

Meeting of:	<b>Democratic Services Committee</b>
Date of Meeting:	<b>Monday, 25 July 2022</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Members' Annual Reports
Purpose of Report:	To apprise and raise awareness to Members of the facility to prepare (and publish) an Annual Report.
Report Owner:	Head of Democratic Services
Responsible Officer:	J. Rees, Head of Democratic Services
Elected Member and Officer Consultation:	This is an internal matter and, therefore, no consultation has been necessary
Policy Framework:	There are no direct implications arising from the report
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The Local Government Measure (Wales) 2011 Act makes a provision for the production of Annual Reports by its Members.</li> <li>• Whilst the Measure requires Councils to make this facility available to its Members, there is no obligation on individual Members to produce one.</li> </ul>	

## **Recommendation**

1. THAT, subject to any comments the Committee may have on the Annual Report template, all Members be informed of the facility for them to produce for publication on the Council's website an Annual Report.

## **Reason for Recommendation**

1. To facilitate the Council's compliance with the relevant provision of the Local Government (Wales) Measure 2011 ("the Measure").

### **1. Background**

- 1.1 The Measure contains a requirement that Local Authorities make provision for the production of Annual Reports by its Members. Any reports produced by individual Members must be published by the Local Authority.

### **2. Key Issues for Consideration**

- 2.1 A copy of the template used in previous years is attached as Appendix A to the report. The Committee is asked to consider whether the current template remains "fit for purpose" or whether any amendments to the template should be made. The current format reflects guidance issued by the Welsh Government at the time the requirement relating to Annual Reports first came into being.
- 2.2 Whilst the Measure requires the Council to make this facility available to Members, there is no obligation on individuals to produce an Annual Report. It is also acknowledged that, whilst Annual Reports can be regarded as a means of improving communication between Elected Members and the public, they are only one method of communication open to, and used by, Members.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 The use of Annual Reports will enable Members to highlight how they undertake their elected role(s), their work and how they represent and serve their communities.

### **4. Climate Change and Nature Implications**

- 4.1 There are no direct implications arising from the report.

### **5. Resources and Legal Considerations**

#### **Financial**

- 5.1 There are no direct implications arising from the report.

## **Employment**

**5.2** There are no direct implications arising from the report.

## **Legal (Including Equalities)**

**5.3** The Council is required to comply with the provisions of the Local Government (Wales) Measure 2011 in terms of facilitating the production of Annual Reports.

## **6. Background Papers**

Local Government (Wales) Measure 2011

Welsh Government Guidance on Annual Reports



Councillor's  
Picture

**VALE OF GLAMORGAN COUNCIL  
COUNCILLOR'S ANNUAL REPORT – MAY 2022 – MAY 2023**

<b>Name of Councillor</b>		<b>Group</b>	
<b>Ward</b>		<b>Date Last Elected</b>	

**Council Positions / Committee Memberships Held (May 2022 – May 2023)**

**I am also a member of, and contribute to the work of, the following Outside Bodies, School Governing Bodies and Partnerships :**

**Council representative**

**Other (e.g. WLGA capacity)**

**Constituency Activity and Achievements**

**Learning and Development**

This section covers your Personal Development in your role as a councillor. You should include all training events that you have participated in and any developmental events that you have attended.

**Priorities For The Year Ahead**

**Signature of Councillor:** \_\_\_\_\_ **Date:** \_\_\_\_\_