

To: Members of the Democratic
Services Committee

Date: 20 March 2023

Direct Dial: 01824 712589

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **DEMOCRATIC SERVICES COMMITTEE** to be held at **10.00 am** on **FRIDAY, 24 MARCH 2023** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND BY VIDEO CONFERENCE.**

Yours sincerely

G Williams
Monitoring Officer

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 APPOINTMENT OF A CHAIR FOR TODAY'S MEETING

To appoint a Chair to preside at today's meeting.

4 URGENT MATTERS

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

5 APPOINTMENT OF VICE CHAIR

To appoint a Vice-chair of the Democratic Services Committee for the 2022 – 23 municipal year, this appointment having been deferred at the last meeting of the Committee. The appointed Vice-chair to hold the post until the first meeting of the Committee in the 2023 – 2024 municipal year (on the 29 September 2023).

6 MINUTES (Pages 3 - 8)

To receive the minutes of the meeting of the Democratic Services Committee held on the 30 September 2022 (copy enclosed).

7 INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2023 - 2024 (Pages 9 - 34)

To consider a report by the Democratic Services Manager (copy enclosed) in respect of the Independent Remuneration Panel for Wales's decisions for 2023 – 2024 relating to payments to members and co-opted members.

8 RESOURCES FOR SCRUTINY (Pages 35 - 38)

To consider a report by the Democratic Services Manager (copy enclosed). The purpose of the report is to highlight the changes to the support arrangements for the Scrutiny function.

9 FORWARD WORK PROGRAMME (Pages 39 - 44)

To consider a report by the Democratic Services Manager on the Committee's the Forward Work Programme and associated issues (copy enclosed).

MEMBERSHIP

Councillors

Michelle Blakeley-Walker
Ellie Chard
Karen Edwards
Chris Evans
Hugh Evans
Justine Evans

Brian Jones
Delyth Jones
Diane King
Cheryl Williams
Elfed Williams

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DEMOCRATIC SERVICES COMMITTEE

Minutes of a meeting of the Democratic Services Committee held in County Hall, Ruthin and by video conference on Friday, 30 September 2022 at 10.00 am.

PRESENT

Councillors Karen Edwards, Hugh Evans, Justine Evans, Martyn Hogg and Cheryl Williams

ALSO PRESENT

Councillor Julie Matthews, Lead Member for Corporate Strategy, Policy and Equalities.

The Corporate Director: Governance and Business (GW), Democratic Services Manager (SP), and Committee Administrator / Meeting Host (RTJ).

1 APOLOGIES

Apologies for absence were submitted by Councillors Delyth Jones and Diane King.

2 APPOINTMENT OF A CHAIR FOR THE MEETING

The Committee considered the appointment of a member to chair today's meeting.

RESOLVED – that the Committee appoints Councillor Hugh Evans as Chair for today's meeting.

3 APPOINTMENT OF VICE CHAIR

RESOLVED – that the appointment of a Vice Chair for the Committee be deferred until after Council has appointed a Chair for the Democratic Services Committee.

4 DECLARATIONS OF INTEREST

No interests were declared.

5 URGENT ITEMS

There were no urgent items raised.

6 MINUTES

The minutes of the meeting of the Democratic Services Committee held on the 28th January 2022 were submitted.

Matters arising

Item 6, Role of Diversity Champion. The Corporate Director: Governance and Business, advised that a report on member champions would be considered by full Council.

RESOLVED – that the minutes of the Democratic Services Committee meeting held on the 28th January 2022 be confirmed as a correct record.

7 TIMING OF MEETINGS SURVEY 2022

The Democratic Services Manager (DSM) presented a report on a Timing of Meetings Survey 2022 (previously circulated). The DSM outlined the statutory requirements under the Local Government (Wales) Measure 2011 to survey elected members on the timing of Council meetings.

The Committee was advised that an aim of the Measure was to promote and support membership of local authorities. The times at which meetings took place could be a significant factor in enabling current members to attend meetings and could also affect whether potential candidates stood for election. The DSM reported that under the Measure local authorities should survey their members at least once a term.

The DSM referred members to the draft survey questions attached as an appendix to the report.

Members discussed the following points:

- The possibility that the timing of meetings could improve the accessibility of meetings and, by being attractive to potential council candidates, improve the diversity of members in council chambers.
- Some councillors experienced difficulties getting time off work to attend meetings and the draft survey questions could gather valuable information on this.
- Hybrid meetings were felt by some of the members to be ideal, offering the convenience of virtual meetings with the meeting experience of in-person meetings, according to the needs and preferences of the attendees.
- The potential impact on staff attending evening meetings, and what views those officers might have.
- The Council's intentions to install further hybrid meeting equipment in the Council's main offices.

The Committee agreed that the survey should include a prompt relating to any difficulties getting time of work to attend meetings.

RESOLVED – that, subject to the inclusion of a prompt relating to difficulties experienced getting time of work to attend meetings, the survey questions appended to the report be endorsed by the Committee.

8 MEMBER TRAINING

The Democratic Services Manager (DSM) submitted a report on Member Training and Development (previously circulated). The purpose of the report was to provide information on the post-election member training and development programme and to seek the Committee's views on the future direction and contents of the programme.

The DSM reported that a programme of member inductions, training and development had begun immediately after the Council elections in May 2022. The sessions delivered to date had included the induction of new and returning members by covering members' ICT provision, familiarisation with services and to undertake certain roles as members (for example training on the Code of Conduct, to sit on the Planning Committee or acting as a 'corporate parent').

The Committee considered the work undertaken recently to make e-learning available to members and the e-learning modules that had been prepared. In addition, the members reviewed the previous Council's policy on 'mandatory' training and the Personal Development Reviews available under the Local Government (Wales) Measure 2011. In response to a question the DSM confirmed that Group Leaders would be supported if they were asked by their members to undertake their Personal Development Reviews.

Councillor Hugh Evans reported that the Welsh Local Government Association now had a training budget to support local authority members, the training budget previously having been cut as part of the 'austerity' cuts.

The Lead Member with responsibility for member training and development, Councillor Julie Matthews, indicated that the report covered the relevant training and development issues.

RESOLVED – that the Committee notes the report on Member Training and Development.

9 ROLE OF DEMOCRATIC SERVICES COMMITTEE

The Democratic Services Manager (DSM) introduced a report on the Role of the Democratic Services Committee (previously circulated). The purpose of the report was to outline the statutory duties and powers of the committee which was timely owing to today's meeting being the committee's first meeting since the elections.

The DSM informed the committee that each county or county borough council in Wales had a Democratic Services Committee whose statutory duties included reviewing, and where appropriate reporting on, the adequacy of staff, accommodation and other resources to discharge democratic services functions.

Members noted the remit of the committee.

During the ensuing discussion members raised councillors' appointments to outside bodies (i.e. councillors appointed by the Council to sit on external groups and organisations) and of reporting mechanisms. The Corporate Director: Governance and Business, advised that the Democratic Services Committee was an appropriate

forum for members to report on issues arising from their membership of outside bodies. Currently though, there was no established mechanism or support arrangements for feedback from outside bodies and some internal panels. Members were advised that some of the councillors appointed to outside bodies were obliged to act and report in the interests of the outside body (for example as a trustee) and not in the interests of the Council.

The Committee queried the impact being made by the Local Government and Elections (Wales) Act 2021. Members briefly discussed the changes made by the Act to the membership of the Council's Governance and Audit Committee, the promotion of public participation and access to local government and local government elections.

In terms of the Act's provisions relating to the conduct of members the Corporate Director confirmed that the Act placed new duties on the leaders of political groups to promote and maintain high standards of conduct by members of the group.

Councillor Hogg queried the definition of a political group. The Corporate Director advised that a political group is formed when two or more councillors sign and deliver a written notice stating their wish to be considered as a political group (in accordance with the Local Government (Committees and Political Groups) Regulations 1990).

RESOLVED – that:

(a) The Committee notes the statutory duties and powers of the Democratic Services Committee;

(b) A report on the provisions of the Local Government and Elections (Wales) Act 2021 within the remit of the Committee be submitted to a future meeting of the Committee; and

(c) A list of the appointments to Outside Bodies be circulated to members of the Committee.

10 PERSONAL CARE AND SAFETY FOR MEMBERS

Councillor Julie Matthews, lead member for Corporate Strategy, Policy and Equalities, introduced a report on Personal Care and Safety for Members (previously circulated).

The Committee was informed of the Electoral Commission's findings after the May 2022 local government elections. The Commission found that a notable proportion of candidates who had responded to their survey had experienced some form of abuse or intimidation. Members were advised that the Welsh Local Government Association (WLGA) recommended that members were mindful of the risks, when for example:

- Visiting people in their homes

- Receiving callers to the councillor's home
- Holding surgeries
- Travelling, whether on public or private transport and when alone
- Communicating online

The Committee's report today contained a number of links to personal safety resources for members signposted by the WLGA and also referred to the availability of support and advice on personal safety from within the Council.

Members discussed their experiences and perceptions of the abuse and intimidation aimed at candidates and elected members. One of the consequences had been changes in the law that had previously required the home addresses of candidates and members to be published.

The lead member suggested that a training session for members, incorporating the resources highlighted in the Committee's report and set within a Denbighshire context, could be useful. The Committee endorsed the suggestion.

The Corporate Director referred to the Council's Lone Worker Policy as a potential source of relevant information for members.

RESOLVED – that, in accordance with the matters raised above, the Committee recommends a training session for members of the Council be held on Personal Care and Safety.

11 FORWARD WORK PROGRAMME

The Democratic Services Manager (DSM) introduced the Committee's Forward Work Programme (previously circulated).

Members discussed the process for amending the programme and it was confirmed that committee members could send requests directly to the Committee's Chair or the DSM. The Committee was able to amend its forward work programme at each meeting, under the standing agenda item 'Forward Work Programme'.

The Committee agreed that outside of the Committee's meetings, support officers should liaise with the Committee's Chair on suggested agenda items.

Further to the earlier agenda item on the role of the Democratic Services Committee members referred to the remit of the committee. The statutory role being to review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and to make reports and recommendations to the authority in relation to such provision. The Committee could determine how to exercise these functions.

RESOLVED – that the Committee's Forward Work Programme be noted.

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Report to	Democratic Services Committee
Date of meeting	24 March 2023
Lead Member	Councillor Julie Matthews, Lead Member for Corporate Strategy, Policy and Equalities
Head of Service	Lisa Jones, Interim Head of Legal and Democratic Services
Report author	Steve Price, Democratic Services Manager
Title	Independent Remuneration Panel for Wales Annual Report 2023 - 2024

1. What is the report about?

- 1.1. The report is about the Independent Remuneration Panel for Wales' (the 'Panel') annual report for 2023 - 2024.

2. What is the reason for making this report?

- 2.1. To advise of the Panel's decisions (termed 'determinations') for 2023 - 2024 in respect of payments to elected and co-opted members.

3. What are the Recommendations?

- 3.1. That the Committee notes the determinations of the Independent Remuneration Panel for Wales for 2023 – 2024 in respect of the payment of salaries to elected members and payments to co-opted members.

4. Report details

The Independent Remuneration Panel for Wales

- 4.1. The Independent Remuneration Panel for Wales was established in 2008. The Panel's remit and functions were extended in the Local Government (Wales) Measure 2011. The Panel's remit includes councillors, other members of national

park authorities, Welsh fire and rescue authorities and community and town councils in addition to county and county borough councils. The Panel is able to stipulate the amount of payment an authority may make to a member and the duties and responsibilities which may qualify councillors to receive payments.

- 4.2. The Panel is required to produce an annual report setting out the levels at which members are to be paid for various duties and responsibilities for the coming municipal year. The Local Government (Wales) Measure 2011 requires local authorities to implement the recommendations of the Panel. The 2023 - 2024 annual report is attached as appendix 1.

The Annual Report

- 4.3. The Panel has considered the structure of their annual reports and how they can be made more accessible. It concluded that much of the information normally published in the annual reports replicated information from previous years, often without significant change. For this year's report the Panel decided to focus on the changes made and the majority of the content set out in previous reports has been removed and placed on the Panel's website.
- 4.4. The Panel retains the view that maintaining the democratic values of local government is not cost free. Publicly funded remuneration is made available to encourage a diversity of willing and able people to participate in local government, through their elected or co-opted member roles

Basic Salary for Elected Members

- 4.5. The Panel has determined that for the financial year 1 April 2023 to 31 March 2024 a link between the basic salary of councillors and the average salaries of their constituents will be retained. The basic salary will be aligned with three fifths of the all Wales 2021 earnings, the latest Annual Survey for Hours and Earnings (ASHE) figure available to the Panel. The basic salary will therefore be set at £17,600 and represents an £800 or 4.76% increase in the basic salary for all elected members.

Senior and Civic Salaries

- 4.6. The figures for senior and civic salaries shown in the annual report include the basic salary payment element.

- 4.7. The payments for senior and civic salary roles are banded; with Band 1 being the Leader and Deputy Leader of the Council, with the remaining Cabinet members in Band 2. The Cabinet bands are further grouped into council sizes with corresponding salary levels. Denbighshire County Council is a Group C council (please see table 1 of the annual report).
- 4.8. The senior salaries for the Cabinet have received the full 4.76% increase i.e. both the basic salary and the senior (Cabinet duties) role element of the total have been increased by 4.76%. The role element for committee chairs and the Chair of Council (Band 3) has been increased by 3.15%, though as mentioned above, the basic salary element has been raised by 4.76%. The civic salary for the Vice Chair of Council receives only the increase to the basic salary.

Lay and Co-opted Members

- 4.9 The attendance allowances for co-opted or lay-members has not changed. Local authorities must pay co-opted members with voting rights a set daily or half daily fee according to the time commitment involved. Meetings eligible for the payment of a fee include committees, working groups, pre-meetings with officers, training, and attendance at conferences and any formal meeting at which co-opted members are requested to attend.
- 4.10 The Panel allows reasonable preparation time for meetings and travelling time to and from meetings to be included in claims by co-opted members. Local authorities can decide on the maximum number of days for which co-opted members may be paid in any one year.
- 4.11 The Panel's rules allow each council an element of local discretion in respect of how co-opted members are remunerated. Denbighshire has not set a cap on the amount of days that can be claimed for payment, but it does use a single 'full day' rate to be the maximum that can be claimed for a single meeting or event attended. This will include any preparation and travel time. The half daily fee is paid for any eligible time commitment of up to 4 hours.
- 4.12 Each authority, through its Democratic Services Committee, must ensure that all voting co-opted or lay members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the

individual member. The provision of appropriate training opportunities for co-opted members has been identified as an important element of this support.

City, Town and Community Councils

4.13 The Panel's annual report sets the payment structure for city, town and community councils and the Panel has made some changes, including reimbursing members for the cost of office consumables. Table 2 of the annual report details the payments required.

4.14 A copy of the Panel's annual report has been sent to the city, town and community council clerks.

5. How does the decision contribute to the Corporate Priorities?

5.1 This report outlines the decisions taken by the Panel and does not in itself contribute to the Corporate Priorities.

6. What will it cost and how will it affect other services?

6.1. The Panel's annual report largely continues the previous payment structure. The Panel's increase in the basic, senior and civic salaries equates to an increase of £46,294 or 4.47% for 2023 - 2024. The costs associated with the work of the voting co-opted members will be dependent on the amount of official business they are required to undertake, and any changes the Council makes to the time-commitment payment rules.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. This report is made in accordance with statutory obligations and the determinations of the Independent Remuneration Panel for Wales. An impact assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1 The Panel consults nationally on the draft contents of each annual report.

9. Chief Finance Officer Statement

9.1. Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

10.1. The majority of the payments (basic salaries, leader of the largest opposition group, co-opted members with voting rights) set out in the annual report have to be made available and a budget has been allocated to cover the payments.

11. Power to make the decision

11.1. Section 111 Local Government Act 1972; and the Local Government (Wales) Measure 2011.

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Independent Remuneration Panel for Wales

Annual Report

February 2023

Annual Report 2023 to 2024

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Section 1: Introduction

This is the Final Annual Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June 2022. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the [Independent 10 Year Review of the Panel](#) and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members. Ruth Glazzard stood down from the Panel at the end of 2022, when she took up a new Public Appointment. The Public Bodies Unit is currently recruiting for a new Panel member.

This year the Panel has continued to focus on and take forward the recommendations from the [Ten-Year Review](#). There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with Panel Development Days in August and February. We have agreed that our mission is to deliver a fair and accountable reward framework for Wales, to support communities to have their voices heard within our local democratic bodies. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [Frequently Asked Questions](#) page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. The Welsh Government published research exploring the barriers to standing for elected office and the changing role of the councillor and held a series of events across Wales to highlight and discuss the findings.

We took an active part in these events, hosting seminars on remuneration and the changing role of local councillors. We welcomed the opportunity to share knowledge, experience, and best practice across a range of subjects and particularly the focus

on developing a shared understanding of how we can take collective action to increase diversity in local democracy.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

We included an online survey in this year's Draft Annual Report for the first time and would like to thank everyone who took the time to complete this, or send in written responses to our consultation questions and comments on the Draft report.

Panel Membership

Frances Duffy, Chair
Saz Willey, Vice Chair
Bev Smith

Detailed information about the members can be found on the website: [Panel website](#)

Section 2: Role and responsibilities of the Panel

Role of the Panel

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal councils – county and county borough councils
- Community and town councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes. There is no requirement set by the Panel for principal councils to vote on the Determinations. The Panel also sets out Guidance on how its Determinations should be applied, and all councils must have due regard to this Guidance. The current guidance is set out in the [2022 to 2023 Annual Report, Annex 2 "The Regulations"](#). This guidance is still applicable.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

Principles

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.

- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.
- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

Section 3: Summary of Deliberations and Determinations

Methodology

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations and clerks. The Panel also engages with relevant membership bodies including Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel has continued with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. They have also provided an opportunity for discussion about emerging situations which the Panel has considered in its decision making.

The draft report was published widely and members of the public encouraged to and have provided valuable feedback and we welcome this. This year, the Panel had the opportunity to engage with a wider group of stakeholders at the three Welsh Government “Diversity in Democracy” events and workshops.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year’s Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

Consultation on the draft Annual Report

The Panel produced and issued a draft report on 6 October 2022 for an eight-week consultation, which closed on 1 December 2022.

In addition, as part of the consultation process, stakeholders were invited to answer five questions using an online survey or by return email. A total of 89 responses were received online, whilst 44 were submitted by email to the IRP Mailbox. The

Panel would like to thank everyone who contributed to the consultation. A summary of the responses is included in section 4.

Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations. In some areas the wording of the Determinations has been strengthened to clarify areas of uncertainty raised through the consultation, primarily a restatement of the ability for members, on an individual basis, to opt out of part or all of their remuneration.

In addition, the consultation responses, highlighted a few areas that the Panel will consider in their forward work programme for this year. The forward work programme will be published on the Panel's website at the end of March.

Following consideration of the views received in response to its consultation the Panel now makes its final determinations.

Panel's Determinations for 2023 to 2024

Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales 2021 ASHE, the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the

maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The [ASHE 2021](#) increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year’s realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils

Description	Remuneration		
Elected members of principal councils			
Basic salary (payable to all elected members)	£17,600		
Senior salaries (inclusive of basic salary)	Group A	Group B	Group C
Band 1:			
Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
Band 2:			
Executive members	£39,600	£35,640	£33,660
Band 3:			
Committee Chairs (if remunerated): Civic Head Presiding Officer	£26,400		
Band 4:			
Leader of largest Opposition Group	£26,400		
Band 5:			
Leader of Other Political Groups Deputy Civic Head	£21,340		
Deputy Presiding Member – no role payment	£17,600		

Group A: Cardiff, Rhondda Cynon Taf, Swansea

Group B: Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

Group C: Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and personal assistance;
- Sickness absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted members

Salaries for Joint Overview and Scrutiny Committees: Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

Contribution to costs and expenses of members of Community and Town Councils: Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.

Reimbursement for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Reimbursement for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

Guidance on taxation

It is not within the remit or authority of the Panel to provide specific advice on matters of taxation. Advice can be provided by One Voice Wales and guidance is available on the HMRC website.

The £156 should fall under the statutory provisions of section 316A ITEPA: [Income Tax \(Earnings and Pensions\) Act 2003 \(legislation.gov.uk\)](#) and the current amount that can be paid without attracting a tax liability is £6 per week: [Expenses and benefits: homeworking: Homeworking expenses and benefits that are exempt from tax - GOV.UK \(www.gov.uk\)](#).

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory £500 for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities

National Parks Authorities	
Basic salary for ordinary member	£4,964
Chair	£13,764
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704
Fire and Rescue Authorities	
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of travel and subsistence costs;

- Compensation for financial loss;
- Co-opted members and
- Restrictions on receiving double remuneration where a member holds more than one post.

Section 4: Consultation: Summary of Responses

The Panel produced and issued a draft report on 6 October 2022 for an eight-week consultation, which closed on 1 December 2022.

The website link and pdf version of the draft report was sent to:

- One Voice Wales
- Welsh Local Government Association
- Society for Local Council Clerks
- Principal councils
- Fire and Rescue Authorities
- National Park Authorities and
- Community and Town Councils.

Determination 1: Basic Salary increase

Not all councils commented. Three highlighted whether it was correct that members be given an increase during the current cost of living crisis. However, these accepted that personal circumstances of members need to be considered and therefore it should be a personal matter for members to determine themselves whether or not they accept the pay rise or make the choice to opt-out. The Panel considered this feedback, and, whilst mindful of the overall impact on council budgets, agreed that the increase in basic salary was an important factor in encouraging and supporting a diverse group of people to stand for election.

Determination 2: Senior Salaries

There were two key issues raised by stakeholders; firstly whether the level of remuneration adequately recognises the increasing responsibilities of principal council members and secondly whether the current maximum number of senior salaries ought to be reviewed. The Panel noted these points and will consider whether this area should be a focus of the future workplan.

Determination 3: Salaries for Joint Overview and Scrutiny Committees

No representations were received in relation to the salaries for Joint Overview and Scrutiny Committees.

Determination 4: Payments towards costs and expenses of members of Community and Town Councils

Over half of the responses highlighted a concern that the payments were mandatory and that their council did not wish to increase their precept to meet these costs. The fact that the Report did not restate that members can choose to decline their entitlement to payments was not helpful. However, other responses supported the payments.

Ten per cent of the responses received raised concerns about the costs of administration and fifteen responses raised questions about the correct treatment for tax purposes. One clerk also asked if the payments that members receive could be

published globally, similar to how the contribution to costs of care and personal assistance is publicised.

Other comments mentioned the need to encourage “green” travel and one queried the need for payments to be made for senior positions.

The Panel considered these responses and agreed to reiterate the policy on individual opt outs in the Final Report and to provide a link to helpful HMRC websites.

The Panel will continue to work with stakeholders to improve support and advice to Community and Town Councils.

Determination 5: Payments to National Parks Authorities and Fire and Rescue Authorities

No representations were made in relation to payments to members of National Parks Authorities and Fire and Rescue Authorities.

In addition, as part of the consultation process, stakeholders were invited to answer five questions via an online survey or by return email. A total of 89 responses were received online, whilst 48 were submitted by email to the IRP Mailbox.

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Responses

90% of those who answered this question agreed that the Panel should reference the basic salary element to the ASHE 2021 data. 3% did not agree whilst 7% had no opinion on this question

Question 2

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Responses

72% agreed to the addition of the ‘consumables’ element, whilst 25% did not agree to this additional payment.

The most common theme in the answers given to question two was whether this payment was now mandatory or if the payment was optional and that Councillors had the choice to forgo. The same question was asked of the £156 payment.

Question 3

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

Responses

97% of those who responded to this question agreed.

The majority of the answers highlighted the additional work that elected members now undertook in their role.

Community and town councils welcomed this as it would recognise the amount of work that the sector does.

Question 4

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you like to access information and guidance from the Panel? (choose all that apply)

Responses

Summary report with links to detailed guidance	84
Easy to use guidance notes	71
Frequently asked questions	49
Website	54
Social media	16
Information events	25
Other	14

If other, please specify:

The proposed summary report, detailed guidance notes and frequently asked questions were welcomed. Other answers included seminars, online meetings and an information event.

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

A simplified report and separate guidance document will help stakeholders find the information they require.

No stakeholders experienced any challenges accessing or understanding the guidance and information through the website

Question 5

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Responses

The most popular answers given to this question were:

- online polls
- Virtual meetings
- Face to face meetings

There was a mixture of support for both online and in-person events. Some responses proposed that the Panel held regional engagement events so that several Councils could attend at the same time. Other comments received suggested these events would help to discuss any issues with the Panel in depth and for the Panel to receive a broader viewpoint and more comprehensive feedback on any proposals.

One Voice Wales offered support to the Panel in arranging any events in the Community and Town Council sector.

Summary of Determinations:

Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

Determination 6:

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

Independent Remuneration Panel for Wales
Room N.03
First Floor
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Telephone: 0300 0253038
E-mail irpmailbox@gov.wales

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)

Report to	Democratic Services Committee
Date of meeting	24 March 2023
Head of Service	Lisa Jones, Interim Head of Legal and Democratic Services
Report author	Steve Price, Democratic Services Manager
Title	Resources for Scrutiny

1. What is the report about?

1.1. This report outlines changes to the support arrangements for the Scrutiny function.

2. What is the reason for making this report?

2.1. Local authorities are required to have a Democratic Services Committee to oversee the democratic services of the Council.

3. What are the Recommendations?

3.1. That the Committee notes the issues raised in the report and comments accordingly.

4. Report details

4.1. Under the Local Government (Wales) Measure 2011 the Democratic Services Committee has a role in reviewing 'the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions'.

4.2. The Committee's role is linked to the Head of Democratic Services' role which includes

- promoting the role of the Scrutiny committees;
- providing support and advice to the scrutiny committees and the members of those committees; and
- providing support and advice in relation to the Scrutiny committees to other members of the Council; to the Cabinet and to officers.

- 4.3 Prior to the 'Democratic Services Efficiency Review' of 2010 the Council employed 2 full time Scrutiny officers and this was reduced to 1 post by the Review.
- 4.4 The resourcing of Scrutiny in Denbighshire was considered in the Wales Audit Office's (now Audit Wales) June 2018 report '*Overview and Scrutiny – fit for the Future? – Denbighshire County Council*'. The Wales Audit Office praised the Council's Scrutiny function but recommended that the Council:
- 'Review the adequacy of support arrangements, in terms of both the amount and type of support that overview and scrutiny committees may need'*.
- 4.5 Scrutiny committees often need to use reviews and task and finish group work to scrutinise issues that are too complex to be tackled solely by a 'report to committee' approach. These can be very resource intensive and may involve working with partner organisations and other external participants.
- 4.6 The scale and complexity of joint and regional governance arrangements have grown over recent years. These include the joint Public Services Board (for which there is a joint Scrutiny Committee), the North Wales Growth Deal (administered by the Ambition North Wales partnership of local authorities and educational institutions), the North Wales Corporate Joint Committee (currently with strategic transportation and strategic planning roles) and the North Wales regional school improvement joint consortium GwE.
- 4.7 The Council has recognised the need to return to its 2010 position of having two Scrutiny Officers and Karen Evans has now been appointed to join Rhian Evans as a Scrutiny Co-ordinator.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

- 5.1. This report does not directly contribute to the Corporate Plan.

6. What will it cost and how will it affect other services?

- 6.1. Support costs for the Scrutiny function are included within existing budgets.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. A Well-being Impact Assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. None. This report is for the Committee's information.

9. Chief Finance Officer Statement

9.1. Not required.

10. What risks are there and is there anything we can do to reduce them?

10.1 The Council has addressed the risks identified by the Wales Audit Office by reviewing the adequacy of the support arrangements for Scrutiny.

11. Power to make the decision

11.1. Local Government (Wales) Measure 2011

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Report to	Democratic Services Committee
Date of meeting	24 March 2023
Head of Service	Lisa Jones, Interim Head of Legal and Democratic Services
Report author	Steve Price, Democratic Services Manager
Title	Forward Work Programme

1. What is the report about?

1.1. This report is intended to facilitate discussion and feedback on the areas within the remit of the committee, and to confirm agenda items for future meetings.

2. What is the reason for making this report?

2.1. It is appropriate for the committee to review its forward work programme at each meeting. Items that may be appropriate include the following (this list is not exhaustive):

- Member training and development
- Support arrangements for members to fulfil their roles
- Support for the Scrutiny function of the Council
- Reviewing resources available to members (for example accommodation and technology)
- Welsh Government initiatives, legislation and consultations on local democracy issues including diversity, equality and participation
- Members' Remuneration

3. What are the Recommendations?

3.1. That the Committee considers the information within this report and confirms the forward work programme for future meetings.

4. Report details

Chair of the Democratic Services Committee

- 4.1 In accordance with the Local Government (Wales) Measure 2011 the appointment of the Chair of the Democratic Services Committee is made by full Council. In October 2022 Council appointed Councillor Martyn Hogg as Chair of the committee.
- 4.2 The result of the Rhyl Ty Newydd by-election changed the political balance of the Council, and though the effect was relatively slight, it did mean that the Green Party Group – Councillor Hogg’s Group – lost its seat on the committee. As a consequence, Council will be asked at its next meeting to appoint a new Chair from amongst the committee’s members. Under the Measure, the Chair cannot be a member of a group that has members serving on the Cabinet. With the Green Party Group losing its seat on the committee, at the time of writing this report, the new Chair will need to be from the Independent or Conservative Groups.
- 4.3 Councillor Brian Jones was elected to the Council at the by-election and has also joined the Democratic Services Committee.

Timing and Conduct of Meetings

- 4.4 Councillors gave their views on the timing of meetings in a survey that was reported to Council on the 31 January 2023. The survey questions had been confirmed by the Democratic Services Committee. 35 of the 47 members responded (the Council had a vacant seat at the time) and the main findings were as follows:
- The majority of members prefer morning meetings
 - The majority of members do not want to see the timing of meetings rotate
 - Members cited evenings as being the most difficult time for them to attend meetings
- 4.5 As a result of members’ views Council did not make changes to the existing timing of meetings.
- 4.6 The survey also enquired into members’ views and experiences of how meetings are conducted and the results are summarised below.

- When attending a meeting in-person, a slight majority of members had a preference for where the venue would be, with many citing more than 1 location. Members made 8 references to Ruthin; 7 to Rhyl; 6 to Denbigh and 3 to Prestatyn.
- The majority of members do not experience difficulties attending meetings remotely. Of those who did 'technical issues' were the most commonly cited difficulty.
- The majority of members do not experience problems attending meetings that are in-person only. Of those who do, being allowed sufficient time of work appeared to be the biggest problem.

4.7 The Council holds many of its meetings as hybrid meetings, where attendees can choose to attend virtually or in-person. Hybrid meetings developed from the virtual meetings introduced as a necessity during the COVID-19 pandemic and subsequently made permanent for certain meetings under the Local Government and Elections (Wales) Act 2021.

4.8 The Council's current policy for holding meetings was developed by a member working group and reviewed by the Democratic Services Committee prior to adoption by full Council in December 2021.

4.9 The Group Leaders have agreed for a member working group to be formed to review how member meetings are held. The working group will consider the legal framework and options available in order to present any recommendations to the Democratic Services Committee and full Council.

4.10 At the time of writing this report, nominations from the political groups to sit on the working group are awaited.

Personal Care and Safety for Members

4.11 The last meeting of the Committee considered matters relating to 'personal care and safety for members'. The Committee's report contained a number of links to personal safety resources for members and referred to the availability of support and advice on personal safety from within the Council.

4.12 The Committee recommended that a training session be held on personal care and safety. All councillors were subsequently sent details of how to access a webinar

organised by the Local Government Association on personal safety for councillors, held on the 21 February. The webinar was free to councillors using a promotional code that dispensed with the webinar fee for attendees.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

5.1. This report does not directly contribute to the Corporate Plan.

6. What will it cost and how will it affect other services?

6.1. There are no cost implications from consideration of the forward work programme and the updates included in the report.

7. What are the main conclusions of the Well-being Impact Assessment?

7.1. A well-being impact is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

8.1. N/A.

9. Chief Finance Officer Statement

9.1. A Chief Finance Officer Statement is not required for this report.

10. What risks are there and is there anything we can do to reduce them?

10.1 No specific risks have been identified from consideration of this report. Reviewing the forward work programme and associated information is an important feature of the Democratic Services Committee's role.

11. Power to make the decision

11.1. Local Government (Wales) Measure 2011

Democratic Services Committee Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Author	Date Entered
Special Meeting – June 2023 (tbc)	1	Training and Mandatory Training for Members	To seek the committee's views and make recommendations to Council. To review e-learning resources for members.	Steve Price	Feb 2023
	2	Personal Development Reviews	To inform the committee on Personal Development Reviews for Members.	Steve Price	Sept 2022
	3	(Subject to Progress): Members' Working Group on How Meetings are Held	To consider the Council's policy for holding virtual, hybrid and in-person meetings.	TBC	Feb 2023
29 Sept 2023	1	The Local Government & Elections (Wales) Act	To receive information on the implications of the Act.	TBC	Sept 2022
	2	An Archive for Webcasts	A review of the arrangements for archiving the Council's webcasts	Steve Price	Feb 2023

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