

CYNGOR GWLEDIG LLANELLI
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD
Ffôn: 01554 774103

PWYLLGOR POLISI AC ADNODDAU
I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar,
ddydd Mercher, 17 Gorffennaf, 2024, am 4.45 y.p.


CLERC y CYNGOR

11 Gorffennaf, 2024.

AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. Cyfarfod Blynyddol a Fframwaith y Gwasanaeth Dinesig – ymhellach i Gofnod Rhif 84, nodi'r newidiadau i'r fframwaith presennol ar gyfer arweiniad y Cadeirydd Etholedig a'r Is-Gadeirydd Etholedig ac ystyried ymhellach yr effaith ar fformat y cyfarfod blynyddol.
4. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 -- ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
5. Adroddiad Dynol - Materion Staffio - i dderbyn adroddiad y Dirprwy Glere

Aelodau'r Pwyllgor:

Cyng. R. E. Evans (Cadeirydd y Pwyllgor), N. Evans (Is-Gadeirydd y Pwyllgor),
M. V. Davies (Cadeirydd y Cyngor), S. R. Bowen, D. M. Cundy, A. Evans, S. M. T.
Ford, J. P. Hart, S. N. Lewis, W. E. Skinner, A. G. Stephens a B. M. Williams

LLANELLI RURAL COUNCIL
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD
Tel: 01554 774103

POLICY AND RESOURCES COMMITTEE
To be hosted at the Council Chamber and via remote attendance on
Wednesday, 17 July, 2024, at 4.45 p.m.


CLERK to the COUNCIL

11 July, 2024.

AGENDA

1. To receive apologies for absence.
2. To receive Members Declarations of Interest in respect of the business to be transacted.
3. Annual Meeting and Civic Service Framework – further to Minute No. 84, to note the changes to the current framework for the guidance of the Chairman Elect and Vice-Chairman Elect and to further consider the impact on the format of the annual meeting.
4. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matter owing to the confidential nature of the business to be transacted.
5. Human Resources - Staffing Matters - to receive the report of the Deputy Clerk.

Members of the Committee:

Cllrs. R. E. Evans (Chairman of Committee), N. Evans (Vice Chairman of Committee)
M. V. Davies (Chairman of Council), S. R. Bowen, D. M. Cundy, A. Evans, S. M. T.
Ford, J. P. Hart, S. N. Lewis, W. E. Skinner, A. G. Stephens and B. M. Williams.

LLANELLI RURAL COUNCIL

**FRAMEWORK FOR THE GUIDANCE OF THE
CHAIRMAN ELECT AND VICE-CHAIRMAN ELECT**

(Amended at the Council Meeting held on 9 July 2024)

1. SELECTION PROCESS

- 1.1 The policy on the selection process is already in place with Members being appointed Chairman Elect and Vice-Chairman Elect on the basis of qualifying length of service.
- 1.2 The proposed Chairman Elect and Vice-Chairman Elect in accordance with the Qualifying List of Service will be invited to attend for interview by Members of the Civic and Ceremonial Committee during which the roles will be explained and the Council's expectations affirmed. Their Consorts, where possible, will also be invited to attend the interview.
- 1.3 The Committee will impress upon the incumbents that the civic roles take priority over any other commitments which the Members have.
- 1.4 The interviews will take place in the December of each year.
- 1.5 The Committee must be satisfied with the response received from those Members as to their commitment to undertaking the civic roles prior to a recommendation being made to Council on their election in the January of each year.
- 1.6 Should Members of the Civic and Ceremonial Committee be of the opinion that the Member(s) interviewed are unable to undertake the civic role(s) to the manner expected, then a recommendation should be made to Council accordingly.
- 1.7 Similarly, should Members of the Committee be of the opinion that the proposed consort(s) are unable to undertake the civic role(s) to the manner expected, then a recommendation should also be made to Council accordingly.
- 1.8 If the recommendation (referred to in 1.6) is accepted by Council, the selection process would resume and the Members next on the list of qualifying length of service interviewed.

2. ANNUAL MEETING

- 2.1 The Chairman must, by Law, give a Declaration of Acceptance of Office at the Annual Meeting. This is also extended to the Vice-Chairman.

- 2.2 The consorts of the incumbents will be confirmed at the Annual Meeting and only the person(s) bestowed with the Chain of Office will be recognized in that office. No other person(s) may wear the Chain of Office during the municipal year.
- 2.3 In the event of the incumbents(s) consort(s) being unable to attend the Annual Meeting, alternative arrangements will be made to confirm the appointment(s) and to bestow the Chain(s) of Office at a future Council meeting.

3. CIVIC SERVICE

- 3.1 It is a duty for the Chairman to hold either a religious Civic Service or a Service of Dedication in accordance with the incumbent's wishes.
- 3.2 The Vice-Chairman must support the Chairman at the Service.
- 3.3 The Chairman and Vice-Chairman, as the needs demand, must attend the Civic Service or other such services organised by other local authorities.

4. CIVIC DIARY

- 4.1 The Chairman and Vice-Chairman are expected to communicate with the Chairman's Secretary at all times in responding to invitations received in a timely manner and in organising the civic diary.
- 4.2 The Chairman's Secretary must be informed of any change of arrangements in order that the necessary information can be relayed to affected parties.

5. INVITATIONS AND RECEPTIONS

- 5.1 The Chairman and/or Vice-Chairman are expected to accept all invitations received from outside bodies and organisations. On occasions, due to prior commitments or ill health of the Chairman, the Vice-Chairman would be expected to attend events in the Chairman's stead.
- 5.2 Council receptions are to be hosted in the Chairman's Room for representatives of voluntary organisations, Workers' Education Association etc.

6. DRESS CODE

- 6.1 The Chairman and Vice-Chairman, as well as their Consorts, are expected to be dressed appropriately when attending civic events and to be smart, clean and tidy of appearance.

7. POLITICS

- 7.1 The office of both Chairman and Vice-Chairman are non-political.

8.1 SEASONAL GREETINGS

8.1 The Chairman is expected to extend seasonal greetings on behalf of the Council.

9. BREAKDOWN IN RELATIONSHIPS, CONDUCT IN OFFICE AND COMMUNICATION

9.1 The Chairman and Vice-Chairman are expected to uphold high standards of conduct in office; this also applies to their Consorts. Furthermore, they are expected to maintain good working relationships and communication with the Chairman's Secretary, in the first instance, and Clerk to the Council at all times. These should also be reciprocated.

9.2 In the event of a breakdown in relationships or issues emerge over conduct in office and communication, the Clerk to the Council will hold a meeting with those concerned and attempt to resolve any issues. Any measures agreed will be kept under review.

9.3 However, if there is no agreement or improvement attained, the Clerk to the Council must refer the matter to the Civic and Ceremonial Committee to be dealt with.

9.4 If the problems encountered continue, the Civic and Ceremonial Committee may recommend further action to the Council.