



Item 19

Annual Meeting of Council - 9 May 2024

Constitutional Matters 2024-2025

1. Introduction

- 1.1 The Council operates within a legal framework established by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007, the Local Government (Wales) Measure 2011, Local Government & Elections (Wales) Act 2021 and other relevant legislation (“the legislation”). Additionally, the Independent Remuneration Panel for Wales (IRPW) determines the remuneration available to Councillors and Co-opted Members.
- 1.2 This report seeks to address the requirements of the relevant legislation.

2. Independent Remuneration Panel for Wales (IRPW)

- 2.1 The IRPW Annual Report www.gov.wales/independent-remuneration-panel-wales sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.
- 2.2 Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.

3. Appointment of Personnel Committee

- 3.1 It is proposed that a Personnel Committee be re-established. Details relating to the Size of the Committee, the Membership of the Committee, and the Terms of Reference of the Personnel Committee is set out in **Appendix A**.

4. Allocation of Councillors to Outside Bodies

- 4.1 The Outside Bodies that Council Allocates Councillors to and current membership of those Outside Bodies are outlined in **Appendix B**.
- 4.2 Council is asked to consider the list and to determine whether to re-allocate to these Outside Bodies and to determine who to allocate (if applicable).

5. Council & Committee Meetings

- 5.1 Llangyfelach Community Council Meetings are normally held at **6.00pm on the 2nd Thursday of each month**; however, meetings are not usually held during August. These meetings are subject to change, but details shall be available on the Council's website. The proposed dates being:

4 June 2024 (Tuesday)	14 November 2024	13 March 2025
11 July 2024	12 December 2024	10 April 2025
9 September 2024 (Monday)	9 January 2025	8 May 2025 (Annual)
10 October 2024	13 February 2025	-

- 5.2 Should Council resolve to establish a Personnel Committees, then it will be called as required. Details <https://www.llangyfelachcommunitycouncil.org.uk/>

6. Delegating Powers to the Clerk - Swansea Council - Planning Applications & Planning Matters

- 6.1 The system for responding to Swansea Council Planning Applications and Planning Matters shall be:

- i) The Clerk forward via e-mail all Planning Applications / Approvals relevant to the Llangyfelach Community Council to all Councillors.
- ii) Councillors be given a period of 5 clear working days to respond to the Clerk.
- iii) The Clerk collates the responses of the Councillors and forwards them to Swansea Council's Planning Team as the formal observations of the Council.

7. Grant of Delegated Powers to the Clerk - Spending & Bank Reconciliation

- 7.1 The Clerk be authorised to make payments providing permission has been given in writing (e-mail) from two of the following four Councillors: Chair of Council, Vice Chair of Council, Chair of Personnel Committee & one other Councillor (currently Councillor Mike Glover).

- 7.2 Bank Account Reconciliation Reports shall be sent monthly to all Councillors.

8. Recommendations. It is recommended that:

- 8.1 A Personnel Committee be appointed as outlined in **Appendix A** of the report including:

- a) The Number of Allocated Seats on each Committee.
- b) The Membership of each Committee.
- c) The Terms of Reference of each Committee.

- 8.2 The schedule of Council Meetings as outlined in the report be agreed.

- 8.3 Councillors be allocated to serve on Outside Bodies as outlined in **Appendix B** of the report.
- 8.4 The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 8.5 The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Vice Chair of Council, Chair of Personnel Committee & Councillor Mike Glover.
- 8.6 The Bank Account Reconciliation Reports be e-mailed monthly to all Councillors.

Background Papers: None

Appendices:

Appendix A	Council, Committees, Number of Allocated Seats, Membership & Terms of Reference
Appendix B	Appointment of Councillors to Outside Bodies

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council

Appendix A

Council, Committees, Number of Allocated Seats, Membership & Terms of Reference 2024-2025

Body	Seats	Membership / Comments
Council	9	<i>All 9 Councillors.</i>
Personnel Committee Terms of Reference: i) To oversee the performance of the Clerk. ii) To oversee and monitor the hours and holiday entitlement of the Clerk. iii) To monitor and manage any sickness / absence of the Clerk. iv) To manage any disciplinary or grievance issues (for or against) relating to the Clerk. v) To manage the pay and training of the Clerk. vi) To deal with any other issues referred by the Council.	4	<i>4 Councillors: Chair of Council. Vice Chair of Council. Councillor Paul Baker. Councillor Jamie Jewell.</i> Note: <i>Councillor Paul Baker manages the Clerk on a day-to-day basis.</i>

Appendix B

Appointment to Outside Bodies

Outside Bodies	Membership / Comments
	Note: Current Membership is:
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mike Glover, Councillor Adrian Roberts & Clerk of Council
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker