,500 p.a. | £16,000 p.a. |
| c) | £19,000 p.a. | £14,000 p.a. |

(The above levels of Civic Salaries are inclusive of basic salary of £13,300 p.a. and are not included within the cap for the payment of senior salaries)

Council adopted Option b) in relation to the payment of Civic Salaries to the Chair and Vice Chair of Council for 2015/16

| | |
|-----------------------|--------------|
| Chair of the Council | £21,500 p.a. |
| Vice Chair of Council | £16,000 p.a. |

THE COMMITTEE IS ASKED TO CONSIDER THE LEVEL OF CIVIC SALARY IT WISHES TO PAY BOTH POSITIONS FOR 2016/17 TAKING INTO ACCOUNT THE ANTICIPATED WORKLOADS AND RESPONSIBILITIES.

4. Travel Allowances

There is no change to the mileage rates for 2016/17 that Councillors and Co-opted Members are entitled to claim.

5. Subsistence Allowance

There is no change to the level of day allowance (£28.00) for meals including breakfast where not provided in the overnight charge. IRPW state that it is not necessary to allocate the maximum daily rate between different meals as the allowance covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Council at its meeting held on the 14th May 2014 resolved that the current practice of allocating the maximum daily rate of £28.00 between different meals be discontinued, and that in future where accommodation provided included breakfast, a daily rate of £24.00 be applied i.e. the sum of £4.00 being deducted where breakfast was provided as part of overnight accommodation

The IRPW also recommends that the reimbursement of subsistence costs be paid up to the maximum rates set by Welsh Government.

The Authority currently pays overnight costs of up to £150 for London, £95 elsewhere and £25 for staying with friends and Family. The Welsh Government rates allow payment of up to £200 for London, £95 for elsewhere and £30 for staying with friend and family.

THE COMMITTEE IS ASKED TO CONSIDER THE RATES OF REIMBURSEMENT FOR SUBSISTENCE COSTS FOR 2016/17 AND WHETHER IT WISHES TO CONTINUE WITH THE CURRENT PRACICE OF ALL OVERNIGHT ACCOMODATION FOR MEMBERS BEING ARRANGED THROUGH THE COUNCIL'S DEMOCRATIC SERVICES UNIT.

6. Reimbursement of Care Costs

There is no change to the maximum level of reimbursement of care costs (£403.00 per month)

(IRPW reminds authorities that the reimbursement of costs of care allowance is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer or by their own requirements for personal care and assistance. The Panel urges authorities to promote this allowance and encourage greater take-up of this support to facilitate increased engagement amongst authority members.)

7. Entitlement to family absence.

Regulations relating to Family absence for elected members of Principal Councils were approved by the National Assembly for Wales in November 2013. The IRPW has determined that 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.

The Panel determined that when a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence. 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.

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. When an authority 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. The schedule of remuneration must be amended to reflect the implication of the family absence.

8. Supporting the work of Elected Members

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

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.

The Authority already complies with the recommendation of the Panel in respect of telephone and email/electronic facilities.

9. Joint Overview and Scrutiny Committees (JOSC)

At present the authority has not established any Joint Overview Scrutiny Committees with other authorities. Council at its meeting held on the 13th May 2015 agreed that the level of payments are included within the Council's Councillors' and Co-opted Members' Salaries and Allowances Scheme in the event that the Council should decide to establish JOSC's during 2015/16 and to pay a salary.

THE COMMITTEE IS ASKED TO CONSIDER WHETHER IT WISHES TO ADHERE TO ITS CURRENT PRACTICE FOR 2016/17.

10. Pension provision for Elected members of Principal Councils

There is no change to the Pension provision for elected members of principal councils.

11. Payments to Co-opted Members of the Council's Committees who have voting rights

There is no change to the level of fees and allowances payable to Co-opted Voting Members of the Council's Committees for 2016/17.

The Council at its meeting held on 13th May 2015 decided to retain the cap on the payment of Co-opted Members' Fees at 10 full day (or 20 half-day) meetings per annum and to review this decision annually.

THE COMMITTEE IS ASKED TO CONSIDER WHETHER IT WISHES TO MAINTAIN THE CAP ON THE PAYMENT OF DAILY FEES AT THE SAME LEVEL FOR THE 2016/17 MUNICIPAL YEAR

12. Specific or Additional Senior Salaries

The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority.

The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- a. The total number of senior salaries cannot exceed fifty percent¹² of the membership (this applies to principal councils; different restrictions will apply to national park authorities and fire and rescue authorities).
- b. Applications will have to be approved by the authority as a whole (this cannot be delegated).
- c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Any application for specific or additional salaries for developmental posts will have to be submitted to Full Council for determination.

13. Salaries of Heads of Paid Service

Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.

In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:

- a) If a principal council intends to change the salary of the head of paid service or chief officer, it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
- b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
- c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
- d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
- e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposalas long as these comply with any guidance issued by the Welsh Government

The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service.

It is important to note that the Panel will not decide the amount that an individual head of paid service will receive.

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR Y GWASANAETHAU
DEMOCRATAIDD
17^{eg} Mawrth 2016**

ADRODDIADAU BLYNYDDOL CYNGHORWYR

Yr argymhellion / penderfyniadau allweddol sydd eu hangen

Nodi bod 34 o'r Cyngorwyr wedi darparu Adroddiadau Blynyddol ar gyfer 2014-15.

Cymeradwyo canllawiau a thempled diwygiedig yr adroddiadau blynyddol ar gyfer 2015-16 ymlaen, fel y nodwyd yn Atodiad 1 o'r adroddiad.

Y Rhesymau:

O dan Fesur Llywodraeth Leol (Cymru) 2011 mae'n ofynnol i'r holl awdurdodau lleol drefnu i bob un sy'n aelod o'r Awdurdod lunio adroddiad blynyddol ynghylch gweithgareddau'r unigolyn fel aelod o'r Awdurdod yn ystod y flwyddyn y mae'r adroddiad yn berthnasol iddi.

Ymgynghorwyd â'r Pwyllgor Craffu - Amherthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- AMH – Y Cyngorydd Terry Davies Cadeirydd Pwyllgor y Gwasanaethau Democrataidd.

Y Gyfarwyddiaeth

Enw Pennaeth y
Gwasanaeth:

Linda Rees-Jones

Awdur yr Adroddiad:

Gaynor Morgan

Swyddi:

Pennaeth Gweinyddiaeth a'r
Gyfraith

Pennaeth y Gwasanaethau
Democrataidd

Rhifau ffôn 01267 224028

Cyfeiriadau e-bost:

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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
17TH MARCH 2016

COUNCILLORS' ANNUAL REPORTS 2014-15

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 2014-15 and to seek the Committee's approval for the draft guidance and Annual Report template for 2015-16 Annual Reports onwards.

All available Annual reports for 2014-15 are available on the Authority's website via the following link:-

<http://democracy.carmarthenshire.gov.wales/ecSDDisplay.aspx?NAME=SD203&ID=203&RPID=25030&sch=doc&cat=13194&path=13194>

or as part of the Individual Member web page (where available) under Council and Democracy "Your Councillor".

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>

Mae'r dudalen hon yn wag yn fwriadol

Carmarthenshire County Council Councillor's Annual Report 2015-2016

Guidance Notes

Section 5 of Part 1 of the Local Government (Wales) Measure 2011, requires County Councils to make arrangements for elected members to make an annual report about his/her activities as a member of the authority during the year to which the report relates. *(Members of the Executive Board are also required to make an annual report about his/her activities as a member of the Executive Board during the same period).* The authority is then required to publish all such annual reports.

The main purpose of annual reports is to provide your constituents with details of your key activities over the past year.

Whilst the local authority has a responsibility to provide the mechanism for annual reports to be published, the content is the responsibility of individual councillors. Therefore, the content should:

- be factual and non-political;
- be written in the past tense;
- adhere to the requirements of the Freedom of Information Act, the Data Protection Act and the Members' Code of Conduct;
- not name individuals, or enable individuals to be identified;
- not be interpreted as being critical of another member;

It is entirely the elected member's decision regarding how much information to include in each section. However, it is recommended that the report is kept to a **maximum of 2 A4 pages**.

All Councillors will be e-mailed a template for completion, with guidance on what should be included in each section.

Completed reports should be returned to the Democratic Services Unit (DSU) for proofing/checking. If there are any concerns regarding the content of the report, you will be contacted to discuss this.

The report will then be forwarded to the Translation Unit.

Once both Welsh and English versions are ready, they will be added to your page on the Council's website.

Carmarthenshire County Council Councillor's Annual Report 2015-2016

This annual report outlines the activities of the Councillor named below for the period May 2015 to May 2016 (the Council's Municipal Year). It is provided for the information of constituents, and for no other purpose. The views expressed in the report are those of the Councillor and do not necessarily reflect the views of Carmarthenshire County Council.

| | |
|-------------------------------|-------------------------------------|
| Councillor: Joe Bloggs | Electoral Division: Anywhere |
|-------------------------------|-------------------------------------|

Section 1: Role & Responsibilities

| Council Committees | Attendance Record | |
|---------------------------------------|--------------------------|------|
| County Council | 6 out of 12 | 50% |
| Planning Committee (Vice-Chair) | 10 out of 15 | 66% |
| Education & Children Scrutiny (Chair) | 12 out of 12 | 100% |

Section 2: Constituency Activities

Description of duties undertaken within the ward – including issues raised via the Councillor Enquiry system. Details of surgeries held. Any major initiatives or special projects associated with relating to their ward.

Section 3: School Governing Bodies

| List of School Governing Bodies | Attendance Record | |
|--|--------------------------|------|
| Anywhere CP School | 2 out of 4 | 50% |
| Anywhere High School | 4 out of 4 | 100% |

Section 4: Outside Body Representation

| List of outside bodies | Attendance Record | |
|-------------------------------|--------------------------|-----|
| Anywhere Organisation | 2 out of 4 | 50% |

Section 5: Learning & Development

Opportunity to list any courses/learning sessions attended and any personal development undertaken.

Section 6: Other Activities and Issues

Opportunity to list anything else constituents would be interested in.

| | |
|------------------------------|--------------|
| Signed by Councillor: | Date: |
|------------------------------|--------------|

17^{eg} Mawrth 2016

| | | |
|---|--|--|
| SWYDDFA ARCHWILIO CYMRU - ADRODDIAD ASESIAD CORFFORAETHOL 2015 | | |
| Yr argymhellion / penderfyniadau allweddol sydd eu hangen: | | |
| <ol style="list-style-type: none"> 1. Nodi cynnwys Adroddiad Asesiad Corfforaethol 2015 2. Ystyried a chymeradwyo Blaenraglen Waith y Pwyllgor am 2016-17. | | |
| Y Rhesymau: | | |
| <p>Yn 2013-14 dechreuodd Swyddfa Archwilio Cymru gyloch pedair blynedd o Asesiadau Corfforaethol ynghylch yr holl Awdurdodau yng Nghymru o dan Ddeddf Llywodraeth Leol (Cymru) 2009. Ym mis Hydref 2015 bu'n cynnal Asesiad Corfforaethol ynghylch Cyngor Sir Caerfyrddin.</p> | | |
| Angen ymgynghori â'r pwyllgor craffu perthnasol AMH | | |
| Angen i'r Bwrdd Gweithredol wneud penderfyniad | | Oes - 1 ^{af} Chwefror 2016 |
| Angen i'r Cyngor wneud penderfyniad | | Oes - 10 ^{fed} Chwefror 2016 |
| <p>YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd Ysgol Emlyn Dole.</p> <p>Y Cynghorydd Terry Davies, Cadeirydd Pwyllgor y Gwasanaethau Democritaidd a'r Cynghorydd Mair Stephens, Hyrwyddwr Datblygiad Aelodau. (Hyfforddiant i'r Aelodau)</p> | | |
| <p>Y Gyfarwyddiaeth Y Prif Weithredwr</p> <p>Enw Pennaeth y Gwasanaeth: Linda Rees-Jones</p> <p>Awdur yr Adroddiad: Gaynor Morgan</p> | <p>Swyddi:</p> <p>Pennaeth Gweinyddiaeth a'r Gyfraith</p> <p>Pennaeth y Gwasanaethau Democritaidd</p> | <p>Rhifau ffôn/ Cyfeiriadau e-bost:</p> <p>01267 224012 LRJones@sirgar.gov.uk</p> <p>01267 224026 GMorgan@sirgar.gov.uk</p> |

DEMOCRATIC SERVICES COMMITTEE

17TH MARCH 2016

SUBJECT

Wales Audit Office - Corporate Assessment Report 2015

BRIEF SUMMARY OF PURPOSE OF REPORT

Welsh Audit Office undertook the Corporate Assessment fieldwork in Carmarthenshire County Council during October 2015. The purpose of the Corporate Assessment is to provide a position statement of an authority's capacity and capability to deliver continuous improvement.

The Authority has been highly praised by the Welsh Audit Office for having a well established vision that is driven forward by a strong collective leadership from both Executive and Corporate Management Teams. A clear framework of well-aligned plans and strategies that translate high level outcomes the Council has agreed with partners into priorities for action has also been recognised ensuring a strong ethos of continuous improvement runs through everything the Council does.

The Democratic Services Committee is responsible for securing the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision and is also tasked with the promotion and support of good governance by the Council.

The Corporate Assessment report included the following suggested areas for improvement, in terms of Governance:-

- Develop forward work programmes to ensure that all appropriate committees have a published up to date programme owned by committee Members.
- Publish a register of delegated decisions.
- Develop and deliver training to help Members understand their roles and responsibilities and refresh this training delivery as Members move between roles.
- Review the remit of Audit Committee to make sure it is delivering what is expected of it.

A full copy of the Corporate Assessment can be viewed on the Wales Audit Office website:-

<http://www.audit.wales/publication/carmarthenshire-county-council-corporate-assessment-report-2015>

DETAILED REPORT ATTACHED ?

YES

DEMOCRATIC SERVICES FORWARD WORK PROGRAMME

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 and Law**

| | | | | | | |
|---|------------|-----------|-----------|------------------------|-----------------------|-----------------|
| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
| YES | YES | NO | NO | NO | NO | NO |

1. Policy, Crime & Disorder and Equalities

The Corporate Assessment assesses the Authority's governance arrangements throughout the organisation. The Authority will need to address the Proposals for Improvement made within the final published report.

In addition to the Proposals for Improvement, the report contains some other actions that may need to be addressed or formally discounted.

2. Legal

As part of the Local Government Wales (Measure) 2011 the Democratic Services Committee is responsible for securing the provision of reasonable training and development opportunities for Councillors promotion and support of good governance by the Council.

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**

Gaynor Morgan – Head of Democratic Services

1. Scrutiny Committee – N/A

2. Local Member(s) – N/A

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: THESE ARE DETAILED BELOW :-

| Title of Document | FileRefNo. | Locations that the papers are available for public inspection |
|---|------------|---|
| WAO Corporate Assessment Report 2015 Carmarthenshire County Council | | http://www.audit.wales/system/files/publications/Carmarthenshire_CA_English_2016.pdf |

Mae'r dudalen hon yn wag yn fwriadol

DRAFT FORWARD WORK PROGRAMME DEMOCRATIC SERVICES COMMITTEE 2016/17

| SUBJECT AREA AND BRIEF DESCRIPTION OF NATURE OF REPORT | Lead Department | Responsible Officer | Date to Democratic Services Committee |
|--|-------------------|--|---------------------------------------|
| ANNUAL AND SUPPLEMENTARY REPORTS OF THE INDEPENDENT REMUNERATION PANEL FOR WALES To consider the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc | Chief Executive's | Head of Democratic Services | MARCH 16 |
| COUNCILLORS' ANNUAL REPORTS - UPDATE | Chief Executive's | Head of Democratic Services | MARCH 2016 |
| MEMBER DEVELOPMENT PROGRAMME 2016/17 To further review the authority's programme for 2016/17 and identify the development needs of members. | Chief Executive's | Head of Democratic Services | MARCH 2016 |
| UPDATE ON DISCUSSION WITH GROUP LEADERS RE PERSONAL DEVELOPMENT REVIEWS | Chief Executive's | Corporate Learning & Development Advisor | JUNE 2016 |
| NATIONAL SURVEY FOR WALES 2014-15 YOUR LOCAL COUNCILLOR & THE COMMUNITY To consider the results of the National Survey for Wales ranked by local authority. | Chief Executive | Head of Democratic Services | JUNE 2016 |
| REVIEWING THE COUNCIL'S ON-LINE INFORMATION UNDER COUNCIL & DEMOCRACY To review the Council's website and the Council and Democracy Section in particular to ensure that the County's residents and service users are clear about the Council's decision making structure and the information that is available to them. | Chief Executive's | Head of Democratic Services | SEPT 2016 |



| SUBJECT AREA AND BRIEF DESCRIPTION OF NATURE OF REPORT | Lead Department | Responsible Officer | Date to Democratic Services Committee |
|--|-------------------|--|---------------------------------------|
| INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT To consider and comment on the draft report. | Chief Executive | Head of Democratic Services | Nov 2016 |
| RESOURCES TO DISCHARGE DEMOCRATIC SERVICES FUNCTIONS To review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions | Chief Executive's | Head of Democratic Services | NOV 2016 |
| UPDATE ON MEMBER DEVELOPMENT PROGRAMME | Chief Executive's | Corporate Learning & Development Advisor | NOV 2016 |
| CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION ANNUAL REPORT 2015/16 | Chief Executive | Head of Democratic Services | NOV 2016 |
| COUNTY COUNCIL ELECTIONS 2017 Discussion re Induction Training and revised Councillor Handbook | Chief Executive | Head of Democratic Services | NOV 2016 |
| MATTERS REFERRED FROM CRWG | Chief Executive's | Head of Democratic Services | AS REQUIRED |

