



## **GŴYS Y CYNGOR**

*At holl aelodau'r cyngor*

*Rydych dan wŷs trwy hyn i ddod i*

## **GYFARFOD Y CYNGOR**

*i'w gynnal am 2.00 pm*

**DYDD MERCHER, 13 GORFFENAF 2022**

## **CYFARFOD AML-LEOLIAD**

**RHAID GOSOD POB FFÔN SYMUDOL AR Y MODD DISTAW AR  
GYFER PARHAD Y CYFARFOD**

**--- A G E N D A ---**

### **RHAN A**

1. *Cyhoeddiadau'r Maer*
2. *Datganiadau o fuddiannau*
3. *Datganiad gan Arweinydd y Cyngor*
4. *Hawl i Holi'r Cyhoedd*  
*Mae'n rhaid cyflwyno cwestiynau'n ysgrifenedig i'r Gwasanaethau  
Democrataidd, [democratic.services@npt.gov.uk](mailto:democratic.services@npt.gov.uk) heb fod yn hwyrach na  
chanol dydd ar y diwrnod gwaith cyn y cyfarfod. Mae'n rhaid i'r  
cwestiynau ymwneud ag eitemau ar yr agenda. Ymdrinnir â chwestiynau  
o fewn cyfnod o 10 munud.*

## **RHAN B**

5. *Pwyllgor Safonau CBSCNPT - Penodi Aelod Annibynnol*  
(Tudalennau 3 - 30)
6. *Newid i Gymesuredd Gwleidyddol ac Aelodaeth Pwyllgorau*  
(Tudalennau 31 - 40)

## **RHAN C**

7. *Rhybudd o gynnig dan Adran 10 Rhan 4 (Rheolau Gweithdrefnau)*  
*Cyfansoddiad y Cyngor*
8. *Cwestiynau gan Aelodau, gyda Hysbysiad, dan Reol 9.2 Rheolau*  
*Gweithdrefnau'r Cyngor*
9. *Eitemau brys*  
*Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl*  
*disgresiwn y Maer yn unol ag Adran 100B (4) (b) o Ddeddf Llywodraeth*  
*Leol 1972.*

*Karen Jones*

**Prif Weithredwr**

**CANOLFAN DDINESIG,  
PORT TALBOT**

**Dydd Iau, 7 Gorffennaf 2022**



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Council**

**13<sup>th</sup> July 2022**

### **Report of the Head of Legal and Democratic Services – Mr Craig Griffiths**

#### **Matter for Decision**

**Wards Affected: All Wards**

#### **NPTCBC Standards Committee – Appointment of Independent Members**

#### **Purpose of the Report**

To seek authority from Council to advertise vacancies for independent members to Neath Port Talbot County Borough Council Standards Committee

#### **Background**

The composition of Standards Committees in Wales is governed by the Standards Committees (Wales) Regulations 2011 (as amended).

The regulations require that where the total number of members of a Standards Committee is an odd number a majority of that number shall be Independent Members.

Independent Members are defined as “persons who are neither Councillors of the Authority or Community Council Members”.

The Neath Port Talbot Standards Committee has seven members in total, four of whom are Independent Members.

The tenure of the current Chair and Vice Chair of the Standards Committee will expire at the end of December 2022 and are not capable of further

extension. The remaining independent members will see their tenure expire in 2028. Accordingly, it will be necessary to recruit two new members.

Local Authorities are required to establish a panel to consider applications in relation to a vacancy, to apply criteria established by the Local Authority when considering applications and to make recommendations to Council in respect of any applications received. The panel shall consist of not more than five panel members one of whom is what is described as “a lay panel member”. This must be a person who is not a member of the Local Authority and also is not an Independent Member of the Standards Committee.

It would be proposed that a panel be comprised of 1 lay panel member (Mrs Gaynor Richards of Neath Port Talbot CVS), a member of the Independent Group who is also a town and community councillor, the Mayor and 2 Independent Members of the Standards Committee.

There is a statutory requirement that the vacancies are advertised. The documentation that will be issued to applicants is enclosed at Appendix 1 of this report. Welsh language versions will also be included with the application pack.

The recommendation of the panel based on the applications and any interviews will be brought back to Full Council.

### **Financial Impacts**

Any expenditure will be contained within existing budgets

### **Integrated Impact Assessment**

There is no requirement for an integrated impact assessment as this report relates to governance matters only.

### **Valleys Communities Impacts**

No implications.

### **Workforce Impacts**

No implications.

### **Legal Impacts**

The legal requirements for this procedure are set out within this report.

### **Risk Management Impacts**

No implications.

### **Recommendations**

It is recommended that:

- (a) Two replacement independent members be recruited to serve on the Neath Port Talbot Standards Committee
- (b) That an advisory panel of one lay panel member (Mrs Gaynor Richards), a member of the independent group who is also a town and community councillor (to be nominated by the Leader of Council), the Mayor and two Independent Members of the Standards Committee be convened to conduct any interview, with recommendations being brought back to Full Council.
- (c) Members endorse the suite of documents that will be issued to any applicants who wish to apply for these two vacancies.

### **Reasons for Proposed Decision**

To ensure the Neath Port Talbot Standards Committee is constituted in accordance with legislative requirements

### **Implementation of Decision**

This decision is proposed for immediate implementation

### **Appendices**

Appendix 1 – Application Documents

### **List of Background Papers**

None

### **Officer Contact**

Craig Griffiths  
Head of Legal and Democratic Services  
Email: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

Mae'r dudalen hon yn fwriadol wag

# APPLICATION TO SERVE AS INDEPENDENT PERSON ON NEATH PORT TALBOT STANDARDS COMMITTEE

## Section 1: Personal Details

Last name:	Title:
First name:	
Address:	
Telephone No:	Email:
Present occupation (if applicable):	
Name, Address and Telephone of present employer:	
Connection to local area (if any), e.g. resident, second homeowner, etc.	

## Section 2: Employment & Experience

Please provide details of relevant employment or voluntary work undertaken which have provided you with the skills and experience to undertake this role,:

Name of employer/appointing body	Dates position held (from/to)	Positions held and nature of responsibility


**Section 3: Qualifications, Skills & Competencies**

Please outline relevant academic, professional and/or vocational qualifications specifically in the areas of Governance, Finance, Internal Audit, Risk Management, Public Policy, and Improvement:

Qualification	Date Obtained	Awarding Body

Please provide examples to demonstrate how you meet the following competencies:

<p><b>Scrutiny and challenge</b>  <i>To act as a critical friend by applying intellectual curiosity and professional scepticism to accepted views/opinions and challenge constructively.</i></p> <p>Click or tap here to enter text.</p>
<p><b>Good judgement</b>  <i>To take a balanced, open-minded and objective approach that recognises the role of good governance in supporting the achievement of organisational objectives.</i></p>



Click or tap here to enter text.

**Ability to communicate effectively**

*To explain your views positively and clearly, and a willingness to listen to and influence others.*

Click or tap here to enter text.

**Analytical ability**

*The ability to monitor performance effectively by interpreting and questioning complex data including financial, statistical and performance information.*

Click or tap here to enter text.

**Strategic Thinking**

*The ability to think and make decisions strategically, informed by rigorous analysis; rising above the detail and seeing issues from a wider and forward-looking perspective.*

Click or tap here to enter text.

**Relationship Building**

*The ability to develop a strong team ethos and to effectively engage with a wider group of stakeholders to secure positive outcomes.*

Click or tap here to enter text.

**Section 4: Interests & Availability**

Please give details of your availability to attend meetings of the Standards Committee and any particular working days or times when you would generally be unable to attend:

Click or tap here to enter text.

Please indicate why you are interested in serving on the authority's Standards Committee:

Click or tap here to enter text.

--

Do you undertake any public role, for example, Justice of the Peace, School Governor, Trade Union Official, Community Council Member or a member of another local government committee?

Declarations of interest: please outline if you have a connection to the authority to which you are applying. This could be a connection to a serving officer within the authority, an elected member, or a business connection.

Signed:	Date:
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**Section 5: References**

Last name:	Title:
First name:	
Relationship to you:	
Occupation:	
Organisation:	

Contact telephone:
Contact email:

Last name:	Title:
First name:	
Relationship to you:	
Occupation:	
Organisation:	
Contact telephone:	
Contact email:	

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
EQUAL OPPORTUNITIES**

**Equal Opportunities Monitoring Form**



Neath Port Talbot County Borough Council is working towards promoting and ensuring equality of opportunity in employment and service delivery. It is the Council's policy to ensure that all applications for posts with the Authority are considered on the basis of merit, regardless of gender, age, disability, race, colour, nationality, ethnic origin, responsibility for dependants, marital status, sexual orientation, HIV or AIDS status, trade union activity or religious belief.

To ensure this policy is carried out effectively, all applicants are asked to provide the information requested on this form. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

**Full Name of Applicant**

**Post Applied For** Independent Person of the Standards Committee

**Date of Birth**

**Gender** (Please tick as appropriate)

Male

Female

**Nationality** (Please tick box as appropriate)

British  English  Irish

Welsh  Scottish

Other (Please give details)

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**Ethnic Origin** (Please tick as appropriate)

(a) White

(b) Mixed:

White and Black Caribbean

White and Black African

White and Black Asian   
Any other mixed background (Please give details)

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(c) Asian:  
Indian  Pakistani   
Bangladeshi   
Any other Asian Background (Please give details)

---

(d) Black:  
Caribbean  African   
Any other Black Background (Please give details)

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(e) Chinese or other Ethnic Group:  
Chinese  Other

**Welsh Language** (Please tick as appropriate)

Fairly fluent speaker and writer  Fairly fluent speaker   
Fluent speaker and writer  Fluent speaker   
Learner  Little or no knowledge

**Disability**

**The Council actively encourages applications from people with disabilities.** The Equality Act 2010 defines a person with disability as someone who has “physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”.

Do you consider yourself to have a disability? (Please tick as appropriate)

Yes  No

**Note:** It is our Policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Person Specification shows these requirements.

**Where did you see the advertisement for this post?**

Internal Bulletin     Intranet   
Western Mail     Evening Post     Job Centre

Internet   
(if so state name of website):

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Other   
(Please state):

Mae'r dudalen hon yn fwriadol wag



**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
STANDARDS COMMITTEE  
APPOINTMENT OF INDEPENDENT MEMBERS**

**Introduction**

1. In accordance with Section 53 of the Local Government Act 2000 and The Standards Committees (Wales) Regulations 2001, the Council is seeking to appoint one person to serve as “independent members” of its Standards Committee. This is an important role within the ethical framework of the Council which is intended to ensure that conduct in the Council and the Town and Community Councils in its area is of an appropriate standard.

**The Standards Committee**

2. This Standards Committee has overall responsibility for maintaining and promoting the Council’s ethical standards, advising on issues relating to Code of Conduct for Members and developing any training arrangements in regard to conduct and ethics. The Standards Committee may receive referrals from the Public Services Ombudsman for Wales from time to time and will then determine whether the actions of any of its Councillors are in breach of the Code of Conduct for Members and apply sanctions. It has similar duties for Town and Community Councils in this area.

**Independent Members**

3. The criteria for selection and the qualities sought from candidates are that applicants have:-
  - A sense of objectivity;
  - strong personal integrity;
  - respect for others;
  - the ability to act with discretion;
  - the ability to evaluate facts and evidence and formulate objective judgements;
  - to be an effective listener and communicator, and
  - a strong belief in pursuing and preserving ethical values in public life.

4. Independent Members must also be able to meet the required time commitment and flexibility necessary to ensure the efficient running of the Standards Committee and respond to certain requests at short notice. It is expected there will be at least four meetings a year although there may be more depending on business transacted. The Standards Committee will choose from amongst the independent members a Chair and Vice-Chair. Leadership and presentation qualities may, therefore, be required.
5. A detailed knowledge of local government is not necessary although it would be an advantage to have some experience relative to the type of work of Standards Committees or Committees dealing with ethics or standards in any environment.

### **Eligibility to serve as Independent Members**

6. The Council cannot (subject to the proviso in Paragraph 7 below) consider applications from the following persons:-
  - (a) Current Members, officers or employees, or the civil partners or spouses of current Members, officers or employees, of the Council or any Town/Community Councils situated within the Council's area.
  - (b) Past Members, officers or employees, or the civil partners or spouses of past Members, officers or employees, of the Council or any Town/Community Councils situated within its area.
  - (c) Current Members, officers or employees of any other County Council, County Borough Council, Brecon Beacons National Park Authority or the Mid & West Wales Fire and Rescue Authority (or any legal successors of these National Park and Fire & Rescue Authorities) or any civil partners or spouses of such Members, officers or employees.

[For the purposes of (a), (b) and (c) above a person shall not be regarded as being a "Member" of the Council, a Town/Community Council, the National Park or the Fire & Rescue authorities where that person is a Member of such a body solely by virtue of the fact that he/she has been appointed to that body as an Independent Member of its Standards Committee.]

7. Past Members, officers or employees of other County Councils, County Borough Councils, the Brecon Beacons National Park or the Mid & West Wales Fire and Rescue authorities, or their civil partners or spouses, may apply to become Independent Members of the Council's Standards Committee provided that:-
- a) They or their civil partners/spouses, have ceased to be Members, officers or employees of those bodies for a period of at least 12 months prior to their applications being made to become an Independent Member of the Council's Standards Committee, and
  - (b) Such applicants have never been a Member, officer or employee of the Council and/or one of the Town/Community Councils in its area.

[For the purposes of this paragraph a person is not to be regarded as a "Member" of such a body solely by virtue of the fact that he/she has been appointed to that body as an Independent Member of its Standards Committee.]

8. Further, to be eligible for appointment to and thereafter to continue membership of the Standards Committee, an independent member must:-
- Satisfy the requirements for membership contained in Section 53 of the Local Government Act 2000 and Regulations made thereunder.
  - Be over 18 and preferably by a registered elector for the County Borough of Neath Port Talbot;
  - Be a well respected person of standing and good character who is independent both of the County Borough Council and Town and Community Councils in its area, and local politics;
  - Provide two referees
  - Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;
9. Applicants should not
- Be a close relative (parent, partner, brother, sister or child) of any member or holder of any politically restricted post in the County Borough Council or any Town or Community Council in its area;

- Be a Member (including a co-opted Member) of any Committee, Sub Committee, Joint Committee or Panel connected to the Neath Port Talbot Council Borough Council;
- Be a representative nominated by the Local Authority to serve on a School Governing Body;
- Be an official or employee of a Trade Union whose members include persons in Local Authority employment;
- Be a person with a significant commercial relationship with the Council

(Section 80 and 81 of The Local Government Act 1972 and definitions for being judged as being independent of the Council and local politics is set out in the application pack)

10. Selection for membership may also take account of the balance of the Committee as a whole including diversity, the ability to speak Welsh and the geographical spread of its membership.
11. While the following will not necessarily be matters which disqualify someone from consideration for membership, every applicant will be required to disclose criminal convictions which have not been spent and membership of political parties or trade union or trade or employers association or professional association or any other organisations, clubs or societies including those with secret activities or membership.

## **Application**

12. It is anticipated that assessments and interviews will take place in May with the appointments being confirmed shortly afterwards. One independent member will be appointed to serve for 4 years, subject to terms of appointment/termination as agreed by the County Borough Council.

## **Expenses and Remuneration**

13. Independent Members will be remunerated at the rate of £105 for a half day and £210 for a day. Approved travel expenses will be payable in accordance with Council's scheme of Remuneration for Members.

14. A letter of application describing how you meet the above requirements and criteria, together with a detailed CV accompanied by at least two references and the completed application form and spent convictions form from the application pack should be forwarded to Mr Craig Griffiths, Head of Legal and Democratic Services, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ. The closing date for applications is 1<sup>st</sup> September 2022

Mae'r dudalen hon yn fwriadol wag

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **STANDARDS COMMITTEE**

### **AN EXPLANATORY NOTE**

#### **1. Introduction**

- 1.1 Part III of the Local Government Act 2000 introduced a new Ethical Framework for Councils. The National Assembly for Wales has also made Regulations which implement much of the legislation. As part of this framework, the County Borough Council has a Standards Committee.
- 1.2 This Committee is also responsible for standards functions in relation to the Town and Community Councils (and their Members) in the area of the County Borough Council.
- 1.3 Another critical part of the Ethical Framework is the Code of Conduct for Members. One of the functions of the Standards Committee is to assist the County Borough Council and the Town and Community Councils in securing compliance with the Code.
- 1.4 This Code requires all members of these authorities to make a formal declaration to observe the Code. Failure to declare will result in a member ceasing to hold the office of Councillor.

#### **2. Terms of Reference**

- 2.1 The Standards Committee is required to have formal Terms of Reference which are:-
  1. To promote and maintain high standards of conduct by the Members and co-opted Members of the Authority.
  2. To assist members and co-opted Members of the Authority to observe the Members Code of Conduct.

3. To advise the Council on the adoption or revision of the Members Code of Conduct (and relevant protocols relating to Member/Officer relationships).
4. To monitor the operation of the Council's adopted Members Code of Conduct throughout the Authority.
5. To advise, train, or arrange to train Members and co-opted Members on matters relating to the Members Code of Conduct.
6. Where statutes so permit, to arrange dispensation to speak and/or vote where a Member or co-opted Member has an interest in any matters.
7. To receive Local Commissioner Reports following investigations, or part investigations, in relation to allegations of breach of the Members Code of Conduct and/or
  - (a) To receive and consider reports and recommendations made with regard to same, from the Monitoring Officer (when such matters are referred to that Officer) including provision with respect to the procedure to be followed by the Standards Committee; and
  - (b) Following its consideration of any such reports or recommendations, to take any action prescribed by statute or regulations made thereunder (including action against any Member or co-opted Member (or former Member or co-opted Member) of the Authority who is the subject of any such report or recommendation) and to give publicity to such report, recommendation or action.
8. To receive, consider and implement general advice from the Local Commissioner and the Council's Monitoring Officer.
9. \*To receive from the Adjudication Panel, Interim Case Tribunals or Case Tribunals:-
  - (a) Notices issued by them to Council;



- (b) Recommendations about matters relating to the exercise of the Authority's function, the Code of Conduct and the Standards Committee and make such recommendations as it thinks fit to Council relating thereto.
10. To be responsible for liaison between the Council and external agencies, in particular the National Assembly for Wales, the District Auditor and the local Ombudsman in connection with any matter within the Committee's terms of reference, under the provisions of the 2000 Act and Regulations made thereafter.
  11. To make representations to the National Assembly and the Welsh Local Government Association about any matter relating to the General Principles of Conduct for Members of the Council.
  12. To consider and recommend procedures for complaints to be dealt with by the Standards Committee and to propose amendments as may be appropriate from time to time in accordance with statute etc.
  13. To oversee the whistle-blowing regime in particular in this respect to consider and recommend procedures in respect of the following:
    - Whistle-blowing arrangements;
    - Anti-Fraud/Corruption or malpractice strategy.
  14. To examine any Code(s) of Conduct for Employees of the Authority and to make recommendations as may be considered appropriate.
  15. To receive progress reports from the Monitoring Officer from time to time on such matters within the purview of the Standards Committee, and to make such recommendations to Council as may be deemed appropriate.
  16. To exercise such powers or duties as may be given to or imposed on Standards Committees from time to time by legislation.

17. To exercise in relation to Community Councils and their Members within the County Borough area such of the foregoing matters as are referred to in Section 56 of the Local Government Act 2000.
18. To monitor compliance of the leaders of political groups on the Council with their duties under Section 52A(1) of the Local Government Act 2000 that they are taking steps to promote and maintain high standards of conduct by the members of their group and are cooperating with the Standards Committee's functions.
19. To produce an annual report to the Council as to how the Standards Committee has operated, including:
  - (a) what has been done to discharge the general and specific powers conferred on it by statute and these requirements;
  - (b) reports and recommendations made or referred to it by the Public Services Ombudsman for Wales
  - (c) action taken by the Standards Committee follows is consideration of reports and recommendations
  - (d) notices given to the Standards Committee
20. It should be noted that members of local authorities who are Members of the Standards Committee will have a term of office until the next ordinary local government election following their appointment. They may be reappointed for one further consecutive term

### 3. **Composition and Formation**

- 3.1 The Local Government Act 2000 and Regulations made by the National Assembly for Wales thereunder provide specific rules for the composition and operation of a Standards Committee. The principal requirements are as follows:
  - (a) size of the Committee between 5 and 9 members;
  - (b) if the number is even at least half the members should be Independent Members. If the number is odd, the majority must be Independent Members;
  - (c) Independent Members must be people who are not Members or Officers, or the spouses of Members or Officers, of the County Borough Council or of Town or

- Community Councils in its area or other bodies having a Standards Committee;
- (d) there is also a bar on former Councillors or Officers being Independent Members of their own Authority's Standards Committee, but they can be an independent member of another Authority they have not served on after 12 months of ceasing to be a Member or Officer of their own Council;
  - (e) the leader, or elected mayor, or chair of a Board (within an Authority operating alternative arrangements) are excluded;
  - (f) a maximum of one member of an executive or Board can be placed on the Standards Committee;
  - (g) one member must be a Town or Community Council Member. That Town or Community Council Member cannot also be a County Borough Council Councillor;
  - (h) political balance rules do not apply;
  - (i) the quorum is 3 (2 being independent, including the chair);
  - (j) Access to Information Act rules apply;
  - (k) Monitoring Officer or representative must attend each meeting;
  - (l) Chair and Vice must be independent – Chair has casting vote;
  - (m) Chair and vice Chair are appointed by the Committee at its first meeting.

#### **4. Criteria for Appointment**

- 4.1 The Authority has established and publicised its criteria for appointment which are set out in a document attached to this note.
- 4.2 These criteria are a mixture of what is required by the 2000 Act and the Regulations and additional requirements of Neath Port Talbot County Borough Council to ensure the independence of members who are appointed as such.
- 4.3 Applicants must be able to give the appropriate time commitment and have flexibility for attendance at Committee or responding to urgent request to undertake certain activities.

4.4 Independent Members' remuneration along with travel and subsistence allowances will be payable in accordance with the Council's scheme.

## 5. **Panel to Appoint Independent Members of a Standards Committee**

5.1 Neath Port Talbot County Borough Council is to establish a panel of 4 members, 2 Neath Port Talbot County Borough Council Councillors, 1 Town or Community Councillor and a "lay member" to deal with the selection of Independent members to the Standards Committee.

5.2 The panel shall:

- a) consider every application received in relation to the vacancies for Independent Members of the Standards Committee;
- b) apply the criteria established for such applications; and
- c) make recommendations in relation to any such applications to Neath Port Talbot County Borough Council.

5.3 The appointment of Independent Members of the Standards Committee shall be made by Neath Port Talbot County Borough Council, it will do so by having regard to the recommendations of this panel.

## 6. **Other Matters**

6.1 Additional information regarding specific aspects of the work of Standards Committees will be issued to the successful applicants, together with such other documentation as they will need to function as members.

## 7. **Termination of Appointment**

7.1 Council has resolved that Council reserve the right to terminate the appointment of Independent Members to The Standards Committee on the basis of any such member cannot fulfil the obligation to carry out the duties expected of the member through prolonged ill-health or other inability to

attend meetings or deal with other duties specified. A member's appointment will be terminated for "misbehaviour". Such "misbehaviour" is as described hereafter (but not limited to) the following; behaviour comparable to that for which a Member of Council or Town or Community Council in its area would be censured by the Standards Committee or which behaviour could be likened to serious breaches of the Code for which suspension of a member would normally ensue or for committing acts which would reasonably be considered as having the effect of bringing the Council and its Standards Committee into disrepute.

- 7.2 Also, if after appointment is made it is discovered that the Independent Member did not at the time of appointment, or since appointment, satisfy the published criteria, or does not anymore satisfy the published criteria, then the appointment shall be terminated.

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT**

**COUNCIL  
13th July 2022**

**REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC  
SERVICES - Mr. Craig Griffiths.**

**SECTION A – MATTER FOR DECISION**

**WARDS AFFECTED: ALL**

**CHANGES TO POLITICAL PROPORTIONALITY AND COMMITTEE  
MEMBERSHIP**

**Purpose of the Report**

1. The purpose of this report is to
  - authorise changes to the allocation of seats on council committees to the political groups;
  - authorise appointment of Community Councillors on the Standards Committee
  - identify member ‘champions’ for relevant subject matters.

**Background**

**Amendments to Committee and Outside Body Membership**

2. Following the Port Talbot ward election that took place on the 23<sup>rd</sup> June 2022, changes are required to the allocation of seats between political groups (as now shown in Appendix 1) and to the membership of certain committees and outside bodies.
3. To implement these requirements, Group Leaders have notified the Head of Legal and Democratic Services of changes that they propose should be made to the membership of committees specified below:

(a) Labour Group Amendments

- That Cllr Sonia Reynolds is removed as a member of the Democratic Services Committee
- That Cllr Saifur Rahaman be appointed as a member of the Democratic Services Committee.
- That Cllr Saifur Rahaman be appointed the Chair of the Democratic Services Committee.
- That Cllr Saifur Rahaman be appointed as a member of the Environment, Regeneration and Street-scene Scrutiny Committee.
- That Cllr Sharon Freeguard be appointed as a member of the Social Services, Housing and Community Safety Scrutiny Committee.
- That Cllr Sharon Freeguard be appointed as a member of the Mid and West Wales Fire Authority.
- That Cllr Mike Harvey be appointed as a member of the Special Appointments Committee.
- That Cllr Mike Harvey be appointed as a member of the South West Wales Corporate Joint Committee Governance and Audit Committee
- That Cllrs Stephanie Lynch, Mike Harvey and Rob Jones be appointed as members of the Swansea Bay Port Authority.

(b) Plaid Cymru Amendments

- That Cllr Andrew Dacey is removed as a member of the Social Services, Housing and Community Safety Scrutiny Committee.
- That Cllr Heath Davies is removed as a member of the Environment, Regeneration and Street-scene Scrutiny Committee.

(c) Independent Group Amendments

- That Cllr Scott Jones is removed as a member of the Special Appointments Committee
- That's Cllr Caroline Lewis is removed as a member of the Cabinet (Policy and Resources) Sub Committee.



- That Cllr Caroline Lewis is appointed as a member of the Pension Fund Committee

(d) Coedffranc Liberal and Green Group Amendments

- That Cllr Cen Phillips be appointed as a member of the Cabinet (Policy and Resource) Sub Committee.

Town/Community Council Nominees to Standards Committee

4. The Local Government Act 2000 and the Standards Committees (Wales) Regulations 2001 provide specific rules for the composition and operation of a Standards Committee and stipulates that the Standards Committee must have one town/community councilors who is not a county borough councilors. The Head of Legal and Democratic Services has received the following nominations for appointment to the Standards Committee from One Voice Wales who approached town and community councils asking for nominees:

**Member** – Councillor Carolyn Edwards-(Blaengwrach Community Council)

**Substitute** – Councillor Robin Hill - (Crynant Community Council)

Member Champions

5. The Council identifies Member ‘Champions’ in various subject matters to represent the authority and champion the causes. It should be noted there is no decision making power associated with these roles. The Head of Legal and Democratic Services has been notified that the following members have been identified to take on the roles:

Welsh Language – Cllr Marcia Spooner

Scrutiny – Cllr Philip Rogers

Armed Forces – Cllr Chris James and Cllr Wyndham Griffiths

Carers – Cllr Jo Hale

Older People – Cllr Jo Hale

## **Financial Impact**

6. There are no financial impacts.

## **Integrated Impact Assessment**

7. There is no requirement to undertake an Integrated Impact Assessment as the issues within the report relate to constitutional matters only.

## **Workforce Impacts**

8. There are no workforce Impacts.

## **Legal Powers**

9. Section 15 of the Local Government and Housing Act 1989, Local Government Act 2000 and the Standards Committees (Wales) Regulations 2001

## **Risk Management**

10. There are no risk management issues that require attention.

## **Consultation**

11. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

12. It is recommended that Council approves:-
  - (a) The proportional allocation of seats to the political groups as contained in Appendix 1;
  - (b) The changes to the membership of committees as contained in paragraph 3 of this report;
  - (c) The appointment of the main and substitute town/community Councillor to the Standard Committee as contained within the report at paragraph 4; and
  - (d) The appointment of Member Champions as contained in the report at paragraph 5.

**Reason for Proposed Decisions:**

13. To update the Council's membership arrangements.

**Implementation of Decisions:**

14. The decisions are for immediate implementation.

**Appendices:**

15. Annex 1- Revised Political Calculation

**List of Background Papers:**

16. Neath Port Talbot County Borough Council Constitution.

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Mae'r dudalen hon yn fwriadol wag



<b>Committee (Based on 60 members)</b>	<b>Number of Members on Committee</b>	<b>Welsh Labour (27)</b>	<b>Plaid Cymru (12)</b>	<b>Coedffranc Liberal and Green Group (3)</b>	<b>Independent Democrats (16)</b>	<b>Dyffryn Independents (2)</b>
Cabinet Scrutiny Committee	15	6	3	1	4	1
Cabinet (Policy and Resources) Scrutiny Sub Committee) <i>(to be comprised of members of the Cabinet Scrutiny Committee)</i>	9	4	2	1(+1)	2(-1)	0
Social Services, Housing and Community Safety Scrutiny Committee	12	6 (+1)	2 (-1)	1	3	0
Education, Skills and Wellbeing Scrutiny Committee <i>(plus 8 co-opted)</i>	13	6	2	1	3	1
Environment, Regeneration and Streetscene Scrutiny Committee	12	6(+1)	2 (-1)	1	3	0
Planning Committee	12	5	3	1	3	0
Registration and Licensing	15	7	3	0	4	1
Licensing and Gambling Acts Committee	15	7	3	0	4	1
Licensing and Gambling Acts Sub Committee <i>(comprising Chair/Vice Chair of Licensing and Gambling Acts Committee and one member of the Committee from Welsh Labour on a rota/availability basis).</i>	3	1	1	0	1	0
Governance and Audit Committee <i>(plus 4 co-opted voting lay members)</i>	8	4	2	0	2	0
Democratic Services Committee	12	5	2	1	3	1
Personnel Committee	12	5	2	1	3	1
Special Appointments Committee <i>(appropriate cabinet member to be voting member)</i>	10/11	5(+1)	2	1	2(-1)	0
Standards Committee <i>(plus 4 co-opted and one community council voting lay members and 2 substitute members)</i>	2	1	0	0	1	0
Appeal Panel <i>(plus 15 substitute members comprising 5 from each political group nominated)</i>	5	2	1	0	2	0
City Deal Scrutiny Committee	3	1	1	0	1	0
CJC Scrutiny Committee	3	1	1	0	1	0
CJC Governance and Audit Committee <i>(plus NPT Chair of Governance and Audit Committee)</i>	2	1	0	0	1	0
Margam Crematorium Committee	5	2	1	0	2	0
Archives Committee <i>(in addition to relevant Cabinet Member)</i>	4	2	1	0	1	0

<b>Total</b>	172/173	77 (+3)	34 (-2)	9(+1)	46 (-2)	6
<b>Other Groups</b>						
Staff Council <i>(To include all 10 Cabinet Members plus additional members identified)</i>	12	1	Cabinet Members	1	Cabinet Members	Cabinet Member
Corporate Parenting Panel	13	6	2	1	3	1
School Standards Partnership Group	6	3	1	0	2	0

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