



DEMOCRATIC SERVICES COMMITTEE

2.00 PM MONDAY, 13 FEBRUARY 2023

***HYBRID MEETING
COUNCIL CHAMBER/MICROSOFT TEAMS***

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PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 5 - 8*)
3. Member's Annual Reports (*Pages 9 - 20*)
4. Members Personal Development Reviews (*Pages 21 - 42*)
5. Annual Survey of Members (*Pages 43 - 54*)
6. Timings of Meetings (*Pages 55 - 58*)
7. Public Participation Strategy (*Pages 59 - 112*)
8. Forward Work Programme 18/19 (*Pages 113 - 114*)
9. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the

Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972

K.Jones
Chief Executive

Civic Centre
Port Talbot

7th February 2023

Committee Membership:

Chairperson: **Councillor S.Rahaman**

Vice
Chairperson: **Councillor N.Goldup-John**

Councillors: L.Jones, W.Carpenter, J.Hale, M.Harvey,
J.Henton, A.R.Lockyer, A.Lodwig, P.A.Rees,
P.Rogers and C.Williams

Democratic Services Committee

(Multi-Location Meeting - Council Chamber, Port Talbot & Microsoft Teams)

Members Present:

29 November 2022

Chairperson: Councillor S.Rahaman

Vice Chairperson: Councillor N.Goldup-John

Councillors: J.Hale, M.Harvey, J.Henton, A.Lodwig, P.A.Rees and P.Rogers

Officers In Attendance C.Griffiths, S.Curran and S.McCluskie

1. **Minutes of Previous Meeting held on 3rd October 2022**

The minutes were approved.

2. **Independent Remuneration Panel for Wales Draft Annual Report - 2023**

The circulated report set out the proposed changes to Members Remuneration included in the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023/24.

Members noted the proposed uplift to salaries and that there were no other proposed changes to areas such as sickness, travel, care etc.

Members noted and approved the draft consultation response to the set questions and confirmed that the Head of Democratic Services would write a response to IRPW in formal response to the consultation.

It was noted that there was also scope for individual members and/or political groups to make representations to the panel as well as the link had been circulated to all Members.

RESOLVED:

- a) That Members note the draft Annual Report and proposed determinations for 2023/24.
- b) That the response to the set consultation questions detailed in the report be approved and submitted.
- c) That the Head of Democratic Services prepare the Council's response on behalf of the Committee.

3. Handling Harassment Abuse and Intimidation

Members noted the update in relation to councillor safety; namely in relation to harassment, intimidation and abuse as detailed in the circulated report.

It was noted that there had been a request by the committee for updates in relation to this area of work. Officers explained that the WLGA had committed to setting up a working group to focus the discussions but that there were no further updates on this at this time.

Members were presented with a practical guide that had been produced by the Local Government Association (LGA): 'A Councillor's guide to handling harassment abuse and intimidation' and asked that a copy be circulated to all members of Council.

The committee discussed the recommendations for Local Authorities outlined in the guide including: having named officers to discuss issues of concern, having a code of conduct, and having local resolution processes. Members noted the recommendation in the guide that there should be a dedicated Council policy setting out procedure and protocols should a councillor feel they are being harassed, intimidated or abused and they agreed that this should be brought to a future meeting of the Democratic Services Committee for ratification.

It was brought to members' attention that the ability of the Local Authority to assist in resolving any issues such as defamation, libel or slander is limited.

The Committee agreed that the Chair write to the Welsh Local Government Association (WLGA) on behalf of the committee seeking

further information on what measures are being put in place to support elected members and asking for such matters to be considered at a national level.

Members discussed the responsibility of members to prepare risk assessments when holding surgeries in the community. Advice includes notifying South Wales Police and liaising with Health and Safety colleagues.

RESOLVED:

- a) That the Democratic Services Committee note the update in relation to the handling harassment, abuse and intimidation and the content of the Councillor Guide to Handling Harassment, Abuse and Intimidation.
- b) That the Democratic Services Committee endorse the work programme that officers will embark on both internally and with stakeholders to develop a protocol for members in respect of harassment, abuse and intimidation.
- c) That the Chair of the Democratic Services Committee write to the WLGA (Welsh Local Government Association) seeking further views on what measures UK and Welsh Government are considering to support elected members who are victims of harassment abuse and intimidation.

4. **Forward Work Programme 22/23**

The Forward Work Programme was noted.

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

13th February 2023

Report of the Head of Legal and Democratic Services - Mr C Griffiths.

Matter for Decision

Wards Affected:

All Wards

Member Annual Report Scheme

Purpose of the Report

1. To remind Members of the current policy to support the production of annual reports by Members of the Council.

Background

2. The Local Government (Wales) Measure 2011 introduced a number of statutory requirements to strengthen democracy in Wales. One of the requirements concerned making arrangements for every elected member to provide an annual report at the end of each civic year.
3. The detail of the legal requirement can be found in Section 5 of the 2011 Measure, which states:-

4. A local authority must make arrangements for:
 - a) each person who is a member of the local authority to make an annual report about that person's activities as a Member of the authority during the year to which the report relates;
 - b) each person who is a member of the authority's executive to make a report about the person's activities as a member of the executive during the year to which the report relates, and
 - c) the authority to publish all annual reports produced by its Members and by Members of its executive.
5. The arrangements may include conditions as to the content of a report that must be satisfied by the person making it and a local authority must publicise its arrangements.

Current process

6. In order to support Members in producing their annual reports at the end of the civic year, the content of such reports follows a standard template form (a copy of which is attached an Appendix 1)
7. In designing the scheme it was hoped that this would enable Members to strike the right balance between providing information that would be relevant and interesting for their electorate, whilst avoiding the risk that the annual reports became political in nature.
8. The scheme also proposed that annual reports would be published in PDF format on the Councillors' profile page accessed via the corporate website.
9. In a similar vein to the introduction of the Annual Personal Development Review (PDR) scheme, despite initial early interest from Members in completing an annual report this has subsequently declined over the past years.
10. Members of the Democratic Services Committee are asked to note the Members Annual Report Scheme and endorse the Democratic Services Manager communication with all Members reminding them of

the scheme and inviting them to complete an Annual Report should they so wish.

Financial Impact

11. There are no financial impacts associated with this report.

Integrated Impact Assessment

12. As this matter goes to governance and publication of member's reports, no integrated impact assessment is required for this report.

Workforce Impacts

13. There are no workforce impacts associated with this report.

Legal Powers

14. Compliance must be had with the requirements of the Local Government (Wales) Measure 2011 (S.5), reference of which is made in this report.

Risk Management

15. There are no significant risks associated with this report.

Consultation

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

Recommendation

17. It is recommended that, having due regard that no integrated impact assessment is required that the Democratic Services Committee note the Members Annual Report Scheme and that the Democratic Services Manager communicates with all Members via email, reminding them of the scheme and inviting them to complete an Annual Report should they so wish.

Reason for Decision

18. Welsh local authorities are required to have regard to any guidance issued by Welsh Ministers.

19. To assist with the facilitation of the Members Annual Report Scheme.

Implementation of Decision

20. The decision is proposed for implementation after the three day call-in period.

Appendices

21. Appendix 1 - Member Annual Report Guidance

Officer Contacts

Craig Griffiths - Head of Legal and Democratic Services

e-mail: c.griffiths2@npt.gov.uk

Stacy Curran - Democratic Services Manager

e-mail: s.curran@npt.gov.uk

Appendix 1

Elected Member Annual Reports

1. Definition

An annual report will enable elected Members to highlight to the electorate the work that they have undertaken or been involved in during a specific civic year.

2. Background

The Local Government Measure 2011 introduced a number of new statutory requirements to strengthen democracy in Wales. One of the requirements is concerned with making arrangements for every elected Member to provide an annual report at the end of each municipal year.

The details of the statutory requirements are found in section five of the Measure:

- i) A local authority must make arrangements for
 - a) each person who is a member of the local authority to make an annual report about that person's activities as a member of the authority during the year to which the report relates;*
 - b) each person who is a member of the authority's executive to make a report about the person's activities as a member of the executive during the year to which the report relates; and*
 - c) the authority to publish all annual reports produced by its Members and by Members of its executive.**
- ii) The arrangements may include conditions as to the content of the report that must be satisfied by the person making it.*
- iii) A local authority must publicise its arrangements.*
- iv) In exercising its functions under this section a local authority must have regard for any guidance issued by ministers.*

3. Approach

In order to support Members in producing their reports at the end of a municipal year, it has been agreed that the content of such reports follow a simple standard form. This will allow for the right balance between providing information that will be relevant and interesting for the electorate, whilst avoiding the risk that the annual reports become political in nature. The annual reports will be published in PDF format on the Councillors' pages of the Council's corporate website.

It has been agreed that any Annual Report by an elected Member should be concise and limited to two A4 sides. To assist elected Members in preparing an annual report five suggested headings have been agreed to assist in focussing the report:

- Role and Responsibilities;
- Community Activity;
- Initiatives and Special Activities;
- Learning and Development; and
- Other Activities and Interests.

Some examples of information that can be included under each heading are outlined below.

Roles and Responsibilities

The Democratic Services Unit will provide accurate information on the attendance of members at full Council and all other Council committees.

Individual Councillors will be expected to provide information on any external bodies that they sit on, including levels of attendance which must be recorded personally. Examples of external bodies/committees could include:

- School Governing Bodies;
- Local Town/Community Councils;
- Local Authority Consortium Committees; and
- Special Interest Groups

This list is indicative and not exhaustive.

Community Activity

This is an opportunity for Councillors to highlight the work they have undertaken on behalf of their local constituents. It should not include details of specific cases. It could include details of regular surgeries they have held and any relevant outcomes. The Democratic Services Unit will not provide any information within this section.

Initiatives and Special Activities

This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of Neath Port Talbot Council.

Learning and Development

Councillors can highlight in this section what Personal Development activities they have undertaken over the previous civic year. Examples can include events such as Council seminars or official training courses. In the future this information will mirror what a Councillor has included within section two of their Personal Development Review.

Other Activities/Interests

This is a general heading for Councillors to provide any information on themselves that they believe will be of interest to their constituents. It can be the opportunity to show the 'personal' aspect of your role as a Councillor.

The Head of Legal and Democratic Services and the Democratic Services Managers will be available to read the reports to offer advice on whether any of the content is inappropriate. We anticipate that many Members will wish to produce the content themselves without the need for administrative support, however, should any Members need assistance then please make contact with the Democratic Services Manager who will be pleased to help. Should there be demand, training can also be arranged.

The Democratic Services Committee will evaluate this scheme annually to ensure that the process is fit for purpose.

Guidelines

As with any publication that is in essence linked to the Council there are a number of areas that must be considered when writing annual reports. The next section ensures that elected Members are made aware of potential issues that can or cannot be included within Annual Reports.

In 1986 Parliament imposed controls on Local Authority publicity prohibiting what was described as “political publicity” which appeared to be designed to affect public support for a political party. Also the law made provision for a statutory code of recommended practice to which Local Authorities must have regard in undertaking any publicity. The current Code of Practice for Local Authorities in Wales was issued by the National Assembly for Wales in October 2001.

Officers do not wish to be seen as censors of Members’ publications but we have to ensure that anything that is published using public money complies with the Code.

In considering the subject areas of the annual reports, the following matters will be important:-

- i. the reports should be relevant to the functions of the authority;
- ii. it should not duplicate unnecessarily publicity produced by central government, another local authority or another public authority

Comment should be objective, balanced, informative, and accurate and issues must be presented clearly and as fairly as possible.

The reports may include information about individual Councillors only where this is relevant to their position and responsibilities within the Council and all content should be objective and explanatory. It is important that annual reports are not liable to misrepresentation as being party political.



Elected Member Annual Report (DATE)

Councillor XXXXXXXXXXXXXXXX

Electoral Division: XXXXXXXXXXXXXXXX

Roles and Responsibilities:

Since I was elected as a Councillor for XXXXXXXX and as you will see in my report, I am very much hands on as a Member and very involved in my community including:

Chair of Governors of XXXXXXXX School

Vice Chair of Governors of XXXXXXXX School

Member of XXXXXXXXXXXXXXXXXXXXXXXX

A Board Member of XXXXXXXXXXXXXXXXXXXXXXXX

Founding member of the XXXXXXXXXXXXXXXX

I am a member of the parish of xxxxxxxxxxxxx I am Chairman of the xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

I sit on the below Committees in my role as County Borough Councillor:

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Community Activity:

During the past year I have supported my local constituents in what has been a very difficult year for many of them.

I am very involved in the Campaign to xxxxx and have seen the completion of two major projects in my ward to
XX
XX

With the use of Communities First funding I oversaw the
XX. I was
also able to receive funding to oversee the
XX

I am continuing to work on the regeneration of
XX
XX. I hold a
regular surgery on a Saturday Morning and carry out street surgeries
most days.

I also attend Community P.A.C.T Meetings.

Initiatives and Special Activities:

During the year as a County Borough Councillor I have been involved in :

- XX
- XX
- XX
- XX
- XX

Learning and Devolvement:

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

13th February 2023

Report of the Head of Legal and Democratic Services – Mr C. Griffiths

Matter for Decision

Wards Affected:

All Wards

Members Personal Development Review (PDR) Process

Purpose of the Report

1. To remind Members of the current policy in relation to the Annual Development Review (PDR) process.

Background

2. Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to ensure the provision of reasonable training and development opportunities for its Members.
3. Each Member should have the opportunity to have a review of their training and development needs on an annual basis. However, it should be noted that these provisions do not apply to the executive Leader of an authority which operates a Leader and Cabinet Executive (as adopted in Neath Port Talbot County Borough Council).

4. The original scheme outlined that reviews wherever possible should be undertaken by elected Members for elected Members.
5. In the previous administration a small cohort of Members from across the political groups were trained by officers from the Welsh Local Government Association (WLGA) on how to undertake a review. Officers will be engaging with the WLGA and political groups to explore a cohort of current members undertaking this training.
6. In previous years, the submitted responses from Members who completed the personal development review exercise were classified as confidential and securely archived. Nevertheless, the information obtained did help to inform the annual training and development programme.
7. Despite initial early enthusiasm in the review scheme interest from Members in undergoing an individual review on an annual basis declined over the next four years with Members feeling that the exercise did not add any value in conducting their individual roles and responsibilities.
8. Members emphasised the importance for ensuring 'political buy in' from the various Group leaders to assist in maintaining the process on an annual basis.

Financial Impact

9. There are no financial impacts associated with this report.

Integrated Impact Assessment

10. As this report relates to governance and member reviews, no integrated impact assessment is required.

Workforce Impacts

11. There are no significant workforce impacts associated with this report.

Legal Powers

12. Local Government (Wales) Measure 2011 (S.7) sets out the obligations on local authorities, details of which are referenced in this report.

Risk Management

13. There are no significant risks associated with this report.

Consultation

14. There is no requirement under the Constitution for external consultation on this item. However, the authority must ensure that the review includes an opportunity for an interview with someone who they regard as 'suitably qualified' individual.

Recommendation

15. It is recommended, that having due regard to the fact that no integrated impact assessment is required that the Democratic Services Committee:
 - Note the Members Personal Development Review Scheme
 - Approves that the Democratic Services Manager will communicate with the Welsh Local Government Association (WLGA) and political groups to explore a cohort of current members to undertake the training to conduct Personal Development Reviews.
 - Approves that the Democratic Services Manager will communicate with all Members via email, reminding them of the scheme and inviting them to complete a Personal Development Review should they so wish.

Reason for Decision

16. Welsh local authorities are required to have regard to any guidance issued by Welsh Ministers and must allow for the further development of the Member Annual Personal Development Review process.

Implementation of Decision

17. That the decision is proposed for implementation after the three day call in period.

Appendices

18. Appendix 1 - Personal Development Review Scheme

List of Background Papers

19. None

Officer Contacts

Craig Griffiths - Head of Legal and Democratic Services

e-mail: c.griffiths2@npt.gov.uk

Stacy Curran - Democratic Services Manager

e-mail: s.curran@npt.gov.uk

Appendix 1

Member Personal Development Review

1. Definition

Personal development review (PDR) is a way for a member and the Council to mutually assess a member's personal development needs. The review should be set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Council and the needs of the community.

2. Purpose

PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:

- a) Clarity for members about the expectations and accountabilities placed upon them;
- b) Understanding of and support for the individual and collective development needs of members;
- c) Support for members in preparing for new roles (succession planning);
- d) An understanding and ownership of organisational goals; and
- e) Support for improved member performance.

3. Statutory Provisions

The Local Government Measure 2011 introduced a new requirement on councils to make available to all members (except the Leader of Council) the opportunity for a development review on an annual basis.

The statutory guidance on personal development reviews that has been issued by Welsh Government provides that:

3.1 Annual Review

- a) Every local authority member, other than an executive leader, must be offered the opportunity to have their training and development needs reviewed on an annual basis. It is recommended that much of the training and development needs of local authority members are identified by such reviews;
- b) The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected);
- c) Local authorities may wish to consider detailing the outcome of the interview in an agreed plan which sets out training and development needs, if any, identified for the year ahead. It is recommended that this personal development plan is provided for the member and signed by both member and reviewed. This is a private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.

- d) Authorities can apply for Charter status. In achieving the standard required for the Charter, local authorities will need to adopt role descriptions for the posts of leader, deputy leader, executive member, scrutiny member, chair of scrutiny and chairs of statutory and area committees; and
- e) The review is an assessment of training and development needs. A local authority may wish to consider making it clear to members that the review is not a performance review or an assessment of how well or how badly a member has conducted their duties. That is not a statutory requirement and is a matter for the electorate to judge at the ballot box.

3.2 Suitably Qualified

- a) It is for the local authority to determine who could be considered a suitably qualified person to conduct the interview with local authority members to discuss their training and development needs a part of their annual review. This responsibility could be allocated the Democratic Services Committee within the authority. In most cases, this may not be a question of naming individuals, but of describing a post or office holder. It would probably be neither suitable nor desirable for a single person to be made responsible for conducting all interviews;
- b) Some local authorities already carry out various practices in relation to the review of the training and development needs of its members. Practices include group leaders conducting interviews with their members or interviews being conducted by the leader and the

executive members. Both these practices are perfectly acceptable methods of complying with the requirements of the Measure.

- c) Authorities may prefer, however, to divest the duty with their human resources officers. If this is the preferred option, local authorities may consider making the Head of Democratic Services responsible for co-operating with human resources officers for this part of their work. If the Head of Paid Service was selected as a suitably qualified person to conduct an interview it would not be expected that they would work under the supervision of the Head of Democratic Services;
- d) Some authorities may prefer to hire external consultants or peers to conduct interviews, which is also acceptable. Local authorities are encouraged to appoint a Member Development Champion from amongst its councillors;
- e) It is recommended that there should be no surprises in the system and that individual members know who they can expect to conduct their interview. Local authorities may wish to consider including an option in their arrangements for members to make a request to the Head of Democratic Services to arrange for a different person to conduct their interview if there is a good reason for so doing; and
- f) Finally, authorities must ensure that anyone conducting an interview must themselves have received suitable training in how to do this and are advised to liaise with the WLGA to ensure the provision of this. Therefore, even if the authority has chosen to allocate the duty of conducting reviews to a post, rather than an individual, that post holder should have receive the necessary training before conducting reviews.

Executive Leader of the Local Authority

Section 7 of the Measure does not apply to the executive leader (or elected mayor) of an authority. However, there may, of course, be occasions where the leader wishes to receive training or development and there is no suggestion that, by excluding them from the provisions of the Measure, they should not be able to receive training, nor, indeed an annual review or an interview with a suitably qualified person.

4. Methodology

In developing an approach to Member Development Review, the Democratic Services Committee has considered the provisions of the Local Government Measure 2011, the guidance issued by the Welsh Local Government Association and approaches being adopted by other councils across Wales. The Democratic Services Committee proposes an approach based on the guidance issued by WLGA, supported by the following principles:

- a) The personal development review **is not** a performance appraisal but a means of supporting and developing members;
- b) The scheme is available to all members of the council;
- c) The scheme will be Member-led with professional support to be provided by the Head of Democratic Services, in co-operation with the human resources department;

- d) The development needs identified from the process will inform the creation of the member development programme for the following period;
- e) The development needs of members will be linked to the roles performed by members (the role descriptions to be based on those published by the WLGA, albeit those roles are not considered to be prescriptive and are intended for guidance only. See Appendix 2 for details);
- f) All member development must provide value for money and be affordable;
- g) The personal development review will be based on a self-assessment conducted by the reviewee, using the prescribed template. (See Appendix A);
- h) The personal development review will be undertaken by a “suitably qualified” person. The “suitably qualified” person may be an experienced member (ie a Member who has served in a previous administration) **or** a Member considered suitable for other reasons;
- i) Members wishing to participate in the scheme may identify up to three “suitably qualified” persons to undertake their review ensuring choice for reviewees and equitable distribution of workload for reviewers;
- j) Reviews will, generally, be carried out between the annual meeting of Council and the August recess;
- k) All “suitably qualified” persons will be required to undertake the relevant training to ensure consistent application of the scheme;
- l) The administration of the scheme will be the responsibility of the Head of Legal and Democratic Services;

- m) The development needs identified and recorded from the process will be confidential to the reviewee. The details of individual member development needs will not be for public disclosure, unless the member wishes to provide details, eg in his/her annual report. However, the member development programme overall will be accessible by the public;
- n) Access to individual member development records will be controlled by the Head of Legal and Democratic Services;
- o) The impact of development activity and the scheme as a whole will be evaluated and reviewed on a two yearly basis, or at other intervals, should the Head of Legal and Democratic Services consider this to be appropriate.

5. Implementation

The scheme will be trialled in the first instance with a small group of members to ensure it is fit for purpose. The trial will be evaluated and a final scheme, supported by an implementation plan, presented to Council for adoption prior to the annual meeting of Council 2013.

6. Resources

There are no additional resources available to the Council support the introduction of the annual personal development reviews. Consequently, the introduction of the scheme and the programmes developed to

respond to training and development needs identified from each personal development reviews will need to be met from within existing resources.

7. Evaluation and Review

An evaluation of the trial will be carried out to inform the development of the final scheme. Thereafter, it will be for the Head of Legal and Democratic Services and Democratic Services Manager, in consultation with the Democratic Services Committee to ensure the scheme is regularly reviewed on at least a two yearly basis to ensure it remains fit for purpose.

Framework for a Personal Development Review.

Guidance for Reviewers

Before conducting your review (s) you may find it useful to consider the following:

1. Purpose of the Review

The purpose of your meeting will be to provide your reviewee with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. Their learning and development needs together with the usefulness or otherwise of previous development will then be fed back to the Head of Legal and Democratic Services to create development programmes.

2. Preparation

You may want to familiarise yourself with the role description of the person whose review you are conducting and consider some of the questions that you will ask to help the review meeting explore their role and needs. Your reviewee will contact you to plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

3. Undertaking the Review

Please remember that the conversation you have with your reviewee needs to be kept confidential.

Your role is to help the reviewee consider his/her role/contribution, strengths/weaknesses and training needs. You should act as an objective sounding board in this exploration.

Your role is not to give your own feedback on the performance of your colleague.

Use the template as the basis for your discussions.

It is the responsibility of the reviewee to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Legal and Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

Guidance for Reviewees

Before undertaking your review you may find it useful to consider the following guidance.

1. Purpose of the Review

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to the Head of Legal and Democratic Services to organise development programmes.

2. Preparation

Before your meeting you will need to complete the template. This will, help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description and person specification.

Make contact with your reviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

3. Undertaking the Review

Please remember that the conversation you have with your reviewer needs to be kept confidential to yourselves.

Use the template as a basis for your discussions.

Your reviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Legal and Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

TEMPLATE FOR PERSONAL DEVELOPMENT REVIEWS

Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.

1. What are my current roles and responsibilities? (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

2. What Learning and Development have I undertaken this year?

3. What additional learning and development would be useful, use the table below.

Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	

Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	
---	--

My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)

Area for Development	How	Priority
<p><i>example</i></p> <p><i>How to Chair scrutiny meetings effectively</i></p>	<p><i>I'd like to observe meetings in other authorities</i></p> <p><i>A workshop on chairing skills would be handy</i></p> <p><i>I'd like to receive some written guidance for scrutiny chairs</i></p>	1
<p><i>example</i></p> <p><i>Understanding of the planning system to answer constituents enquiries</i></p>	<p><i>A workshop on all the planning basics would be useful</i></p> <p><i>A meeting with planning officers on specific issues raised by people in my community about planning permission</i></p>	3
<p><i>example</i></p> <p><i>Local Government Finance, how do I contribute to the budget setting process?</i></p>	<p><i>I'd like to have discussions with finance officers and some mentoring from Cabinet member for Finance and Resources as this is an area I'd like to move into.</i></p>	2
<p><i>example</i></p> <p><i>Training in the use of social media</i></p>	<p><i>A meeting with someone who can explain how to use Twitter safely to publicise what I do and encourage the public to contact me.</i></p>	4

My evaluation of the training I have already received

<p>Training undertaken</p>	<p>What difference has this made to the way I work as a member</p>
<p><i>example Council induction programme on the work of the council and who's who.</i></p>	<p><i>Has given me a good refresher of how the council operates which has enabled me to explain this to people attending my surgeries and know who the appropriate officers are to speak to. It also highlighted areas where I need further training.</i></p>
<p><i>example media skills training</i></p>	<p><i>Helped me represent the council more effectively at a radio interview last week</i></p>
<p><i>example attended the Leadership Academy</i></p>	<p><i>Helped me understand my own leadership style and how it differs from other I am now working more effectively with other Cabinet members I also had help on a personal leadership challenge.</i></p>

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

13 February 2023

Report of the Head of Legal and Democratic Services – Mr C. Griffiths

Matter for Decision

Wards Affected:

All Wards

Report Title:

Survey of Elected Members 2023/2024

Purpose of the Report:

To outline a proposed survey to conduct with elected members and for the Democratic Services Committee to agree the process for conducting the survey.

Background:

Previously, surveys have been undertaken with members to gain information, feedback and recommendations for improvement on a range of topics based on the support they receive from the Democratic Services Team. These have included-

1. Scrutiny arrangements and support
2. Member Development, seminars and training

3. IT and Mod.Gov issues
4. Facilities
5. General administration and support

The survey is a valuable tool as it allows members to reflect whilst providing officers with important feedback to allow them to continually improve and develop the services provided to elected members. Additionally, information is gathered relating to the training and development needs of members which in turn feeds into the annual training and seminar programme.

This will be the first survey of its kind following the 2022 Local Government Elections

It is proposed that a survey is conducted with members in spring 2023 with a view that any feedback/recommendations for improvement can be prepared ready for the 2023/24 civic year. Additionally, any training requirements identified can be built into the programme for the forthcoming year.

A draft survey is attached at Appendix 1 based on previous surveys conducted. Members of the Committee are asked to comment on the content and agree a final version to be conducted with all elected members.

Members are regularly surveyed on different topics throughout the year via email and the response rate is variable, and very rarely more than 50%. Therefore, in an attempt to obtain the highest possible response rate Members of the Committee are asked to approve that the proposed method for this survey is for Democratic Services staff to undertake the survey on a one to one basis with elected members. This is a model which has been utilised previously with good results.

Financial Impacts:

There will be no financial impacts from undertaking the survey. However, there could be costs associated with the implementation of any recommendations for improvement depending on the survey results.

Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment.

Valleys Communities Impacts:

No implications.

Workforce Impacts:

There will be no workforce impacts from undertaking the survey. However, there could be impacts associated with the implementation of any recommendations for improvement depending on the survey results.

Legal Impacts:

No Impacts

Risk Management Impacts:

There are no risks associated with this report.

Consultation:

There is no requirement for external consultation on this item.

Recommendations:

It is recommended that members agree:

- (a) That an annual survey be conducted with all elected members between February and April 2023.
- (b) The content of the annual survey based on the draft attached at appendix 1.

(c) That the survey be conducted on a 1:1 basis by Democratic Services staff.

Reason for the Proposed Decision:

To approve the member survey for elected members for to inform arrangements for the 2023/24 civic year.

Appendices:

Appendix 1: Draft Member Survey

Officer Contact:

Craig Griffiths - Head of Legal and Democratic Services
e-mail: c.griffiths2@npt.gov.uk

Stacy Curran - Democratic Services Manager
e-mail: s.curran@npt.gov.uk

Appendix 1

MEMBER NAME:

DATE OF SURVEY:

DEMOCRATIC SERVICES OFFICER:

Scrutiny:

Questions for Scrutiny Members:

1. Please rate the current overall scrutiny arrangements out of 10 and make any comments
 - (If not 10 out of 10 then why not? If 10 out of 10, what made you score this?)

2. Please rate the scrutiny pre-briefings out of 10 and make any comments
 - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

3. Have you raised any questions in advance of the meetings?
(If not, why not? Is this process helpful?)

4. How would you rate the arrangements for planning and managing meetings overall?
(forward work programmes, agenda planning, pre briefings, support at meetings, follow up)

5. How would you rate scrutiny's involvement in the budget setting process in the last year?

- (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

6. How would you rate the effectiveness of the scrutiny sub committees?
(If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

Executive:

Questions for Cabinet Members:

1. How do you rate the support you receive in your Cabinet Member role?
(If not 10 out of 10 what could we put in place to make the score better?)

Member Development

Questions for all Members:

1. Please rate Member Development out of 10. Prompt with venues, timings, resources etc.
(If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

2. How would you rate any training that you have been offered or received over the last 12 months? Please provide specific examples.

3. Would you like to identify any topic areas you would like to see in the Member Training programme for the next Civic Year?

4. Would you like to identify any topic areas you would like to see in the Member Seminar programme for the next Civic Year?

5. Any other comments/suggestions?

IT Matters

Questions for all Members:

1. Please rate the Modern Gov System out of 10 and make any comments?
(If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

2. Do you feel you have ample support with using the Modern Gov system?

3. How efficient is the Modern Gov system at home and during meetings?

4. Please rate the IT equipment out of 10 and make any comments?
 - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

5. Do you feel you have ample support with using the IT equipment?

6. How efficient is the IT equipment at home and during meetings?

General

- 1. Please rate Member facilities out of 10 and make any comments?
 - (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

- 2. Please rate the Member support you receive from Democratic Services out of 10 and make any comments? (If not 10 out of 10 why not? If 10 out of 10 what made you score this?)

3. Do you have a preference for timings of meetings?

4. Do you have any comments or observations about timings of meetings?

5. Any final comments or observations?

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

Report of the Head of Legal and Democratic Services – Mr C. Griffiths

13 February 2023

Matter for Information

Wards Affected:

All Wards

Timing of Council Meetings

Purpose of the Report

1. To update Members of the Democratic Services Committee on requirements surrounding the timing of Council meetings.

Background

2. Section 6 of the Local Government (Wales) Measure 2011 requires the Council to undertake a survey of Members regarding the timing, frequency and location of meetings of the Council and its Committees at least once during the term of administration.
3. Following analysis of the original survey results at the meeting of the Democratic Services Committee held on 19 October 2017, Members requested that arrangements be made by canvassing the views of individual Committees as to the timings of those meetings.

4. To satisfy section 6 of the Local Government (Wales) Measure 2011 this arrangement has continued annually, with individual Committees being canvassed for their views on their respective meeting times following the Annual Meeting of Council.
5. Members of Council are also surveyed annually and are asked to comment on frequency and timing of meetings.
6. There are no arrangements that suit all Members in relation to all formal meetings, but the majority of respondents outlined their support for the current cycle schedule.
7. The cycle of meetings is agreed at the Annual Meeting of Council and members are keen that these meeting dates are only changed or cancelled if absolutely necessary.

Financial Impact

8. There are no financial impacts associated with this report. However, future changes to meeting times and/or venues locations may have potential implications in relation to the costs associated with administering the governance arrangements of the Council.

Integrated Impact Assessment

9. As this report relates to governance, no integrated impact assessment is required

Workforce Impacts

10. There are no workforce impacts associated with this report. However, changes to existing meeting arrangements may have implications for those officers who attend meetings of the Council.

Legal Powers

11. S.6 Local Government (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

12. There are no significant risks associated with this report.

Consultation

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

Recommendation

14. That the Committee note the update in relation to Timings of Meetings.
15. That the Committee endorse the inclusion of 'Timings of Meetings' questions to be included in the Annual Member Survey.

List of Background Papers

16. None.

Officer Contacts

Craig Griffiths - Head of Legal and Democratic Services

e-mail: c.griffiths2@npt.gov.uk

Stacy Curran - Democratic Services Manager

e-mail: s.curran@npt.gov.uk

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DEMOCRATIC SERVICES COMMITTEE

2.00 PM MONDAY, 13 FEBRUARY 2023

MULTI-LOCATION MEETING - COUNCIL CHAMBER, PORT TALBOT & MICROSOFT TEAMS

Report of the Head of People and Organisational Development

Matter for Information

Wards Affected: All Wards

Draft Public Participation Strategy 2023-2028

Purpose of Report

1. To ask members of the Democratic Services Committee to consider the Draft Public Participation Strategy for 2023-2028 as part of the consultation process in line with the requirement the Local Government and Elections (Wales) Act 2021 that the council must “consult with such other persons as it considers appropriate”.

Executive Summary

2. The draft Public Participation Strategy for 2023-2028 (attached at Appendix 1) outlines the council’s objectives, approach and mechanisms for encouraging and enabling public participation, together with information on how local people can influence decision-making.

It was developed following the Statutory Guidance on Public Participation Strategies, made under section 44 of the Local Government and Elections (Wales) Act 2021, and informed by the NPT Citizens’ Panel and the NPT Community of Practice on Involvement and Engagement.

3. Cabinet, on Wednesday 30 November 2022, approved a 12 week formal public on the draft strategy. This commenced on 5 December 2022 and is due to close on 26 February. A final version will be presented to Cabinet for consideration in March 2023.

Background

4. The Local Government and Elections (Wales) Act 2021 requires councils to encourage local people to participate in their decision making. This includes where councils are making decisions in partnership with another principal council or in conjunction with another individual or body such as a local health board.
5. The Act requires local authorities to publish, consult on, and regularly review a public participation strategy. These strategies are required to set out:
 - i. ways of promoting awareness among local people of the principal council's functions;
 - ii. ways of promoting awareness among local people of how to become a member of the principal council, and what membership entails;
 - iii. ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
 - iv. ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;
 - v. arrangements made, or to be made, for the purpose of the council's duty in section 62 of the 2011 Measure (bringing views of the public to attention of overview and scrutiny committees);
 - vi. ways of promoting awareness among members of the principal council of the benefits of using social media to communicate with local people.
6. Following the Statutory Guidance on Public Participation Strategies, made under section 44 of the Local Government and Elections (Wales) Act 2021, we involved a number of stakeholders in developing the draft strategy, including:
 - An officer working group – for initial scoping, mapping of existing participation pathways and drafting key information for the strategy
 - NPT Community of Practice on Involvement and Engagement (NPT CoP) to further develop the baseline, identify what works well, gaps and aspirations for 'what we could do better'. The NPT CoP also contributed to the overarching objective and approach for the strategy.
 - The NPT Citizens' Panel were asked to complete a questionnaire to provide an indication of how much residents currently participate in the council's decision-making process;

which mechanisms for participation they are aware of; the level of interest in participation opportunities; to what extent those who have participated feel their involvement allowed them to have a genuine impact on the decision(s) made; and listen to any suggestions as to what the council could do more to improve public involvement in our decision-making processes. The feedback from this informed the action plan for the strategy.

Financial Appraisal

7. The cost of developing and implementing the Strategy will be met from existing service budgets and resources.
8. An enhanced approach may require the commitment of resources and officer time from other service areas in future.
9. The Strategy will ensure that the council complies with legislation avoiding a potential adverse cost implication for non-compliance or retrospective challenges to council decisions

Integrated Impact Assessment

10. A first stage impact assessment was undertaken to assist the council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage impact assessment indicated that a more in-depth assessment was required, and this is attached to the report at Appendix 2, for the purposes of the meeting.

The IIA will be revisited in light of responses to the consultation and a final impact assessment will accompany the final decision report in due course.

Workforce Impact

11. The Public Participation Strategy will support officers involved in the decision-making process by ensuring a corporate and coordinated approach to participation, involvement and engagement.

By working towards shared objectives and embedding a consistent approach, we aim to ensure our public participation activities are of

a consistently high standard, leading to more robust decisions that have considered the needs and interests of stakeholders.

Legal Impact

12. The publication of the final strategy will meet the requirements of the Local Government and Elections (Wales) Act 2021 by setting out how the council encourages local people to participate in its decision making, the steps we will take to improve public participation, and how we will measure progress.

Risk Management

13. The Council's Corporate Risk Register will be updated with any risks associated with the delivery of the work outlined in the Strategy following its approval and adoption by Council.

Consultation

14. A 12 week formal public consultation commenced on 5 December 2022 and will close on 26 February 2023. A final version will be presented to Cabinet for consideration in March 2023.

Recommendations

15. Having had due regard to the Integrated Impact Assessment it is recommended that Democratic Services Committee:
 - a) note the contents of the Draft Public Participation Strategy 2023-2028
 - b) provide feedback on the draft Strategy as part of formal consultation

Reason for report

16. To bring the Draft Public Participation Strategy and consultation to the attention of Democratic Services Committee and invite members to provide feedback as part of the formal consultation process.

Appendices

17. Appendix 1 – Neath port Talbot Council Draft Public Participation Strategy 2023-28
18. Appendix 2 – Integrated Impact Assessment

List of Background Papers

19. Local Government and Elections (Wales) Act 2021 (the 2021 Act)
20. The Equalities Act 2010
21. The Wellbeing of Future Generations Act
22. The Social Services and Well Being (Wales) Act (2014)
23. The Welsh Language Standards

Officer Reporting:

Sheenagh Rees, Head of People and Organisational Development, Tel no: 01639 763315, Email: s.rees5@npt.gov.uk

Anita James, Corporate Policy, Performance and Engagement Manager. Tel: 01639 763842, Email a.james6@npt.gov.uk

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PUBLIC PARTICIPATION STRATEGY

2023-2028

This document is also available in Welsh and Easy Read.



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

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Part A - Context

1. Introduction
2. What is the Public Participation Strategy?
3. Why is Participation important?
4. How we developed the strategy

Part B – Draft Public Participation Strategy

5. Our Objectives and Approach
6. How the council operates
7. How can you influence decision-making?
8. Mechanisms to encourage and support local people to participate in our decision making?
9. The NPT Council Public Participation Strategy Action Plan - Building on our existing mechanisms for public participation
10. Monitoring and evaluation

Part A - Context

1. Introduction

Democracy is something to be valued and nurtured. At a local government level this means a commitment to listen to all voices, for those voices to be heard and to work together with our communities to explore and resolve issues of concern, promote and recognise achievements and face new challenges together.

Our council is strongly committed to fostering a culture of partnership with local people and communities, encouraging and supporting them to participate in our decision making, and keeping them informed about how their participation has influenced decisions.

We already have a strong record of working in partnership, often in challenging circumstances, demonstrating the benefits of close collaboration, and focusing on achieving long-term improvements in the well-being of our communities.

In 2021 we ran a campaign to help us understand how the pandemic has impacted on different parts of our county borough and what matters most to local people as we take forward our recovery work.

Almost 1,800 people from all backgrounds and ages engaged with the campaign, with a mix of on-line and off-line surveys, supplemented by focus groups in our five valleys.

Capturing stakeholders' views and opinions at a very early stage in our planning enabled us to shape our well-being objectives and associated actions on what matters locally. It is our firm intention to continue to engage with people as we implement, review and refine the plan over the coming years.

Public Participation is, however, much wider reaching than engagement and consultations activities alone. There are many ways for individuals, groups and organisations to participate in decision-making, for example formal consultations, public meetings, petitions, standing for council and citizens panels etc.

No single mechanism is the key to developing a partnership approach between communities and the council that serves them. This strategy sets out how we will encourage and support people to participate in our decision-making.

We appreciate that participation is a voluntary activity and not everyone will want to be involved, but we hope you find this strategy informative in terms of the processes behind our decision-making, where to find information, how you can get involved and the benefits of doing so, enabling you to have a say in what we do and how we do it.



Cllr Steve Hunt
Leader of Council



Mrs K Jones
Chief Executive

2. What is the Public Participation Strategy?

The Local Government and Elections (Wales) Act 2021 (“the Act”) requires local authorities to publish, consult on, and regularly review a public participation strategy to encourage local people to participate in their decision making. This includes where councils make decisions in partnership with another council or in conjunction with another individual or body such as a local health board.



This Public Participation Strategy supports the priorities in our Corporate Plan 2022-2027 and reflects our values by setting out how we will encourage and enable local people and communities in Neath Port Talbot to be actively involved in decisions that affect them.

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It is a four year strategy, from 2023 to 2027, that outlines the council's objectives, approach and mechanisms for encouraging and enabling public participation, together with information on how local people can influence decision-making. These are set in the context of six requirements identified in the Statutory Guidance on Public Participation Strategies, to demonstrate how we currently or plan to:

1. promote awareness among local people of the council's functions;
2. promote awareness among local people of how to become a member of the council, and what membership entails;
3. facilitate access for local people to information about council decisions;
4. promote and facilitate processes so that local people can make representations to the council about a decision before, and after, it is made;
5. provide arrangements to bring views of the public to the attention of overview and scrutiny committees;
6. promote awareness among councillors of the benefits of using social media to communicate with local people

3. Why is Participation important

Informed decision-making comes about when we engage with people and communities, rather than making assumptions about what people think, want and feel.

Therefore, whilst the council has a legal duty to encourage and facilitate participation, our commitment goes beyond this as we recognise that effective public participation plays a key role in providing better outcomes - both for the council and the people we serve.

Benefits of participation for people and our communities:

- an opportunity to influence and shape policy and services
- making a contribution to better decisions because decision-makers have more complete information
- being heard and valued as citizens
- better awareness and understanding of the decision-making process, decisions and outcomes
- supports people to be actively involved with policy making and service planning from an early stage

Benefits of participation for the council:

- Learning from people and communities about their attitudes, needs, and what matters to them
- Fulfilling our 'connected', 'caring', 'collaborative', and 'confident' values
- Services and policies informed by actual need and/or demand
- Different ideas and perspectives
- More robust decisions that have considered the needs and interests of stakeholders
- Stakeholders have a better awareness and understanding of the decision-making process, decisions and outcomes
- Opportunity to build trust between the council and local communities
- Demonstrating a commitment to public participation in line with the relevant legislation and guidance

Achieving the above relies on participation being an integral part of our work across the council. By working towards shared objectives and embedding a consistent approach we aim to ensure our public participation activities are of a consistently high standard.

4. How we developed the strategy?

Following the Statutory Guidance on Public Participation Strategies, made under section 44 of the Local Government and Elections (Wales) Act 2021, we involved a number of stakeholders in developing the draft strategy.

Officer working group

The initial scoping, mapping of existing participation pathways and drafting of key information for the strategy was undertaken by an officer working group, including representation from Legal Services, Corporate Policy, Communications, Democratic Services, Digital Services and Electoral Services.

NPT Community of Practice on Involvement and Engagement

We worked with the NPT Community of Practice on Involvement and Engagement (NPT CoP) to further develop the baseline of what is already in place, what works well and where the gaps are and identify potential gaps and aspirations for 'what we could do better'. The CoP also contributed to the overarching objective and approach for the strategy.

The NPT CoP was established in 2019 and membership has grown to 60+ council officers and representatives from partner organisations who regularly engage with specific stakeholder groups as part of their work. The purpose of the CoP is to provide a vehicle for members to work more smartly and in a more collaborative way to ensure that everyone in our communities can have the opportunity to have their say on the decisions that affect them. It is intended to provide a professional and respectful forum for members to share experiences and knowledge on involvement and engagement issues in a spirit of mutual learning and peer support.

NPT Citizens' Panel

We circulated a questionnaire to the NPT Citizens' Panel. Launched in January 2020, the panel is made up of more than 500 residents from across the county borough and actively involves them in decision making at a very early stage, so they help shape proposals before these go out to wider public consultation.

The aim of the questionnaire was to get an indication of how much residents currently participate in the council's decision-making process; which mechanisms for participation they are aware of; the level of interest in participation opportunities; to what extent those who have participated feel their involvement allowed them to have a genuine impact on the decision(s) made; and listen to any suggestions as to what the council could do more to improve public involvement in our decision-making processes.

There were 71 people responses and the themes from these have helped to inform the Action Plan for this strategy. Themes included:

- Most respondents don't know that they can get involved in decision making (or that we want them to), not all of those who do know that they can get involved know how to go about doing this
- Some feel that council engagement is just box ticking/lip service and we're not really interested in engaging (there is a perception that decisions have already been made)
- We don't 'close the loop', so for those who have completed surveys/engaged previously they don't see the outcomes of that engagement (there is a mixed response with regards to this, some think that if we don't do what they want/suggest then we haven't listened - perhaps because we aren't explaining why we make certain decisions; others seem keen to see survey reports, but don't know where to find them)
- There are a number of comments to indicate that respondents don't feel that our decision making is transparent
- Some people don't know who their councillor is, or where to find out – the same goes for council meetings, respondents aren't aware that papers are public and/or that members of the public are able to attend meetings
- Most are aware of the website, but there are a few comments that mention we don't do enough for people who are not online.

Part B - Draft Public Participation Strategy

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5. Our Objectives and Approach

We aim to be open and responsive to the needs of local people and communities. This includes engaging them in participative processes by which they can influence and help shape policy and services. That said, all decision making is subject to constraints, so it is important to manage expectations. To help achieve this we will aim to **inform** people about how our decision-making process works, **engage** them to participate and provide **feedback** on how their participation influences our decision(s).

Overarching Objective

Our Overarching Objective is to encourage and support people to participate in the council's decision-making by undertaking our activities in ways that are inclusive and accessible, reflect the diversity of our communities, are responsive and meet the requirements of the relevant legislation and guidance (The Equalities Act 2010; The Wellbeing of Future Generations Act; The Social Services and Well Being (Wales) Act (2014); The Welsh Language Standards; The Local Government and Elections (Wales) Act 2021).

Our Approach

In keeping with the council's commitment to a rights-based approach to participation, involvement and engagement, we will follow the principles of:

- **Accessibility** – we will adapt what we do for different audiences, ensuring that our activities are made available in the formats and language(s) that people need. In addition, we will make the most of the opportunities that digital technology presents to enable our communities to participate in decision making, but equally, we are aware that digital technology is not available to or the preference of everyone and we will make provision for this.
- **Inclusivity and Non-discrimination** - We will be sensitive to the characteristics protected under the Equality Act 2010 - age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.
- **Empowerment** – we will endeavour to make sure our communities can be part of our decision making process, enable them to influence meaningful change, and demonstrate back to them that their voices have been heard.

In line with the National Principles for Engagement produced by Participation Cymru, our participation, involvement and engagement activities will also be:

- **Sustainable** – not just based on 'one-off' meetings
- **Practical** – not too bureaucratic
- **Honest** – so people can give their feedback about their experiences and share ideas
- **Responsive** – so people will know they have been listened to and taken seriously
- **Creative** – so people can help design improvements to services our participation, involvement and engagement activities will be:
- **Transparent and well communicated** – to help build a trusting environment

To ensure our consultation and engagement activities are fair and lawful, they will be designed to reflect the four Gunning Principles:

- Consultation must be at a time when proposals are still at a formative stage
- Sufficient reasons must be put forward for any proposal to permit "intelligent consideration" and response
- Adequate time is given for consideration and response
- The product of consultation is conscientiously taken into account by the decision maker(s)

6. How the Council Operates

The council delivers a wide range of services to a population of 144,386. It has 60 Councillors (or Members) elected every five years. Councillors are democratically accountable to residents of their electoral divisions. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

Councillors follow a code of conduct to ensure high standards in the way they undertake their duties. Their key roles are:

- **Cabinet decision-making:** councillors attend full meetings of the council, and some may have specific roles in relation to policy making, delivery of services and use of resources
- **Scrutiny of decisions:** councillors may serve on scrutiny panels, or committees which scrutinise existing policies and service delivery
- **Regulatory functions:** some council committees, such as those that deal with planning and licensing applications, have a quasi-judicial role
- **Representing their ward:** representing and meeting with the residents and interest groups within their ward and dealing with issues that they raise. In addition, councillors may attend community council meetings and serve on forums through which local issues can be discussed between elected members, council officers and the wider community

Councillors may also be involved in other areas, such as the development of new policies for the council

The council has officers working for it to give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have a specific duty to ensure that the council acts within the law and uses its resources wisely. A code of practice governs the relationships between officers and members of the council.

Meetings Overview

The Council operates under the executive council system. This is where fellow councillors elect a Leader of the Council at every annual general meeting (AGM) and up to 9 fellow County Borough Councillors to sit on the Cabinet. The majority of the decisions of the Council will be taken by either Full Council, Cabinet or at a Cabinet Board which will have decision making responsibility in a number of specific areas.

More information on the committee structure can be found at www.npt.gov.uk/cabinetboards

Council or “Full Council”

Council is a meeting of all 60 elected members, chaired by the Mayor with the Deputy Mayor as Vice Chair. It has responsibility for the council’s functions which are not covered by the Cabinet. The Council decides upon the political management framework and how councillors should be allocated to other committees both internally and externally.

It is also the role of Council to agree the council budget for the forthcoming year and agree policy framework, appoint the Leader of the Council and the Chief Executive and agree any changes to the constitution which the council must abide by.

The Executive or Cabinet

The Executive is another name for the 10 Cabinet Members of Neath Port Talbot Council. It includes the Leader and 9 other councillors, all appointed annually by Council. The Cabinet meet as a whole to make decisions as well each Cabinet Member having their own portfolio of services.

Cabinet make the main, overarching decisions for the council. In addition to Cabinet, there are 3 Cabinet Boards:

- Education, Skills and Wellbeing Cabinet Board
- Environment, Regeneration and Streetscene Services Cabinet Board
- Social Care, Housing and Community Safety Cabinet Board

Cabinet has to make decisions which are in line with the council’s overall policies and budget. Any decision which is outside the budget or policy framework must usually be referred to Full Council.

Scrutiny Committees

Scrutiny Committees were introduced to ensure a greater number of Councillors were involved in influencing Council policy and service improvements, and provided checks and balances on the decisions taken by the Cabinet. In Neath Port Talbot there are four Scrutiny Committees – one for each Cabinet Board above. Their role is to scrutinise decisions or to present new ideas to the Cabinet and Cabinet Boards for them to make decisions on.

Each Scrutiny Committee is made up of up to 16 councillors from political parties within the council membership, which mirrors the overall political composition of the council. The Education, Skills and Culture Scrutiny Committee also includes Co-opted Parent Governors and two Co-opted Representatives of the Church in Wales and Roman Catholic Dioceses.

Scrutiny Committees work together to ensure accountability, openness and transparency – their main roles are:

- Pre Scrutiny (this involves considering decisions to be taken by Cabinet and Cabinet Boards before they are made)
- Performance (this involves monitoring how services are performing)
- Policy and Partnership (this involves considering the impact of policies and holding partners of the Council to account)
- Post Scrutiny (this involves considering the impact of decisions after they have been made)

There is also currently 1 Scrutiny Sub Committee:

- Cabinet (Policy and Resources) Sub Committee which has been established to scrutinise our policy and resources functions.

Scrutiny Committees usually hold their meetings on a 4 or 6 weekly basis. The meetings are open to the public except when private items are being discussed (e.g. where individual personal or financial information is being considered).

Regulatory Committees

There are a number of Regulatory Committees which are decision making forums that the council has to have by law. These include:

- Appeals Panel
- Democratic Services Committee
- Governance and Audit Committee
- Licensing and Gambling Acts Committee
- Licensing and Gambling Acts Sub Committee
- Personnel Committee
- Planning Committee
- Registration and Licensing Committee
- Special Appointments Committee
- Standards Committee

How do committees decide what issues to consider?

The majority of committees have a forward work programme, which is publicly available [www.npt.gov.uk/26159]. The forward work programmes are developed in a number of ways:

- Officers of the council will populate them with issues that arise, are scheduled for completion or because there is a legislative requirement to review the current policy.

- The chair of the committee will also include items that they consider important to the committee or have been brought to their attention, e.g. items that members of the public have asked the committee to consider.

How can you see what is to be debated at a meeting?

Meeting papers are published on the council website [www.npt.gov.uk/democraticprocess] at least three clear working days before every meeting of the Council, Cabinet or Scrutiny. A small number of paper copies of the agenda and reports will be made available at the meeting for members of the public. These include:

- An agenda with the location, date and time of the meeting as well as a list of items that the committee is to debate.
- Reports giving details as to why each decision needs to be made, background information relating to the issues of the topic and a recommendation as to what decision should be taken.

For every meeting of the Council a set of minutes will be prepared and agreed at the next meeting of that particular committee. The minutes will act as a true record of the proceedings at a particular meeting. The council will make available for inspection for a period of 6 years any agendas, minutes and reports of a committee of the council.

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Most Council meetings are also recorded and published in an archive for residents to watch at a later date on the Council's YouTube page. More information and recording of meetings is available on our website [www.npt.gov.uk/24746].

7. How can you influence decision-making?

Voting

Voting in elections is an important way to make your voice heard. Local Government Elections take place every five years and by voting you can effect change on a local level and have your say on who represents you and the area in which you live on the council.

The relationship between a councillor and their electorate is two way – in return for your vote, they must try to represent you in the best way possible.

To vote in elections you need to be over the age of 16 and your name must be on the Electoral Register. You can register online at www.gov.uk/register tovot e

Stand as a councillor

There are many reasons why you might decide to stand as a councillor – you may already be active in your community, be committed to a particular political party or want to influence change in your community and the county borough.

To stand for election to the county borough council you must be over 18, be a British, Commonwealth or European citizen and meet one of the following four criteria:

- You are, and will continue to be, registered as a local government elector within the local authority area.
- Occupied as owner or tenant any land or premises within the local authority for the whole 12 months previous to the day of nomination and election.
- Your main or only place of work has been within the local authority area for the whole 12 months previous to the day of nomination and election.
- You have lived within the local authority area for the whole 12 months previous to the day of nomination and election.

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You can also stand for election to community and town councils in Neath Port Talbot.

The full elections to the County Borough Council and Community and Town Councils took place in May 2022. Vacancies can arise during the term of office for all councils and these are promoted on the NPT Council website www.npt.gov.uk/elections as well as in the local area.

Attend a meeting

Most of the meetings of Council, together with the Cabinet, Cabinet Boards and other Committee meetings, are open to members of the public to attend and observe the proceedings and debate taking place, except where personal or confidential matters are being discussed.

Most meetings are held in Port Talbot Civic Centre, but you can also observe meetings live via Microsoft Teams. You will need to pre-register to be part of the virtual public gallery and can do this by emailing democratic.services@npt.gov.uk by 12 noon the day before the meeting. Committee dates and times of forthcoming meetings can be found on our website www.npt.gov.uk/democraticprocess.

Add an item to an agenda for discussion

There are two ways that a member of the public can encourage a committee to consider an item and have it added to the agenda of a future meeting.

- Any member of the public can contact the chair of a committee and request that they add an item to the forward work programme for future discussion
- Attend a meeting of the relevant committee and request at the meeting under the item forward work programmes that an item is added for future consideration.

Submit a question to Council

Under the council's Protocol for Speaking at Council Meetings [<https://www.npt.gov.uk/constitution>], a period of up to 15 minutes in each meeting is allowed for public questions.

Any person (other than Members or employees of the Council) who lives or works in Neath Port Talbot may ask questions of Cabinet Members or of the chairs of committees of the Council.

To ask a question, notice must be given in writing or via email [Democratic.Services@npt.gov.uk] no later than 5pm, two working days before the day of the meeting. Each question must give the name and address of the questioner and must specify the person to whom it is to be put (by name or title).

Where the questioner indicates that they wish to ask their questions in Welsh, Welsh translation will be sought for that particular question and answer. In the event that Welsh language translation is not available, this will be discussed with the questioner and alternative arrangements will be considered/sought.

The number of questions an individual can ask in a municipal year is limited to two (to ensure that all individuals have an opportunity to attend such meetings). In the event though that a person wishes to attend a meeting to ask a question over and above these two occasions, they are entitled to request it.

An answer may take the form of:

- a verbal answer given by the person to whom the question is addressed or another person nominated by them;
- where the desired information is in a publication of the council or other published work, a reference to that publication; or
- where the reply cannot conveniently be given orally, a written answer circulated later to Members of the Council.

Submit views to scrutiny committees

Members of the public are welcome to attend any of the five Scrutiny Committees. If you have a particular interest in a topic, you can contact your local councillor or the Scrutiny Team on 01639 763194 or democratic.services@npt.gov.uk

Members of the public may also be invited to inform and provide information to specific inquiry groups. More information can be found at www.npt.gov.uk/scrutiny

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Contact your local councillor

You can contact your local councillor to discuss issues within your ward. If you are not sure who your councillor is, a list of the county borough councillors and their contact details is available on the council's website www.npt.gov.uk/councillors, alternatively you can get this information by contacting the council on 01639 686868.

Submit a comment or complaint

Neath Port Talbot Council considers all comments, compliments and complaints as an invaluable source of information about the services we provide. If you want to tell us about something we have done well, if there's something you want to feedback about or if you would like to make a complaint we are always glad to hear from you.

You can make a complaint in any of the following ways:

- On our website www.npt.gov.uk/complaints

- Email: contactus@npt.gov.uk
- By letter - Neath Port Talbot Council, Civic Centre, Port Talbot SA12 1PJ
- Phone: 01639 686868 - ask to be transferred to the service your feedback

You can give us feedback in whatever format (large print, Braille, on tape or disc) or language you wish.

Petitions

Creating or taking part in a petition is one way individuals, community groups and organisations can influence the council's decision making. We welcome petitions as a way in which our residents can make their views known and request that action be taken. The Council has a petition scheme which sets out the procedures in respect of petitions and how they will be considered. This is available online at www.npt.gov.uk/constitution.

Petitions are documents (digital or physical) that contain details of issues of importance to communities and/or the county borough as a whole, outline for a proposed course of action and are signed by people who are in support of this.

A petition has the ability to:

- Raise awareness of an issue;
- Bring about a change in Council Policy or a different way of delivering services
- Prompt members of the Council to take further action, for example asking questions at Full Council
- Lead to, or influence, a debate at a meeting of the Council

Before submitting a petition you should first check with you local councillor to see if the council is already acting on your concerns and whether the council is the most appropriate body to receive your petition.

The Council's response may also depend on the number of people who have signed the petition. The table below sets out the thresholds:

Number of Signatories	Response
20-100	Response from the relevant director/head of service (treated as standard correspondence)
101-500	Response from the relevant Cabinet Member

Number of Signatories	Response
500+	Referred for debate at a meeting of Full Council or the relevant Cabinet/Cabinet Board/Committee

Public Consultation and Engagement

The council has always consulted with local people on a wide range of policies and proposals, but our ‘Let’s Talk’ campaign in 2021 represented a fundamental shift from our traditional approach to engagement.

Instead of presenting a draft proposal for comments, we posed a series of questions designed to help us properly understand the impact of Covid-19 on our communities, what matters to people today and for the future, and how we can continue the spirit of collaboration that developed through the pandemic.

We developed a draft recovery plan based on the responses, then consulted on this to ensure that we had properly understood and reflected what people told us. Capturing the views and opinions of local businesses and residents at a very early stage in our planning enabled us to shape our well-being objectives and associated actions on what matters locally.

We will further develop ‘Let’s Talk’, so that we have continuous feedback from our residents, our staff, our businesses and partners and increase participation in the council’s work.

Information on current and future consultations is available on our website at www.npt.gov.uk/consultations

NPT Citizens’ Panel

The Council values the views of all residents in the county borough and wants them to be able to contribute to policy and service development. The Citizens’ panel will make it easier for our residents to give us feedback on our work and contribute in our decision making at a very early stage.

You can join the Citizens' Panel if you are over 16 years old and live in Neath Port Talbot County Borough.

As a member of the Citizens' Panel you will receive emails where you will be invited to participate in online surveys. There will be no more than 12 surveys per year on a range of issues affecting people and services in Neath Port Talbot County Borough. If you are interested in joining we'd love to hear from you. More information can be found at www.npt.gov.uk/citizenspanel.

NPT Council Employees and Trade Unions

Neath Port Talbot Council Employees and Trade Unions are key stakeholders in terms of how we deliver services. Our work in social partnership with the Trade Unions is a reflection of our fair working practices, inclusivity and diversity.

A high percentage of our employees live in the county borough (around 70%) and our front line employees are our closest link with members of the public, so their participation in decision making is important.

We regularly engage with employees, through both employee focussed consultation and engagement campaigns and by encouraging them to participating in our public consultation and engagement exercises (which always include provision for them to indicate their status as an employee of the council).

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001

A new Employee Communications and Engagement Strategy is being developed. This will provide a framework for employee participation, involvement and engagement, ensuring a corporate and coordinated approach.

Public Services Board

The Welsh Government passed a law in 2015 called the Well-being of Future Generations (Wales) Act. The Act requires a Public Services Board to be set up in each local authority area in Wales.

The Neath Port Talbot Public Services Board (PSB) was established in May 2016 to bring together local organisations and strengthen the way they work together to improve the well-being of the people who live in our county borough.

The PSB is a partnership of local public and voluntary organisations from across the area, including:

- **Statutory partners:** Neath Port Talbot County Borough Council; Swansea Bay University Health Board; Mid and West Wales Fire; Natural Resources Wales

- **Invited participants:** NPT Council for Voluntary Service; Higher Education Funding Council for Wales; South Wales Police; University of Wales Trinity St David; Tai Tarian; Welsh Government; National Probation Service; Public Health Wales; Wales Community Rehabilitation Company; Community Councils and Town Councils; Job Centre Plus; Police and Crime Commissioner; NPT Group of Colleges

In line with the Act, the Board assessed the social, economic, environmental and cultural state of well-being across the area. To understand how well-being could be affected, the PSB collects a large amount of information about the strengths of people and communities and described the challenges and opportunities Neath Port Talbot faces now and in the future. This information was used in the Well-being Assessment, which was published in May 2017.

The Board is committed to actively seeking the views and opinions of residents about all policies and decisions made, and about how we can make improvements in the future.

Page 8
The Board wants to create a Neath Port Talbot where people will have the best chance to get on in life. There many things we can be proud of in Neath Port Talbot, but they recognise there are big challenges too. The Board has explored where they can make the biggest difference and have consulted local people and have now settled on six priorities that they will work on over the next couple of years. The local Well-being Plan explains what these priorities are, how work will start on these priorities and how local people and organisations can get involved with this work.

More information can be found at www.npt.gov.uk/psb.

Youth Council

NPT Youth Council is a group of young people from the county borough aged between 11 and 25 who go that extra mile to champion Children's Rights by empowering young people to have a say and influence change in decisions affecting their lives.

The Youth Council meets with decision-makers at a local level to amplify their voices, enrich decision-making processes, share perspectives and participate as active citizens, volunteers, campaigners, and facilitators of change. As part of its work, the Youth Council meets with elected members every three months and petitions councillors effectively on behalf of young people living in Neath Port Talbot.

Youth Council members also get involved in their communities and in democratic processes regionally and nationally. They have representation on BAYouth (Swansea Bay University Health Board Youth Advisory Panel), the UK Youth Parliament and are Young Ambassadors with Public Health Wales and the British Youth Council.

They have made a measurable impact over the years as passionate advocates for those who are vulnerable or less able to speak for themselves through creating opportunities for young people to participate as elected members and have a voice e.g. LGBTQ+, BAME, Looked after Children and Young Carers.

Democratic Youth Council Elections are held every two years. Creating opportunities for special interest groups to participate is key, and the 2019 - 2021 youth council maintains a vibrant, inclusive and representative body within NPTCBC.

If you are interested in joining then please contact NPT Youth Service on 01639 763030 or youth.service@npt.gov.uk

Social Media

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Social media has become a mainstream tool for councils and councillors to inform and engage with the communities they serve.

The council has a number of corporate and service specific social media accounts. These provide valuable insight from our communities, but going forward, we need to consider how we develop these as a participation mechanism for the online community to participate in consultations and engagement campaigns.

You can follow the council on:

- Twitter - @NPTCouncil; @CyngorCnPT
- Facebook - @NPTCouncil; @CyngorCnPT
- Instagram - NPT Council
- LinkedIn - Neath Port Talbot CBC
- YouTube - Neath Port Talbot CBC

The number of councillors with a presence on social media is growing. As a councillor, there are additional things to consider when using it, including the Code of Conduct, managing expectations and workload. The council provides training and guidance to councillors in how to use social media to their advantage when councillors are first elected and provide ongoing update to various issues throughout the year.

8. Mechanisms to encourage and support local people to participate in our decision making?

There are already a number of mechanisms the council currently has in place to encourage and support local people to participate in its decision making. These have been set out under each of the six requirements listed on page 5:

Requirement 1:

Promote awareness of the functions the council carries out to local residents, businesses and visitors

Purpose - to share information about the council's functions and services so that residents are informed about how the council works so that when they participate, they can give informed opinions

What we already have in place to fulfil this:

- Corporate Plan and associated strategies that are publicly available www.npt.gov.uk/corporateplan
- Council Website www.npt.gov.uk
- [Modern.Gov](#) – Democracy Section of website where residents can access the agenda and minutes of meetings or look up decisions
- Live streaming of some meetings and access to recorded footage of meetings that can be viewed by the public online
- Social Media
- Meetings of the Council, Cabinet and the various committees.
- Utilising the opportunities for engagement and awareness raising and the educating of a 'role of a Councillor' through Key Stage 3, the Welsh baccalaureate and citizenship lessons within schools and linking in with any new curriculum provided
- NPTCBC Social Services' Co-production Statement of Intent – links to the West Glamorgan Co-production Strategy

Requirement 2:

Share information about how to go about becoming an elected member, or councillor, and what the role of the council involves

Purpose - to enable and encourage people to stand for council, representing the people in their own communities and across the county borough.

What we already have in place to fulfil this:

- Website, [Council and Democracy Pages](#)
- Become a Councillor Page
- Full training and induction programme to support members and ongoing training and support
- Regular member seminars to ensure members are updated and engaged on developments
- Allowance for members posted on Council website
- Strategic Equality Plan and Well Being Objectives – Neath Port Talbot Council has strong leadership and clear governance around equality, ensuring robust monitoring processes and regular meaningful stakeholder engagement.
- NPT Youth Mayor
- NPT Youth Council

Requirement 3:

Provide greater access to information about decisions that have been made, or that will be made by the council

Purpose - to help build on the culture of partnership by ensuring people are aware of forthcoming decisions, opportunities to participate in these and how their participation influences our decision-making

What we already have in place to fulfil this:

- Website www.npt.gov.uk
- [Modern.Gov](#) - democracy section of website where residents can access the agendas and minutes of meetings, or look up decisions
- Consultation and surveys
- The Council uses data to inform proposals, including data from external sources and partners where appropriate.
- The Council works closely with partners to share information about decisions and engage with residents more effectively.
- The Council works with community groups to ensure that information about decisions is shared, and a range of viewpoints are heard.
- The Council uses mechanisms to engage with disadvantaged groups and equalities interests e.g. Youth Council, Black, Asian and Minority Ethnic forums, disability groups etc.

- The Council routinely engages with citizens on key corporate decisions e.g. the budget and medium term financial plan
- The Council has regular mechanisms to engage with the public including the citizens panel
- NPTCBC Social Services' Co-production Statement of Intent – links to the West Glamorgan Co-production Strategy

Requirement 4:

Provide and promote opportunities for residents to provide feedback to the Council, including comments, complaints and other types of representations

Purpose - to encourage people to participate by making sure they are aware of the different ways they can provide their views, so that they can choose the mechanism which most suits them.

What we already have in place to fulfil this

- Website www.npt.gov.uk
- Digital forms
- Comments, Compliments and Complaints policy and regular reporting of comments received
- Consultation and surveys
- Modern.Gov - democracy section of website where residents can access the agendas and minutes of meetings, or look up decisions
- The Council works with community groups to ensure that information about decisions is shared, and a range of viewpoints are heard.
- Petition Scheme
- Public Speaking at Council Meetings
- Scrutiny Public Engagement opportunities
- NPTCBC Social Services' Co-production Statement of Intent – links to the West Glamorgan Co-production Strategy

Requirement 5:

Arrangements made, or to be made, for the purpose of the council's duty of bringing views of the public to attention of overview and scrutiny committees

Purpose - to inform people about the role of scrutiny and how they can get involved

What we already have in place to fulfil this:

- Members of the public are welcome to attend Scrutiny Committees.
- If members of the public have a particular interest in a topic, they can contact their local councillor or contact the Scrutiny Team
- Members of the public may also be invited to inform and provide information to specific inquiry groups.
- The Scrutiny committees set a forward work programme as to when they meet and what they will be considering

Requirement 6:

Promote awareness of the benefits of using social media to communicate with residents to Councillors

Purpose - to encourage councillors to use social media to inform and engage with their communities by making them aware of the benefits of using, whilst supporting them to use it as effectively as possible, and in a way that does not leave them open to legal challenge, personal risk or reputational risk

What we already have in place to fulfil this:

- Page 87
- Social Media channels (corporate and service specific)
 - Welsh Local Government Association - Guidance for New Councillors - 'Improving Digital Citizenship – Research and Best Practice'
 - Social Media Training for elected members

9. The NPT Council Public Participation Strategy Action Plan Building on our existing mechanisms for public participation

Requirement 1:

Promote awareness of the functions the council carries out to local residents, businesses and visitors

Actions:

- Publish a final version of the Public Participation Strategy
- Publish a Guide to the Democratic Process and how the Council makes decisions
- Ensuring the Council's forward plan supports public engagement by being accessible, timely and user friendly

- Promote Welsh Government's Guidance / materials for 16 and 17 year olds regarding Democracy in Wales. Explore Web-based platforms.
- Elections and Education Directorate to explore other potential avenues through school forums / youth councils / career fairs.
- Continue to engage with schools (subject to pandemic), including links with school councils and youth councils
- Liaise with local community groups, school governors and other such organisations to ensure links with 'Becoming a Councillor page' are promoted.
- Meet with stakeholders face to face within their own communities and groups so we can better get to know them and the issues that matter to them.
- Continue webcasting of meetings as specified under the 2021 Act and develop a hybrid meeting policy and ensure availability of translation facilities for Full Council meetings to be conducted bilingually and any other meetings required in legislation.
- Further promote the development of members' annual reports under section 5 of the Local Government (Wales) Measure 2011 as a means of promoting awareness of the council's functions and the role of elected members

Requirement 2:

Share information about how to go about becoming an elected member, or councillor, and what the role of the council involves

Actions:

- Continue with hybrid meetings that allow Councillors to attend and participate in meetings from any location with an internet connection
- Ensure that information for potential councillors is available and fit for purpose
- Ongoing review of the effectiveness of the voting awareness raising campaigns elections and to build upon these campaigns ahead of the Local Government Elections 2022, ensuring wider partnerships arrangements are taken forward to allow engagement with wider audiences
- Liaise with Group Leaders to suggest they appoint Diversity Champions for each political group
- Review areas of training and development which can be made available online, core set of training materials which can be used for all Members
- Promote job-sharing by executive leaders and other office holders
- Ensure that members undertake health and safety training, lone working training and other personal safety measures
- Promote the remunerations that are available to Members on the Council website and to candidates standing for Election

- Support the Welsh Government's and IRPW's commitment to explore Resettlement grants or 'parachute payments' payments for Members who lose their seats at election
- Reviewing meeting times to have more flexibility to suit the committee Members
- Undertake a diversity and inclusion survey with Members which will provide a benchmark for future elections and allow the feedback to be reviewed to support / barriers that may have been experienced by a Member during their term of office. The survey feedback will help to deliver a positive and diverse environment for future Members to undertake their roles
- Explore feasibility of workshops in schools on this to raise aspirations and educate on the role of elected members
- Explore feasibility of 'Member for a day' experience (like work experience) and/or some case studies on the role of elected members and what the impact they can have – perhaps linked to Local Democracy Week

Requirement 3:

Provide greater access to information about decisions that have been made, or that will be made by the council

Actions:

- Page 89
- Continue to move towards participative approaches to engagement which empower citizens and place decision making in the hands of communities and individuals
 - Build on the use of technology to increase the reach of engagement activity
 - Have due regard for Neath Port Talbot Public Services Board Citizen Engagement Scheme in all of our consultation and engagement activities
 - Campaign to raise awareness of the mechanisms in place for local people to get involved in decision making (including how to where to find out who your local councillor is, how to view papers for council meetings, how to attend council meetings etc.)
 - Develop effective and inclusive consultation and engagement exercises that set reasonable expectations about what can and cannot be changed as a result
 - Review and further develop the Neath Port Talbot Citizens' Panel
 - Let people know how their feedback helped influence decisions e.g. 'You said...we did'
 - Identify opportunities to increase our reach into communities through partnership working
 - Ensure that when important decisions are made, robust and reliable information and stakeholders' feedback is made available to decision makers
 - Explore the views of the public about which of the council's committees they consider should be broadcast live
 - Further develop the NPT Community of Practice on involvement and Engagement to ensure a coordinated approach to consultation and engagement

- Ensure officers are adequately equipped with the necessary skills and tools to design consultations, collect feedback in a timely way and accurately interpret the results
- Develop a Consultation and Engagement Toolkit to ensure a corporate and consistent approach to all activities
- Develop systems and processes for collating all consultation and engagement feedback from across the Council in a central resource, to form a reliable, robust and more comprehensive picture of what people in Neath Port Talbot think, need and want
- Develop a forward planning process/consultation calendar
- Improve analysis, interpretation and sharing of information to inform decision making, utilising the agreed technology (i.e. Snap Software)
- Keep up-to-date with any relevant changes in legislation and exploring examples of innovation and good practice
- A Children and Young People's Participation and Engagement Strategy is being developed. The strategy will provide a clear framework for participation with children and young people and will include an engagement model
- Ensure that information is accessible to all Children and Young People – e.g. friendly tone, easy read etc.

Requirement 4:

Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations

Action:

- Further develop 'Let's Talk' so that we have continuous feedback from our residents, our staff, our businesses and partners and increase participation in the council's work
- Develop a better understanding of the demographics of residents who regularly provide feedback, so that any gaps in representation can be identified.
- Consider how we develop these as a more formal mechanism for the online community to participate in consultations and engagement campaigns
- Embrace the use of digital discussions
- Meet with stakeholders face-to-face within their own communities and groups so we can better get to know them and issues that matter to them
- Review and update the Scrutiny Public Engagement Strategy particularly with respect to hybrid meetings
- Review and update the council's Consultation and Engagement Strategy
- Implement the council's duty under section 90 of the Local Government and Elections (Wales) Act 2021 to consult local people on performance

- A Children and Young People's Participation and Engagement Strategy is being developed. The strategy will provide a clear framework for participation with children and young people and will include an engagement model
- Continue to develop more meaningful and innovative forms of engagement to allow residents to participate and be involved in co-production.
- Provide training for staff so that they understand what effective participation looks like. Provide a framework or model - e.g. Lundy and raise awareness of the Gunning Principles.
- Develop a framework for how we monitor participation opportunities to ensure quality, consistency and measure the impact they have.

Requirement 5:

Arrangements made, or to be made, for the purpose of the council's duty of bringing views of the public to attention of overview and scrutiny committees

Actions:

- Page 91
- Publish a Guide to the Democratic Process and how the council makes decisions
 - Ensure information on the council website is accessible
 - Ensure the council's forward plan supports public engagement by being accessible, timely and user friendly
 - Continue the webcasting of meetings as specified under the 2021 Act and develop a hybrid meeting policy and ensure availability of translation facilities for Full Council meetings to be conducted bilingually and any other meetings required in legislation
 - Provide detailed training to chairs of scrutiny committee on ways in which they can engage the community in the scrutiny process
 - Promote the use of scrutiny on social media channels
 - A Children and Young People's Participation and Engagement Strategy is being developed. The strategy will provide a clear framework for participation with children and young people and will include an engagement model

Requirement 6:

Promote awareness of the benefits of using social media to communicate with residents to councillors

Actions:

- Member Induction and Training
- Social media safety training to be delivered to members through the Member Induction Programme and built upon during their term of office

- Develop our social media channels as a platform to ask questions and share views
- Embrace the use of digital discussions
- Member Seminars
- The Education Participation and Engagement Strategy will include information and processes for digital engagement

10. Monitoring and Evaluation

We will continually monitor our progress against the actions in the strategy against the following measures:

Requirement 1:

Promote awareness of the functions the council carries out to local residents, businesses and visitors

- Number of views of meetings
- Website traffic data
- Satisfaction surveys on the Council website

Requirement 2:

Share information about how to go about becoming an elected member, or councillor, and what the role of the council involves

- Equality and diversity data for elected members

Requirement 3:

Provide greater access to information about decisions that have been made, or that will be made by the council

- The number of people on the Citizens' Panel
- The number of responses per consultation
- The number of hits to the 'have your say' webpage
- Percentage of people who feel able to influence decisions affecting their local area (National Survey for Wales and local data)

Requirement 4:

Provide and promote opportunities for residents to provide feedback to the council, including comments, complaints and other types of representations

- Number of comments, compliments and complaints received
- Participation rates in consultations and surveys
- Number of viewers of online meetings
- Monitor equalities and diversity data concerning residents who have provided feedback
- Level of participation and engagement in the scrutiny process;
- Levels of responses to consultation
- Number of views of meetings including live and YouTube

Requirement 5:

Arrangements made, or to be made, for the purpose of the council's duty of bringing views of the public to attention of overview and scrutiny committees

- Records of the number of the public attending scrutiny committees
- Records of the members of the public invited to attend and make representations to scrutiny committees
- Number gaining access to scrutiny papers and online recordings

Requirement 6:

Promote awareness of the benefits of using social media to communicate with residents to councillors

- % completion of training modules
- % attendance at Members Seminars

Progress against the Strategy will be reported through our Annual Self-Assessment Report.

This strategy will be reviewed and subject to formal consultation by the council following local government ordinary elections, however this document is a living document and will be reviewed by council officers on a regular basis to establish how the council can further enhance its participation programme.

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Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

Version Control

Version	Author	Job title	Date
Version 1	Anita James	Corporate Policy, Performance and Engagement Manager	11.11.22

1. Details of the initiative

	Title of the Initiative: Draft Public Participation Strategy 2023-2028
1a	Service Area: Corporate Policy, Performance and Engagement
1b	Directorate: Chief Executive's
1c	<p>Summary of the initiative:</p> <p>The Local Government and Elections (Wales) Act 2021 (“the Act”) requires councils to encourage local people to participate in their decision making. This includes where councils are making decisions in partnership with another principal council or in conjunction with another individual or body such as a local health board. The Act requires local authorities to publish, consult on, and regularly review a public participation strategy. These strategies are required to set out:</p> <ol style="list-style-type: none"> I. ways of promoting awareness among local people of the principal council's functions; II. ways of promoting awareness among local people of how to become a member of the principal council, and what membership entails;

	<p>III. ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;</p> <p>IV. ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;</p> <p>V. arrangements made, or to be made, for the purpose of the council's duty in section 62 of the 2011 Measure (bringing views of the public to attention of overview and scrutiny committees);</p> <p>VI. ways of promoting awareness among members of the principal council of the benefits of using social media to communicate with local people. The draft Public Participation Strategy for 2023-2028 outlines the council's objectives, approach and mechanisms for encouraging and enabling public participation, together with information on how local people can influence decision-making</p> <p>Neath Port Talbot Council's Draft Public Participation Strategy has been developed in line with our wellbeing objectives, as well as the legislation set out in the Act. It supports the priorities in our Corporate Plan 2022-2027 and reflects our values by setting out how we will encourage and enable local people and communities in Neath Port Talbot to be actively involved in decisions that affect them. It outlines how people can influence the council's decision-making, the mechanisms already in place to encourage and support local people to participate in our decision making and an action plan to build on these.</p> <p>Neath Port Talbot County Borough Council exists to serve and represent the interests of its citizens and communities and is strongly committed to fostering a culture of partnership with local people and communities, encouraging and supporting them to participate in our decision making, and keeping them informed about how their participation has influenced decisions.</p>
1d	<p>Is this a 'strategic decision'? Yes, the draft strategy sets out the Council's approach to public participation</p>
1e	<p>Who will be directly affected by this initiative? Everyone who lives, works in and/or visits Neath Port Talbot</p>
1f	<p>When and how were people consulted? Following the Statutory Guidance on Public Participation Strategies, made under section 44 of the Local Government and Elections (Wales) Act 2021, we involved a number of stakeholders in developing the draft strategy, including:</p>

	<ul style="list-style-type: none"> • An officer working group – for initial scoping, mapping of existing participation pathways and drafting key information for the strategy • NPT Community of Practice on Involvement and Engagement (NPT CoP) to further develop the baseline, identify what works well, gaps and aspirations for ‘what we could do better’. The NPT CoP also contributed to the overarching objective and approach for the strategy. • The NPT Citizens’ Panel were asked to complete a questionnaire to provide an indication of how much residents currently participate in the council’s decision-making process; which mechanisms for participation they are aware of; the level of interest in participation opportunities; to what extent those who have participated feel their involvement allowed them to have a genuine impact on the decision(s) made; and listen to any suggestions as to what the council could do more to improve public involvement in our decision-making processes. The feedback from this informed the action plan for the strategy <p>December 2022 to February 2023 – formal consultation Subject to agreement from Cabinet on 30 November 2022, a formal consultation will take place on the draft strategy</p>
1g	<p>What were the outcomes of the consultation?</p> <p>NPT Citizens’ Panel Questionnaire – Oct/Nov 2022 The questionnaire received 71 responses. Themes included:</p> <ul style="list-style-type: none"> • Most respondents don’t know that they can get involved in decision making (or that we want them to), not all of those who do know that they can get involved know how to go about doing this • Some feel that council engagement is just box ticking/lip service and we're not really interested in engaging (there is a perception that decisions have already been made) • We don't ‘close the loop’, so for those who have completed surveys/engaged previously they don't see the outcomes of that engagement (there is a mixture with regards to this, some seem to think if we don't do what they want then we haven't listened, maybe because we aren't explaining why we make certain decisions; others seem keen to see survey reports, but don't know where to find them) • There are a number of comments to indicate that respondents don’t feel that our decision making is transparent • Some people don't know who their councillor is, or where to find out – the same goes for council meetings, respondents aren't aware that papers are public and/or that members of the public are able to attend meetings

- Most are aware of the website, but there are a few comments that mention we don't do enough for people who are not online.

This feedback, along with information from the NPT CoP and Officer Working Group was used to help develop the overarching objective and the action plan

December 2022 to February 2023 – formal consultation

To be completed once the formal consultation has taken place

2. Evidence

What evidence was used in assessing the initiative?

The draft plan has been informed at an early stage by:

- Officer working group - including representation from Legal Services, Corporate Policy, Communications, Democratic Services, Digital Services and Electoral Services.
- NPT Community of Practice on Involvement and Engagement (NPT CoP) - the NPT CoP was established in 2019 and membership has grown to 60+ council officers and representatives from partner organisations who regularly engage with specific stakeholder groups as part of their work. The purpose of the CoP is to provide a vehicle for members to work more smartly and in a more collaborative way to ensure that everyone in our communities can have the opportunity to have their say on the decisions that affect them. It is intended to provide a professional and respectful forum for members to share experiences and knowledge on involvement and engagement issues in a spirit of mutual learning and peer support.
- NPT Citizens' Panel - launched in January 2020, the panel is made up of more than 500 residents from across the county borough and actively involves them in decision making at a very early stage, so they help shape proposals before these go out to wider public consultation.

Subject to agreement from Cabinet on 30 November, the draft will go out to a 12 week public consultation to involve a much wider group of stakeholders. The draft strategy will be amended in light of the consultation feedback before being finalised in March 2023.

3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on older age groups are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Disability			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Gender reassignment			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Marriage & civil partnership			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Pregnancy and maternity			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Race			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Religion or belief			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are

				unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Sex			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.
Sexual orientation			+/-	The draft strategy sets out an approach which follows the principles of; inclusivity and non-discrimination; and empowerment. However, the impacts on this group are unknown at this time but will be tested during the 12 week consultation which will be undertaken between December 2022 and February 2023.

What action will be taken to improve positive or mitigate negative impacts?

Consultation is required to identify actual impact, particularly in relation to the protected characteristics of older adults, religion/belief, sex, sexual orientation, disability, Marriage & Civil Partnership and gender reassignment, and to explore potential mitigating actions for consideration.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

Public Sector Equality Duty (PSED)	+	-	+/-	Why will it have this impact?
To eliminate discrimination, harassment and victimisation	+			Through the development of the draft Public Participation Strategy we are aiming to embed a consistent approach to participation, involvement and engagement, we will follow the principles of:

To advance equality of opportunity between different groups	+			<ul style="list-style-type: none"> • Accessibility – we will adapt what we do for different audiences, ensuring that our activities are made available in the formats and language(s) that people need. In addition, we will make the most of the opportunities that digital technology presents to enable our communities to participate in decision making, but equally, we are aware that digital technology is not available to or the preference of everyone and we will make provision for this. • Inclusivity and Non-discrimination - We will be sensitive to the characteristics protected under the Equality Act 2010 - age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. • Empowerment – we will endeavour to make sure our communities can be part of our decision making process, enable them to influence meaningful change, and demonstrate back to them that their voices have been heard <p>This approach will help to work to reduce inequalities across a range of different groups, not just in relation to protected characteristics.</p>
To foster good relations between different groups	+			

What action will be taken to improve positive or mitigate negative impacts?

Feedback from the formal consultation will further inform this section

4. Socio Economic Duty

What is the impact	Why will it have this impact?
Positive	The aim of the plan is to have a positive effect by encouraging and enabling local people and communities in Neath Port Talbot to be actively involved in decisions that affect them.

	One of the 3 key principles for how we will approach participation, involvement and engagement is accessibility – we will adapt what we do for different audiences, ensuring that our activities are made available in the formats and language(s) that people need. In addition, we will make the most of the opportunities that digital technology presents to enable our communities to participate in decision making, but equally, we are aware that digital technology is not available to or the preference of everyone and we will make provision for this.
Negative	The cost of travel in order to participate in council meetings may disadvantage some residents, likewise online meetings and other online mechanisms may disadvantage digitally excluded residents
Neutral	

What action will be taken to improve positive or mitigate negative impacts?

Feedback from the formal consultation will further inform this section.

5. Community Cohesion/Social Exclusion/Poverty

	+	-	+/-	Why will it have this impact?
Community Cohesion	+			Robust, consistent and effective public participation will help the council to understand our local communities and identify issues relating to Community Cohesion, Social Exclusion and Poverty. It will be vital in helping to inform and shape strategies, plans and activities to address these.
Social Exclusion	+			

Poverty	+			
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What action will be taken to improve positive or mitigate negative impacts?

Feedback from the formal consultation will further inform this section

6. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: - people's opportunities to use the Welsh language	+			The draft Strategy has been developed in line with the requirements of the Welsh Language Standards (Welsh Language Measure (Wales) 2011), to ensure that every opportunity is taken to promote opportunities for participation in the Welsh language.
- treating the Welsh and English languages equally	+			The draft Strategy has been developed in line with the requirements of the Welsh Language Standards (Welsh Language Measure (Wales) 2011), to ensure the Welsh language is not treated less favourably than the English language in our participation activities and mechanisms

What action will be taken to improve positive or mitigate negative impacts?

Feedback from the formal consultation will further inform this section

7. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity	+			The Public Participation Strategy will support the decision-making process by ensuring a corporate and coordinated approach to participation, involvement and engagement. By working towards shared objectives and embedding a consistent approach, we aim to ensure our public participation activities are of a consistently high standard, leading to more robust decisions that have considered the needs and interests of stakeholders – including decisions that have an impact on biodiversity and/or promoting the resilience of ecosystems
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.	+			

What action will be taken to improve positive or mitigate negative impacts?

8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. Long term – looking at least 10 years (and up to 25 years) ahead	The Public Participation Strategy will be reviewed and subject to formal consultation by the council following local government ordinary elections – the next due to take place in 2027.
ii. Prevention – preventing problems occurring or getting worse	<p>The Public Participation Strategy will support the decision-making process by ensuring a corporate and coordinated approach to participation, involvement and engagement. By working towards shared objectives and embedding a consistent approach, we aim to ensure our public participation activities are of a consistently high standard and involve as many local people as possible.</p> <p>Greater public participation can help prevent problems occurring or getting worse by building trust and leading to more robust decisions that have considered the needs and interests of stakeholders.</p>
iii. Collaboration – working with other services internal or external	<p>The Council will be unable to implement the Public Participation Strategy without collaboration. The NPT Community of Practice on Involvement and Engagement (60+ council officers and representatives from partner organisations who regularly engage with specific stakeholder groups as part of their work) has played a key role in shaping the draft strategy and will be key in its roll out.</p> <p>The Council is also statutory partner of a number of multi-agency partnerships locally, regionally and across Wales including: the Public Services Board, Voluntary Sector Liaison Forum, Regional Partnership Board and West Glamorgan Safeguarding Board and these are key stakeholder groups for public participation.</p>
iv. Involvement – involving people, ensuring they reflect the diversity of the population	<p>The strategy aims to encourage local people to participate in the making of decisions by the Council and sets out how we will:</p> <ul style="list-style-type: none"> • Promote awareness of the Council’s functions and how to become a Member of the authority; • Facilitate access to information about decisions made, or to be made by the Council;

	<ul style="list-style-type: none"> • Promote and facilitate processes by which local people may make representations to the Council about a decision before, and after, it is made; • Set out the arrangements for bringing views of the public to the attention of scrutiny committees; and • Promote awareness among Members of the benefits of using social media to communicate with local people.
v. Integration – making connections to maximise contribution to:	
Council’s draft well-being objectives	<p>This Public Participation Strategy reflects the values in our Corporate Plan 2022-2027 by setting out how we will encourage and enable local people and communities in Neath Port Talbot to be actively involved in decisions that affect them, including decisions relating to:</p> <ul style="list-style-type: none"> • All children have the best start in life • Communities are thriving and sustainable • Our local environment, culture and heritage can be enjoyed by future generations • Local people are skilled and access high quality, green jobs
Other public bodies objectives	

9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

Progress against the Strategy will be reported through our Annual Self-Assessment Report

This strategy will be reviewed and subject to formal consultation by the council following local government ordinary elections, however this document is a living document and will be reviewed by council officers on a regular basis to establish how the council can further enhance its participation programme.

10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	Conclusion
Equalities	The IIA will be revisited in light of responses to the consultation in March 2023, conclusions to the assessment will be reached and included in the next version of the IIA.
Socio Economic Disadvantage	
Community Cohesion/ Social Exclusion/Poverty	
Welsh	
Biodiversity	
Well-being of Future Generations	

Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along

with mitigating actions

- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
Subject to Cabinet agreement, between 5 th December 2022 and 26 th February 2023, we will undertake an extensive programme of consultation on the draft plan with all stakeholders.	The Corporate Policy, Performance and Engagement Team will work with Communications and Marketing to plan and undertake the consultation programme.	February 2023	We will have undertaken a comprehensive engagement exercise, fully considering all responses to continue to refine the draft plan.

12. Sign off

	Name	Position	Signature	Date
Completed by	Anita James	Corporate Policy, Performance and Engagement Manager		11.11.22
Signed off by		Head of Service/Director		

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Democratic Committee Services
Forward Work Programme 2022/23

Meeting Date	Agenda Item	Contact Officer
3 rd October 2022	Multi-Locations Meeting Policy	Stacy Curran
	Councillor Safety & Wellbeing LGA Debate Not Hate Report	Craig Griffiths / Stacy Curran
29 th November 2022	Independent Remuneration Panel for Wales Draft Annual Report – February 2023	Craig Griffiths
	Handling Harassment Abuse and Intimidation	Craig Griffiths / Stacy Curran
13 th February 2022	Member Annual Reports	Craig Griffiths / Stacy Curran
	Members PDRs	
	Timing of Meetings Survey	
	Public Participation Strategy	
3 rd April 2023	Final Independent Remuneration Panel for Wales Annual Report	Craig Griffiths / Stacy Curran
	Diversity in Democracy Action Plan	Craig Griffiths / Stacy Curran
	Assessment of Resources for Democratic Services	Craig Griffiths / Stacy Curran

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