



DEMOCRATIC SERVICES COMMITTEE

9.00 AM - FRIDAY, 17TH JULY 2015

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. Minutes of the last meeting held on 12th February 2015 (*Pages 5 - 10*)

To receive the report of the Head of Corporate Strategy and Democratic Services

3. Members IT Reference Group (*Pages 11 - 16*)
4. Member's Facilities (*Pages 17 - 20*)
5. Annual Member Survey (*Pages 21 - 22*)
6. Annual Development Reviews and Member Development 2015/16 (*Pages 23 - 28*)
7. Organisational Structure (*Pages 29 - 34*)

To receive the report of the Head of Legal Services

8. Delivery of Council Agendas by Courier Service (*Pages 35 - 36*)
9. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972

S.Phillips
Chief Executive

Committee Membership:

Chairman: Councillor Mrs.L.H.James

Vice Chairman: Councillor Ms.C.Morgans

Members: Councillors C.P.Golding, M.Harvey, E.E.Jones,
R.G.Jones, D.Lewis, J.D.Morgan, H.G.Rawlings,
A.J.Siddley, A.L.Thomas and A.N.Woolcock

DEMOCRATIC SERVICES COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

12th February 2015

Chairman: Councillor Mrs.L.H.James

Vice Chairman: Councillor Ms.C.Morgans

Councillors: M.Harvey, E.E.Jones, R.G.Jones, J.D.Morgan,
A.L.Thomas and A.N.Woolcock

Officers In Attendance: Mrs.K.Jones, D.Michael, S.John, R.George,
Miss. S. Sullivan and Mrs.A.Manlipp

1. **MINUTES OF THE MEETING HELD ON 29TH JULY 2014**

RESOLVED: that the Minutes of the Democratic Services Committee held on 29th July, 2014, as circulated, be confirmed as a correct record.

2. **ROLE AND RESOURCES OF THE HEAD OF DEMOCRATIC SERVICES**

Committee received the above report which outlined the role and resources of the Head of Democratic Services in light of the 2015/16 budget savings. Attached, as an Appendix to the circulated report, was a copy of the staffing structure for 2015/16 which highlighted the changes to the structure.

RESOLVED: that the report be noted.

3. **WEEKLY COURIER SERVICE**

Committee received the above report which outlined options for the future of the Authority's courier service to Councillors, set against the savings of £10,000 contained in the Forward Financial Plan.

Committee considered, in depth, the proposals contained in the circulated report, whilst taking into account the provisions of Schedule 12, Paragraph 4 of the Local Government Act 1972 which states:

‘...a summons to attend the meeting...shall, subject to sub-paragraph (3) below, **be left at or sent to the usual place of residence of every member of the Council.**’

In evaluating the options put forward, discussion centred on practical issues such as the provision of facilities and suitable training to support Members should they rely on digitally distributed services.

After debating the matter it was proposed that cost savings in the short term should be focussed on reducing the requirement for overtime working, whilst a small number of Members pilot digital options supported by Democratic Services and ICT.

RESOLVED:

- a. That the Head of Legal Services explore whether the delivery of Members mail could be undertaken during part of the normal working day and not incur overtime costs; with any consequential savings being set against the £10,000 already identified in the Forward Financial Plan.
- b. That the Head of IT look further at the equipment, support and training available to Members;
- c. That the Head of Democratic Services explore the possibility of providing ‘pigeon holes at the Neath Civic Centre, to allow Members to collect any mail;
- d. That all Members be given the opportunity to take part in a pilot of Option 2, contained in the circulated report, but that in the meantime officers implement a to c above;
- e. That further update reports, in relation to the above, be submitted to the next meeting.

4. **MODERN GOV AND MEMBERS IT PROGRESS UPDATE**

Committee received an update on the installation and development of the new software system Modern Gov.

Members were reminded that a Workshop had been held to introduce Members to the new system. In addition an all Members Seminar had been held in December.

An 'IT Hub' has also been established in the Democratic Services Office to help Members with specific issues.

Committee noted the changes to the system to date together with the next steps.

- RESOLVED:**
- a. That the progress made in the installation and development of the Modern.Gov decision management software, be noted;
 - b. That email notifications, be switched on;
 - c. That the content of the letter attached at Appendix 1 to be circulated to Members;
 - d. That, in order to fully consider how the additional functionality of Modern.Gov can be implemented to suit Members needs, the Member IT Reference Group be formalised so that the next phase of the system's implementation can be planned in accordance with Members' needs.

5. **MEMBER DEVELOPMENT**

The Committee received the above report which outlined the progress made to date in relation to Member Development, together with the proposals for 2015/16.

The report recognised the Council's track record of providing a range of opportunities for Members to improve their knowledge and understanding of issues that affect their roles and responsibilities. However, it also recognised that there was scope for these arrangements to be better co-ordinated; better aligned to forward work programmes and for Members to have greater involvement in setting the programme.

On discussing the report, some Members of the Committee, commented that they felt that little progression had been made in relation to the completion of individual Annual Development Reviews (ADRs) over the past 12 months. In response the Head of Corporate Strategy and Democratic Services outlined the work that had been undertaken to facilitate the ADR process highlighting the fact that further engagement work may be required to maximise uptake from Members in what was a purely voluntary scheme.

- RESOLVED:**
- a. That a second round of Member Annual Development Reviews be undertaken, in line with the scheme as revised by the Democratic Services Committee in 2013/14;
 - b. That a further report in relation to Member Development be submitted to the next meeting of Committee.

6. **CORPORATE ASSESSMENT AND DEMOCRATIC ARRANGEMENTS**

Committee received, circulated at the meeting, a copy of the Wales Audit Office Annual Improvement Report which included the Corporate Assessment Report 2014. Attached to the circulated report was a copy of the Action Plan drawn up by Officers in response to the proposals, as agreed by Council.

RESOLVED: That the report be noted.

7. **WEBCASTING OF COUNCIL MEETINGS**

Committee received the report in relation to the current position regarding the Welsh Government's initiative around the Webcasting of Council Meetings. Following this Authority's decision not to participate in the scheme, Welsh Government investigated the possibility of entering into a single contact arrangement on behalf of the remaining 21 Welsh Local Authorities, however following discussions the decision was taken not to progress this further.

Members were advised that, as part of the Welsh Government's White Paper, which was presently out for consultation, it was proposed to introduce a requirement to broadcast Council meetings at some future date.

RESOLVED: That the report be noted.

8. **DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME**

Committee noted that the Work Programme would be further developed and submitted to the next meeting.

CHAIRMAN

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CHIEF EXECUTIVE'S OFFICE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

17th July 2015

SECTION A- MATTERS FOR DECISION

WARDS AFFECTED-ALL

'MODERN.GOV' AND MEMBERS IT PROGRESS UPDATE

Purpose of Report

To provide Members with an update in relation to the progress made with the installation and development of the new Software solution (Modern.Gov) which is assisting in modernising the Authority's decision management processes and will enable far greater on-line accessibility and usability for Members of the Public in relation to Council business.

To update Members in relation to progress made in exploring Members' IT support requirements and in particular the work of the Members IT Reference Group since the last meeting of the Democratic Services Committee.

Background.

In the last meeting, the Committee received a progress report in relation to the installation of the 'Modern.Gov' software package. Since that meeting, automatic email notifications have been enabled and Members will have noticed the receipt of these emails which provide electronic links to their committee paperwork. In addition, the Mod.Gov App. has been made available for iPads and work to develop the use and functionality of the 'App' has been ongoing with Members and Officers. The free App is also available to download for any Members of the Public interested in reviewing public Council papers.

In order to achieve maximum benefits from the system the Committee recognised that work should be undertaken to ensure Members had the right level of skill and support. Members of the Committee agreed to the establishment of a Members IT Reference Group. This group has met initially and the Terms of Reference of the Group are attached at Appendix One.

Progress

As agreed in the last meeting of the Committee, the initial meeting of the Members IT Reference Group was held on 12 June where issues were discussed with representatives from the ICT Department and the Modern.Gov App was demonstrated.

Feedback from Members who attended was positive and the group committed to the Terms of Reference of the Group and to meet on a six weekly basis to progress the Member's IT agenda.

An action arising from the group was that Members would continue to test and use the Mod.Gov App. to access and annotate committee papers where appropriate and to feedback any issues to the next meeting of the group. This testing of the app. will allow for Members to explore any issues or glitches with the system as well as fully exploring its functionality before it is rolled out to all Members.

To support Members with the new software and equipment, a selection of equipment has been set up (such as iPads and laptops) in the Democratic Services Office and Members are encouraged to drop in to the office to have an induction to the Mod.Gov system. Democratic Services staff can also support Members with specific issues in relation to the Modern.Gov software such as accessing reports and utilising the App.

Thus far, those Members who have used the system have provided very positive feedback as well as constructive criticism and advice which has allowed for improvements and changes to be made to the system. This assistance has been invaluable and additional feedback is encouraged as the system continues to develop.

Additional functionality which has also been enabled includes:

- Publishing Members' apologies (following the Annual Meeting a new process of receiving apologies for meetings has ensured that they are accurately captured and published in the system);

- Publishing Members' attendance. Following the Annual Meeting in May, Members' Attendance is being captured and recorded on the system and are published via the Member Profile Pages.

Recommendations

- 1) That Members of the Democratic Services Committee note the progress made in the installation and development of the Modern.Gov decision management software, in particular the Mod.Gov app.
- 2) That Members of the Democratic Services Committee note the work undertaken by the Members IT Reference Group thus far in line with the Terms of Reference of the Group (attached at Appendix 1) and to consider how the additional functionality of Modern.Gov can be implemented to suit Members needs

List of Background Papers

Modern.Gov – Local Government Decision Management Software Solution
<http://www.modern.gov.co.uk>

Wards Affected

All

Officer Contact:

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services Tel:
01639 763284 e-mail: k.jones3@npt.gov.uk

Mr Rhys George, Electoral & Democratic Services Manager
Tel: 01639 763719 e-mail: r.j.george@npt.gov.uk

Ms. Stacy Sullivan Scrutiny and Member Development Officer
Tel: 01639 763194 e-mail s.sullivan@npt.gov.uk



Members IT Reference Group
Terms of Reference.

Members

Cllr Lella James
Cllr Cari Morgans
Cllr Ceri Golding
Cllr Eddie Jones
Cllr Rob Jones
Cllr Arwyn Woolcock
Cllr Del Morgan
Cllr Steve Hunt
Cllr Andrew Jenkins
Cllr Doreen Jones
Cllr Sheila Penry
Cllr Alex Thomas

Purpose:

- To provide a structured and focussed opportunity for Members to consider the extent to which the ICT equipment, support and training meets Members' needs.
- To provide a structured mechanism to shape the use of the Committee Administration System Modern.Gov to best suit Members' needs.

Support Arrangements:

- Support will be provided by the Democratic Services Team and officers from the ICT section where appropriate.

Reporting Arrangements:

- The Group will report to the Democratic Services Committee.
- The focus, membership and objectives of the Group will be reviewed in 6 month (September 2015.)

THIS IS NOT A DECISION MAKING GROUP

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DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

17th July 2015

SECTION B – MATTERS FOR INFORMATION

WARD(S) AFFECTED: ALL

MEMBERS FACILITIES

Purpose of Report

To provide Members with an update in relation to the progress made with the provision of Members Facilities within the Port Talbot Civic Centre.

Background

Following the formation of the Corporate Strategy and Democratic Services Department in October, 2012, the provision of facilities for Members has been kept under review and, where appropriate, improvements suggested to ensure that the democratic processes of the Council can operate more effectively and support Members in carrying out their duties and responsibilities, as well as assist Members of the Public properly seeing and hearing proceedings.

In particularly, with regard to the Committee Rooms and Council Chamber located within the Port Talbot Civic Centre, very limited investment has been made in maintaining the equipment and facilities within these meeting venues since the creation of the authority in 1996.

As such, much of the audio and visual technology which had previously been utilised by Members had started to malfunction on a regular basis requiring continuous repair and maintenance and resulting in complaints.

This resulted in the necessity to put in place a programme of works to ensure that facilities within the Port Talbot Civic Centre were sufficient to provide adequate meeting venues for the use of all Members, Officers and Members of the Public interested in attending Council meetings.

An outline of the works carried out to date are listed below for Members reference and information:-

Progress

Council Chamber

Within the Council Chamber a new digital delegate microphone system has been installed to replace the previous analogue audio network which had ceased to function. As part of the new system integrated facilities have been installed to assist with Welsh translation during meetings, an enhanced induction loop for Members with hearing aids, and better audio facilities for Members of the Public. Improved speakers have also been installed within the Chamber for better sound clarity, and the ability to utilise streaming media and airplay technology during meetings is also now possible.

In addition, the Chamber has also been fitted with 'in-built' projectors and larger screens which allow for a clear view of meeting presentations to be seen from any seated location, preventing Members and Individual Members of the Public having to strain to read a screen 'slide', and assist those with poorer eyesight.

To complement the newly installed audio and visual equipment, the IT Department have placed four new Wi-Fi Hotspots within the Chamber to give Members the ability to utilise their Mobile devices (i.e. iPads) to a much greater extent during meetings. These works also tie in with the launch of the Mod.Gov App, which allows members to read and annotate Council Papers digitally for the first time.

Further works are also to begin in August to improve the general lighting levels throughout the Council Chamber for future meetings and, due to the poor condition of much of the Chamber seating, options are currently being examined to look to see what alternative arrangements could be offered for Members.

Committee Rooms

Within the Committee Rooms a number of improvements have also been made to again support Members in carrying out their role and assist in facilitating the democratic processes of the Council.

A new wireless digital delegate microphone system is now available in the Committee Rooms to assist Members and all other attendees, during large meetings to ensure that they are able to clearly hear all discussions and presentations.

In addition, Committee Rooms One and Two have been fitted with ‘in-built’ projectors and larger screens, to replace the portable equipment that previously had to be used. While improving the quality of all audio/visual presentations for Members, this will significantly reduce the amount of time and staff resource within the Democratic Service team required in assisting with ‘set-up’ arrangements which can be more effectively used on other work activities.

Due to the smaller size of Committee Room Three it has not been fitted with a projector or large screen, however to assist with meetings two large television screens have been installed again to provide improved audio/visual presentations for Members, Officers and others which can be viewed clearly from any part of the room.

Streaming media and airplay technology will also be available in each of the Committee Rooms along with improved Wi-Fi connectivity for mobile devices.

Works will also begin in due course to look at replacing the damaged and worn vertical blinds within the Committee Rooms.

Recommendation

- 1) That the Democratic Services Committee note the progress made in relation to Member facilities.

Officer Contact

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DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

17th July 2015

SECTION A – MATTERS FOR DECISION

WARD(S) AFFECTED: ALL

ANNUAL MEMBER SURVEY

Purpose of Report

To update Members of the Democratic Services Committee on the Annual Member Survey 2015 and to agree how best to utilise the findings.

Background

In the last meeting of the Democratic Services Committee, Members approved the creation, design and implementation of a Member Survey to capture Members' views on a range of issues relating to democratic arrangements and processes. It is envisaged that this survey will take place annually; the findings of which will build into ongoing development and modernisation of democratic arrangements, processes and facilities.

Progress

Democratic Services Staff have been allocated groups of Members with whom to conduct the survey and this has commenced with some Members with the aim of completing all surveys by end of July. The surveys are being conducted on a face to face basis and are being input directly via an IPAD into Objective-the Council's online consultation portal which allows for instant and up to date results collation and reporting.

Thus far 33 surveys have been completed.

It is envisaged that the results of the survey will enable ongoing evaluation of the work conducted thus far under the ‘Strengthening and Modernising Democratic Arrangements’ proposals as well as providing a focus for the 2015/16 Civic year and beyond.

It is suggested that a special meeting of the Democratic Services Committee be convened in the autumn to discuss the results of the survey in detail and to formulate any relevant action plans for the 15/16 Civic Year.

Recommendations

- 1) That the Democratic Services Committee note the progress in relation to the Annual Member Survey 2015/16
- 2) That the Democratic Services Committee agrees to hold a special meeting following the Summer Recess to consider the findings of the survey and to develop a focused action plan based on the findings.

List of Background Papers

Democratic Process- Strengthening and Modernising Arrangements in Neath Port Talbot County Borough Council. Council. July 2014

Officer Contact

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services
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Mr Rhys George, Electoral and Democratic Services Manager
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Ms. Stacy Sullivan, Democratic Services Officer
Tel: 01639 763194 e-mail s.sullivan@npt.gov.uk

DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

17th July 2015

SECTION A – MATTERS FOR DECISION

WARD(S) AFFECTED: ALL

ANNUAL DEVELOPMENT REVIEWS AND MEMBER DEVELOPMENT 2015/16

Purpose of Report

- 1) To provide the Democratic Services Committee with the draft Member Development Programme for 15/16 for their comment.
- 2) To update Members of the Democratic Services Committee on this year's Annual Development Review Process and to invite discussion on how best to promote the uptake of the scheme.

Background

In the last meeting of the Democratic Services Committee, Members noted the work that had been undertaken in relation to Member Development in line with the Strengthening and Modernising Democratic Arrangements proposals. Members requested that the draft Member Development Programme be brought back to the Committee for review.

Similarly in the last meeting of the Democratic Services Committee, Members agreed to promote the participation of the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013.

Progress

The Member Development Programme for 15/16 has been developed and is attached at Appendix 1 for Members' information and discussion thereon. The Democratic Services Committee has previously discussed the importance of Members taking a greater role in determining the programme with input from key stakeholders (such as the Leadership and the Chairs and Vice Chairs of Scrutiny forum.) It would be of assistance if the Committee could provide a

steer on the way in which its Members would wish to be involved in the development work going forward and their views on the programme as it is.

The programme is a fluid document and it is anticipated that the programme will be continually developed based on the below:

- The outputs of the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013/14;
- Identifying priority needs linked to the development of the Scrutiny and Cabinet Forward Work Programmes;
- Responding to recommendations made by the Wales Audit Office following the Corporate Assessment of the Council.
- Emerging legislation and policy matters
- Outcomes from the Annual Member Survey
- Addressing identified risks and issues.

Members of the Committee may also wish to note that there is a commitment in the model Town and Community Council Model Charter to offer member induction training to Town and Community Councillors to enable them to understand the role and function of the Principal Council as and when practicable and appropriate.

The WLGA has lost an element of its funding so will be unable to provide support for Member Development as they have done in previous years. Some services will be provided at no additional cost but some services are chargeable (please see Appendix 2 for the WLGA Councillor Development and Support Services from the WLGA 2015-16.)

The Council has retained some funding to support Member Development (£40,000). It is important that activity is focussed on targeted areas that will provide most value to Members.

To support the above activities, work has been re allocated within Democratic Services so that there is dedicated capacity to support Member Development on a more robust footing.

This year's Annual Development Review process has commenced and thus far it is estimated that five Members have completed reviews. Members who have completed reviews will be contacted directly to inform them of how identified requirements will be addressed (i.e. Social Media is a popular identified topic and Members who have identified this will be directed to the All Member

Seminar on Social Media which will be held in September) as well as emerging issues feeding directly into the Member Development Programme.

Members of the Democratic Services Committee are asked to consider how to further promote the participation in the second round of Annual Development Reviews.

Recommendations

- 1) To obtain agreement from the Democratic Services Committee on the Member Development Programme for 2015/16 and to discuss and propose any additional items for inclusion in the programme.
- 2) That Members of the Democratic Services Committee promote the participation in the second round of Annual Development Reviews for Members in line with the scheme as revised by the Democratic Services Committee in 2013/14

List of Background Papers

Democratic Process- Strengthening and Modernising Arrangements in Neath Port Talbot County Borough Council. Council. July 2014.

Council Report-WAO Corporate Assessment of Neath Port Talbot Council, January 2015.

Appendix 1- Draft Member Development Programme.

Appendix 2 -WLGA Councillor Development and Support Services from the WLGA 2015-16

Officer Contact

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services
Tel: 01639 763284 e-mail: k.jones3@npt.gov.uk

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Ms. Stacy Sullivan, Democratic Services Officer
Tel: 01639 763194 e-mail s.sullivan@npt.gov.uk

APPENDIX 1

(DRAFT- NO STATUS)
SCHEDULE OF SEMINAR DATES
2015/2016

Day	Date	Time	Subject	Who
Thursday	11 th June	9am	Strategic Equality Plan Consultation	Rhian Headon, Karen Jones.
<i>For info- C&VC of Scrutiny and other Committees</i>	<i>9th July</i>	<i>Immediately following P&R Scrutiny</i>	<i>Chairing Skills</i> <i>Questioning Skills to be arranged following this session</i>	WLGA
Thursday	16 th July	9am	Budget	CEX, DFCS
Monday	20 th July	9am	Digital by Design	Karen Jones
Wednesday	29 th July	3pm	Trustee and Outside Body Membership and Members Interests	WLGA, David Michael, Karen Jones.
Thursday	10 th September	9am	Social Media	WLGA
Friday	25 th September	9am	Budget	CEX, DFCS
Tuesday	6 th October	3pm	Equalities/EQIA	Anna Morgan
Thursday	22 nd October	9am	Corporate Parenting	Nick Jarman
Wednesday	4 th November	3pm	Mod.Gov and IT	Rhys George/Steve John
Thursday	26 th November	9.30am	NPT HOMES	Linda Whittaker
Wednesday	16 th December	3pm		
Thursday	21 st January	9am		

Thursday	4 th February	3pm		
Thursday	25 th February	9am		
Wednesday	9 th March	3pm		
Thursday	24 th March	9am		
Wednesday	6 th April	3pm	Annual Reports	WLGA
Thursday	21 st April	9am		

***PLEASE NOTE THAT THE MORNING SESSIONS START AT 9AM AND THE AFTERNOON SESSIONS START AT 3PM**

APPENDIX 2

Councillor Development and Support Services from the WLGA: 2015-16

The work of a councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election throughout their period of office. New and experienced councillors therefore need appropriate support, guidance and personal and professional development to undertake their complex and evolving roles. The WLGA works with local authorities across Wales to help provide this important support to councillors. The support is informed by councillors themselves and the officers who support them.

The WLGA has over a decade of experience in providing valued training, development and support to councillors and officers. The WLGA's improvement and support role has however been refocused following the withdrawal of Welsh Government funding in 2015; the WLGA will continue to coordinate and provide strategic national guidance and support to local authorities but will offer a more focused range of bespoke in-house training and support packages to councils and councillors. The WLGA will charge for some services from 1st April 2015.

CORE SERVICES (FREE)

- **Ad hoc guidance to authorities, councillors and officers** on all aspects of councillor support and development
- **Facilitating national councillor and officer networks** to share learning, experiences and expertise, to collaborate on activities such as the production or delivery of councillor training or guidance notes
- **Developing national guidance**, with input from authorities, such as the Wales Charter for Member Support and Development, model member development strategies, role descriptions and development frameworks.
- **Developing induction and training modules and e-learning** for councillors and authorities
- **Representing local government interests and views** to ensure that the needs of councillors are promoted and that the requirements of authorities are reflected in Welsh Government policies, programmes and legislation
- **Signposting authorities** to, and briefing of, consultants and trainers who can provide specialist training and development for councillors in Wales
- **Promoting leading practice and raising standards** of councillor development and support through the Wales Charter for Member Support and Development
- **Supporting councils' arrangements for personal development review for councillors**, including workshops for those involved and undertaking or sourcing peers to undertake reviews for councillors who chose to seek this outside of their local arrangements
- **Liaising with national partners** to ensure any councillor development or training programmes that may be offered in future are appropriate, proportionate and add value

TRAINING

Coaching, training and workshops will be provided by WLGA officers, unless otherwise specified or requested.

- **Councillor skills workshops:** £200 plus VAT
- **Chairing skills for councillors:** An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.
- **Chairing skills for scrutiny:** A similar workshop catering for the specialist needs of the chairs of overview and scrutiny committees.
- **Scrutiny Questioning skills:** An interactive workshop on outcome focused questioning strategies and techniques for scrutiny committee members.
- **Effective scrutiny:** An opportunity for scrutiny members to review their approaches to outcome focused scrutiny which makes an impact.
- **How to be a mentor:** An interactive workshop where members have opportunities to develop practical skills in mentoring new or inexperienced members.
- **Similar bespoke workshops on request** where expertise is available in the WLGA. For example induction workshops. Workshops are typically 2hrs. Maximum numbers 15 councillors per workshop. Workshops can be delivered to councillors from one or a group of authorities.
- **Other skills or subject matters:** The WLGA aims to be responsive and, on request, will seek to signpost to relevant trainers or may deliver and/or commission other sessions in response to emerging councillor development and training needs where possible. Fees may vary depending on whether additional external trainers are required.
- **Regional/National Workshops on new or key areas of councillor skills and knowledge:** £75 plus VAT per delegate (4 for the price of 3 for multiple bookings).
- **Individual Coaching for Councillors:** £200 plus VAT for 4 confidential sessions (plus cost of any psychometrics). Sessions will be provided by a WLGA qualified coach, to help councillors address current or new challenges, role changes or personal skills.
- **Individual Support for Chairs:** £400 plus VAT. Confidential one-to-one support for chairs focusing on improving confidence and performance in meetings and on webcasts. This would include observation of meetings, feedback on performance and 3 coaching sessions

FOR FURTHER INFORMATION, CONTACT:

Sarah Titcombe

Policy and Improvement Officer (Democratic Services)

029 20468638

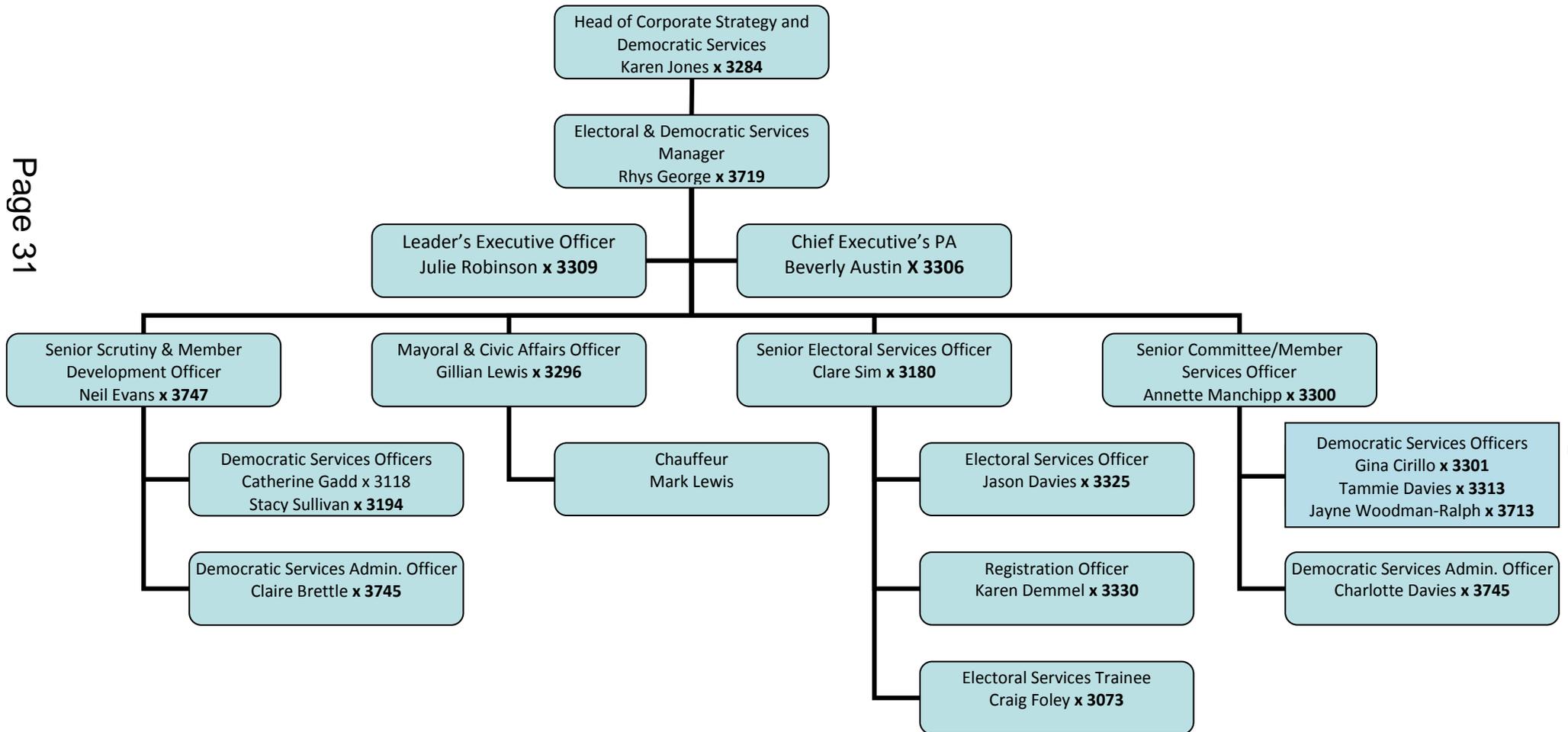
sarah.titcombe@wlga.gov.uk www.wlga.gov.uk @welshlga

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Organisational Structure – 2015/16

Electoral and Democratic Services

(Telephone Extensions are listed below to contact an individual officer dial 01639 76 + EXT.)



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Allocation of Committees – Democratic Services Team 15/16

Team Leader:

Annette Manchipp

e-mail: a.manchipp@npt.gov.uk

Tel: 01639 763300

Meeting	Cycle
Cabinet/Cabinet Scrutiny Committee	Every Week
CDG/CMG Papers	Every Week
CMB Papers	Every Week
Full Council	Every 6 Weeks
Democratic Services Committee	Every 6 Months
Modernisation Group	Ad Hoc
Annual Meeting	Annual
Other Tasks	
Committee Meeting Cycle	
CMB/Cabinet Planner Co-ordination	
Council Planner	
CDG Planner	
Modern.Gov Implementation	
Outside Bodies Review	
Member Annual Reports	

Democratic Services Officer:

Tammie Davies

e-mail: t.davies5@npt.gov.uk

Tel: 01639 763313

Meeting	Cycle
Social Care, Health & Housing Board	Every 3/4 Weeks
Environment & Highways Board	Every 6 Weeks
SWW Regional Joint Waste Committee	Ad hoc
Local Service Board meetings	Every 16 Weeks
Standards Committee	Every 16 Weeks
Staff Appeals	Ad Hoc
Special Appointments	Ad Hoc
NTC Redevelopment Group	Ad Hoc
Homelessness Appeals	Ad Hoc
Voluntary Sector Liaison Committee	Every 16 Weeks
Other Tasks	
Outside Bodies (Day to Day)	
Deputise for other meetings as directed by line manager	
Administrative Duties as agreed	
Member Annual Reports (Lead)	

Democratic Services Officer:

Gina Cirillo

e-mail: g.cirillo@npt.gov.uk

Tel: 01639 763301

Meeting	Cycle
Planning	Every 3 Weeks
Policy and Resources Cabinet Board	Every 6 Weeks
Economic and Community Regeneration Cabinet Board	Every 6 Weeks
Joint Resilience Committee	Every 12 Weeks
Staff Appeals	Ad Hoc
Special Appointments Committee	Ad Hoc
Older Persons Forum	Ad Hoc
Cross Border meetings	Every 12 Weeks
Other Tasks	
Deputise for other meetings as directed by line manager	
Administrative duties as agreed	
Deputisation – Members Annual Reports	

Democratic Services Officer:

Jayne Woodman-Ralph

e-mail: j.woodman-ralph@npt.gov.uk

Tel: 01639 763713

Meeting	Cycle
CYPEB	Every 3/4 Weeks
Think Families Board	Every 6 Weeks
Staff Council	Every 12 Weeks
Communities First	Every 12 Weeks
Audit	Every 12 Weeks
Staff Appeals	Ad Hoc
Special Appointments Committee	Ad Hoc
TATA	Ad Hoc
Community Council Liaison Forum	Every 16 Weeks
Margam Joint Crematorium	Every 12 Weeks
Other Tasks	
CDG Papers	
Deputise for other meetings as directed by line manager	
Administrative duties as agreed	
Deputisation – Members Annual Reports	

Democratic Services Administrative Officer:

Charlotte Davies

e-mail: c.l.davies2@npt.gov.uk

Tel: 01639 763745

Meeting	Cycle
Registration & Licensing Committee	Every 3 Weeks
Licensing Acts Committee (if needed)	Every 3 Weeks
Licensing Acts Sub Committee	Every 3 Weeks
Personnel	Every 6 Weeks
NPT/Youth Council	Every 16 Weeks
Other Tasks	
Deputise for other staff duties as directed by line manager	
Administrative duties as agreed	
Modern.Gov Minute Book Collation	
Modern.Gov Implementation	

Senior Scrutiny & Member Development Officer:

Neil Evans

e-mail: g.n.evans@npt.gov.uk

Tel: 01639 763747

Meeting	Cycle/Duties
Cabinet Scrutiny Committee	Attending to hear discussions and relay any information to the relevant Scrutiny Committees
Policy and Resources Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Economic and Community Regeneration Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Environment and Highways Scrutiny Committee	Attend to advise the chair and to refer any particular actions to other relevant scrutiny committees
Other Scrutiny Committees	Management of the function by ensuring the relevant officer is fully prepared
Member Development	Responsible for overseeing the delivery of an annual member development programme
Other Tasks	
Cover for other Scrutiny Officers as and when necessary	

Democratic Services Officer:

Catherine Gadd

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

Tel: 01639 763118

Meeting	Cycle
Children Young People and Education Scrutiny Committee	Every 3/4 Weeks
Corporate Parenting Panel	Ad Hoc
Children's Services Member Improvement Panel	Ad Hoc
Other Tasks	
Cover for other Scrutiny Officers as and when necessary	

Democratic Services Officer:

Stacy Sullivan

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

Tel: 01639 763194

Meeting	Cycle
Social Care Health and Housing Scrutiny	Every 3/4 Weeks
Other Tasks	
Cover for other Scrutiny Officers as and when necessary	
Delivery of Annual Member Development Programme	

Democratic Services Administrative Officer:

Claire Brettle

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

Tel: 01639 763101

Meeting	Cycle
Administration of Digital by Choice Group Meetings	Every 4 Weeks
Administration of the Head of Corporate Strategy and Democratic Services Managers Meetings	Every 4 weeks
Administration of the Head of Corporate Strategy and Democratic Services Extended Managers Meeting	Every 3 Months
Administration of the Head of Corporate Strategy and Democratic Services All Staff Meeting	Every 6 Months
Other Tasks	
Deputise for other staff duties as directed by line manager	
Administrative duties as agreed	
Cover for other Scrutiny Officers as and when necessary	

Note:All Scrutiny officers will be involved in ad hoc work as requested/decided by the relevant Committees. This could be in the form of advice and guidance or more in depth work such as task and finish groups. There are also pieces of work such as the Third Sector Review that are hugely important and time consuming.*Please note all officer allocations/work duties are subject to change.

DEMOCRATIC SERVICES COMMITTEE

REPORT OF HEAD OF LEGAL SERVICES – DAVID MICHAEL

17TH JULY 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED: - ALL

DELIVERY OF COUNCIL AGENDAS BY COURIER SERVICE

Purpose of Report

To respond to a request from Democratic Services Committee that Officers look at the feasibility of using the courier service to deliver Council agendas during the working day.

Background

There had been some discussion of options for replacing the delivery of paper agendas and reports to Members and substituting electronic delivery.

Whereas there had been a trial amongst a number of Members it was not envisaged that the uptake of electronic only would be sufficient to deliver savings. The Committee therefore asked me to look at the question of whether agendas and reports could be delivered during the day.

The Courier Service is operated on behalf of the Council by the mail room staff based at Civic Centre Port Talbot. The cost of the delivery was £4,000 in the financial year 2014/15 and £4,600 in the previous financial year. The annual cost is based on fuel costs and overtime paid. Two deliveries are run at the same time and the mileage for one route is 89 miles roundtrip and for the other 67 miles. The time taken will vary in accordance with traffic conditions and other factors but both runs take a number of hours each.

During the working day the mail room staff provide printing, mail room and mail distribution services. In particular they operate four courier runs during the course of the day delivering and picking up at 43 locations throughout the County Borough.

If the Couriers were required to undertake delivery of agendas and reports to Members during the course of the day this could not be accommodated without cancelling the delivery runs for Council mail or at least the afternoon runs. This would mean that some units would receive no delivery of mail on a Friday and no pick up of mail either. Coupled with that there may very well still be some overtime costs at the end of the Friday afternoon.

Members are also asked to note that the couriers have other duties in relation to mail distribution in Civic Centre Port Talbot, printing and mail dispatch. The mail room now is responsible for printing of all committee papers other than coloured printing since the closure of the Print Unit.

Background Papers

None

Appendices

None

Officer Contact

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