



## ***DEMOCRATIC SERVICES COMMITTEE***

***10.00 AM - FRIDAY, 1 JULY 2016***

***COMMITTEE ROOMS 1/2, CIVIC CENTRE, PORT TALBOT***

### **PART 1**

1. To receive any declarations of interest from Members
2. Minutes of the last meeting on 18 December 2015 (*Pages 5 - 8*)

### **To Receive the report of the Head of Corporate Strategy and Democratic Services**

3. Member Facilities (*Pages 9 - 14*)
4. Member Survey (*Pages 15 - 18*)
5. Progress on Members IT and Mod.Gov System (*Pages 19 - 56*)
6. Member IT Reference Group (*Pages 57 - 62*)
7. Member Development, Annual Development Reviews and Annual Reports (*Pages 63 - 90*)
8. Member Induction 2017 (*Pages 91 - 94*)
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 M.Harvey, E.E.Jones, R.G.Jones,  
D.Lewis, J.D.Morgan, A.J.Siddley, A.L.Thomas,  
A.N.Woolcock, A.Jenkins and Mrs.K.Pearson

## DEMOCRATIC SERVICES COMMITTEE

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

**Members Present:**

**18 December, 2015**

**Chairperson:** Councillor Mrs.L.H.James

**Vice Chairperson:** Councillor Ms.C.Morgans

**Councillors:** E.E.Jones, R.G.Jones, J.D.Morgan and  
A.N.Woolcock

**Officers In  
Attendance:** Mrs K.Jones, S.John, R.George and  
Mrs T.Davies

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### 1. **MEMBERS' DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:

Councillor Mrs L.H.James - Re Report of the Head of Corporate Strategy and Democratic Services – The Independent Remuneration Panel for Wales, Draft Annual Report 2016/17, as her daughter is a member of the Remuneration Panel.

Councillor E.E.Jones - Re Report of the Head of Corporate Strategy and Democratic Services – The Independent Remuneration Panel for Wales, Draft Annual Report 2016/17, as he is a Community Councillor.

Councillor J.D.Morgan - Re Report of the Head of Corporate Strategy and Democratic Services – The Independent Remuneration Panel

for Wales, Draft Annual Report 2016/17, as he is a Member of Glynneath Town Council.

2. **MINUTES OF THE LAST MEETING ON 17 JULY 2015**

**RESOLVED:** that the Minutes of the meeting held on 17 July, 2015, be confirmed as a correct record.

3. **THE INDEPENDENT REMUNERATION PANEL FOR WALES - DRAFT ANNUAL REPORT 2016/17**

Members received an overview of the circulated report. The various proposed changes to Members remuneration were noted, which included the introduction of a 'banding' system based on levels of responsibility of the Chairs of Committees. The Committee also noted the remit letter issued to the Panel by the Minister for Public Services (Leighton Andrews). Members felt it would be a retrograde step for Local Authorities to return to making decisions about their own remuneration locally.

4. **MEMBERS' INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) GUIDANCE AND USAGE**

Members discussed proposed amendments to the current Members ICT Guidance and Internet Usage Policy, which would enable under usage of the Modern.Gov system and facilitate the provision of better services to Members and reduced print production and courier/postage costs. Proposed amendments would be taken with the annual report on Member remuneration in early 2016 for decision by Members. Members discussed their own experiences of using the iPads and the Modern.Gov application on the iPads.

Members felt the Members IT Reference Group was a valuable resource and felt it should be extended to a knowledge exchange or training session for other Members. Officers felt the IT Reference Group was a great place to gather feedback and test the Modern.Gov application and so on. Members suggested that training in E-Safety might be useful.

5. **MEMBERS' ANNUAL SURVEY 2015/16**

Members received an overview of the circulated report containing the results of the All Members Survey 2015/16. Members noted that the Survey results would be distributed to all Members after the Christmas break, along with a newsletter. A workshop would be arranged for Members in early 2016 regarding the feedback from the All Member Survey.

**CHAIRPERSON**

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

1 July 2016

### Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

#### Matter for Information

#### Wards Affected:

All Wards

## MEMBERS' FACILITIES

#### Purpose of the Report

1. To provide Members with an update in relation to the progress made with the provision of Members Facilities within Port Talbot Civic Centre and to provide information on potential improvements for the Neath Civic Centre.

#### Background

2. Following the formation of Corporate Strategy and Democratic Services in October, 2012, the provision of facilities for Members has been kept under review.
3. Where appropriate, improvements have been 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.

4. In particular, 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.
5. 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.
6. This resulted in the necessity to put in place a programme of works to ensure that facilities particularly 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.
7. While facilities within Neath Civic Centre have not required the same level of works as have been undertaken for the Port Talbot Civic Centre, further works are currently being considered specifically in relation to improving the Committee Room audio facilities.

## **Progress**

### Port Talbot Civic Centre - Council Chamber

8. Within the Council Chamber a new digital delegate microphone system was installed in April 2016 to replace the previous analogue audio network which had ceased to function. As part of the new system integrated facilities were 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.
9. Improved speakers were also installed within the Chamber for better sound clarity, and the ability to utilise streaming media and airplay technology during meetings.
10. In addition, the Chamber was also 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.

11. To complement the installed audio and visual equipment, IT Officers placed four 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.
12. Further significant works were undertaken in August and September 2015 to improve the general lighting levels throughout the Council Chamber for future meetings and install new seating to replace the previous stock which were in a poor condition.
13. These works also tie in with the launch of the Mod.Gov App and the extension of the Modern.Gov software which allows members to read and annotate Council Papers digitally.

#### Port Talbot Civic Centre - Committee Rooms

14. Within the Committee Rooms a number of improvements have also been completed to again support Members in carrying out their role and assist in facilitating the democratic processes of the Council.
15. 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 discussion and presentations.
16. In addition, Committee Rooms One and Two have now 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.
17. 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.

18. Streaming media and airplay technology is also available in each of the Committee Rooms along with improved Wi-Fi connectivity for mobile devices.
19. Due to the deterioration in the condition of the vertical blinds within the Committee rooms these have been replaced allowing for improved viewing of visual presentations for Members, Officers and Members of the Public.
20. Remodelling works on installing new disabled toilet facilities near to the Council Chamber on the second floor were also completed during the summer last year.
21. In relation to the furniture within the Committee Rooms, several committee tables in recent months have had to be removed due to being damaged beyond repair while the condition of the seating continues to deteriorate. As a result discussions are currently ongoing to identify alternative arrangements which could be offered for Members.

#### Neath Civic Centre - Committee Rooms

22. Following on from the installation of a wireless digital delegate microphone system in the Port Talbot Civic Centre, Officers have also been requested to examine the possibility of similar facilities being installed at the Neath Civic Centre. Potentially this could help to improve acoustics of the meeting venue and allow Members, Officers and Members of the Public to better hear discussions and debate.

#### Members Rooms

23. As part of the continued development of the Modern.Gov system, consideration is also being given to how the Members Rooms can potentially be adapted to better support Members and provide them with modern work space environments better suited to access council information systems digitally.

#### **Financial Impact**

24. With regard to the improvements to Members' facilities all relevant costs will be met within current accommodation budgets and as such the financial impact will be neutral.

## **Equality Impact Assessment**

25. A screening assessment has been undertaken but a full equality impact assessment is not warranted.

## **Workforce Impacts**

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

## **Legal Powers**

27. There are no legal impacts associated with this report.

## **Risk Management**

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

## **Consultation**

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

## **Recommendations**

30. That the Democratic Services Committee note the progress made in relation to Member facilities.

## **List of Background Papers**

31. None.

## **Officer Contacts**

Karen Jones - Head of Corporate Strategy and Democratic Services

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Democratic Services Committee.

1st July 2016

### Report of the Head of Corporate Strategy and Democratic Services

#### Matter for Decision

**Wards Affected:** All Wards

### Members Survey Results and Progress Update

#### Purpose of the Report

1. To provide Members with an update on progress in implementing suggestions from the Member Survey.
2. To provide Members with a list of the priority actions from the informal meeting of Democratic Services Committee and note any progress that has been made.

#### Background

3. The majority of Members took part in a Member survey during the summer of 2015 which asked questions in relation to scrutiny arrangements, member surgeries, member development, online access to committee papers and Member facilities.
4. The survey highlighted many positive comments following the modernisation of the democratic process and also how much work had been undertaken in a relatively short timeframe.

5. All Members have been provided with a copy of the survey results, together with a note summarising actions that have been taken to respond to the survey findings..
  
6. Members of the Democratic Services Committee were invited to meet outside of the committee to discuss other areas that might be taken forward during the civic year 2016-17/ Four priority areas for 2016/2017 were identified:
  - Member Induction Programme 2017;
  - The development of a local guide in relation to what people can expect when they become a councillor,
  - The Member Development programme for 2016/2017 and
  - Members IT.
  
7. The four priority areas are subject to additional reports on this agenda.

### **Financial Impact**

8. The four areas of work will need to be accommodated within existing budgets.

### **Equality Impact Assessment**

9. There are a range of actions taken as a result of the survey which support the Council in discharging duties under the Equality Act 2010. For example, measures that have improved access to information at meetings; improved access to information via the Member portal; improved ICT facilities; variations in the timing of Member seminars to better suit those Members who have work commitments and/or caring responsibilities..

### **Workforce Impacts**

10. The work identified can be accommodated within the existing staffing complement of Democratic Services.

## **Legal Impacts**

11. The work is being progressed in accordance with the Local Government (Wales) Measure 2011.

## **Risk Management**

12. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

14. That Members consider the four areas of priority identified from the workshop session in April 2016 and if thought appropriate adopt those priorities for the civic year 2016-17.

## **Reasons for Proposed Decision**

15. To ensure there is an agreed response to meeting issues arising from the Member survey 2015.

## **Implementation of Decision**

16. For implementation after the three day call in period.

## **List of Background Papers**

17. Elected Member Survey Results and Analysis,

## **Officer Contact**

18. Karen Jones- Head of Corporate Strategy and Democratic Services  
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20. Stacy Curran-Democratic Services Officer

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## CHIEF EXECUTIVE'S OFFICE

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

1<sup>st</sup> July 2016

#### SECTION A- MATTER FOR DECISION

#### WARDS AFFECTED-ALL

#### PROGRESS ON MEMBERS IT AND MODERN.GOV

##### Purpose of Report

To provide Members with an update on the number of Members opting to use the new software (Modern.Gov) following approval by Council of the new Member ICT Policy.

##### Background.

Members will recall that the Report on Members Remuneration and Expenses 2016/17 together with the updated IT Policy were submitted to and approved by Council at its meeting on 30<sup>th</sup> March. For ease of reference a copy of the report is attached at Appendix A. A letter has been circulated to all Members inviting them to take up the Modern.Gov application and receive Council information digitally. (attached at Appendix B.) To date, 22 Members have responded positively.

It is now anticipated that based on the responses to the letter, cohorts of Members will receive training on the use of i pads and the use of Mod.Gov with a view to these arrangements being operational in the Autumn.

## **Recommendation**

That the above update be noted.

## **List of Background Papers**

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

## **Wards Affected**

All

## **Officer Contact:**

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**COUNCIL**  
30 March 2016

**JOINT REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES AND THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES**

**Matter for Decision**

**Wards Affected:** All Wards

**1 Report on Members Remuneration and Expenses 2016/17**

**1.1 Purpose of the Report**

1. The purpose of this report is to advise Members of the content of the Annual Report of the Independent Remuneration Panel for Wales (IRPW) as it relates to the remuneration of elected Members, setting out Members remuneration for the financial year 2016/17 and to secure any decisions which are required.

**1.2**

**1.3 Background**

2. The Independent Remuneration Panel for Wales (IRPW) was first appointed in January 2008 by the then Welsh Assembly Government Minister for Social Justice and Local Government following a public recruitment exercise.
3. As a permanent Body, independent of any other organisation, including County and County Borough Councils, the Welsh Government and the Welsh Local Government Association, the IRPW exercises powers granted to it under Part 8 of the Local Government (Wales) Measure 2011.
4. The panel have the power to make various decisions which have the force of law but may also make recommendations. In addition, the IRPW has power to set the level of remuneration payable to Members and Co-opted Members of Local Authorities

and has also been given a general power to review authorities' pay policy statements as far as they relate to heads of paid service (s63 Local Government (Democracy) (Wales) Act 2013). The remuneration for an ordinary Member is known as the basic salary. Members who occupy roles of particular special responsibility specified by the panel are paid what is known as a senior salary.

### **Changes to Member Remuneration and Expenses 2016/17**

5. The Panel has determined that, given the continuing climate of austerity there will be no uplift to Member Remuneration or Expenses for the 2016/17 civic year. Furthermore, the Panel have also decided to continue to exercise powers to set remuneration giving local authorities no discretion around basic salaries. However, in response to representations made by some local authorities, the Panel is providing some discretion to Local Authorities to set salaries for Executive Members and Chairs of Committees.
6. It is up to the Council to decide, within the limited discretion given to it by the IRPW, which roles attract the senior salary. Last year senior salaries were paid to:-
7. The Leader, Deputy Leader and the 7 Cabinet Members, the Chairs of the 5 Over-viewing Scrutiny Committees, the Planning and Licensing Committees and the Common Chair of the Audit and Democratic Services Committees. The Leader of the largest opposition group also receives a senior salary. The other political group is not large enough under the IRPW "Regulations" to attract a senior salary for the Group Leader.
8. In addition to the salary, the Council operates a Support Scheme for elected Members. The Council will pay a flat rate support allowance of £200 per annum in respect of telephone, broadband and other office costs.
9. This sum will not apply to Cabinet Members as they have the use of mobile phones and handheld devices to receive emails, together with the use of office facilities based at Port Talbot Civic Centre.

The bandings available are:

Band	Executive Members	Committee Chairs
Level 1	£29,000	£22,000
Level 2	£26,100	£20,000

10. It is a matter for Council to determine which of the bandings should be applied in this authority. Members attracting the senior salaries are currently paid at Level 1.

Council should note in considering which level to apply that there is no proposed change to the workload or level of responsibility of the Senior Salaried posts in 2016/17. Consequently, Council is asked to confirm Level 1 should continue to be applied.

11. In respect of the civic heads and deputy civic heads, the IRPW has decided that local authorities are to continue to be provided with some flexibility as to whether to remunerate these roles, or not, and if they are to be remunerated, there are three bands that local authorities may select from.
  
12. The 3 bands for 2016/17 and which are unchanged for 2016/17 are as follows:

Option	Civic Leader	Deputy Civic Leader
Level 1	£24,000	£18,000
Level 2	£21,500	£16,000
Level 3	£19,000	£14,000

13. Council has previously determined that Level 2 would be applied in this Council and now needs to confirm this option is to be applied in 2016/17.
  
14. The Democratic Services Committee has reviewed the adequacy of ICT support for Members. The Committee concluded that some adjustment to the Scheme is needed in order to enable Members to take advantage of the functionality of the new Modern.Gov system which has been piloted during the year. The amended Members ICT Scheme is attached at Schedule 4 for approval.
  
15. A care allowance scheme is also available for Members and Co-opted Members who have caring responsibilities for dependent children, adults or for personal assistance needs, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
  
16. Members also have the opportunity to produce an Annual Report in line with the approved Council Scheme. Support will be provided to Members who wish to produce such reports including making available the facility to publish reports on the Council website.
  
17. A Member may by notice in writing delivered to the Director of Finance and Corporate Services elect to forego any part of that Member's entitlement under this scheme. Please note that Members that wish to forego any entitlement under this

scheme must provide notice in writing in each civic year of the elements that they wish to forego.

18. As Members are aware the following was agreed with Trade Unions and staff as part of the Workforce Agreement 2013:

Para 29 states - "From 1 April 2014, for a period of four years, Elected Members will be invited to make a voluntary contribution equivalent to comparable groups of employees in terms of remuneration and subject to a de minimus threshold equivalent to scp 24 (£21,067 p.a. from April 2013)".

This is equivalent to foregoing 50% of the annual pay award.

19. In relation to overnight stays with friends and family, the current IRPW report recommends a payment of £30 be available to Elected Members. This issue has previously been considered by Council and determined that it should not be paid.
20. A copy of the Members Remuneration and Expenses Scheme for 2016/17 is attached at Schedule 5.

#### **1.3.1 IRPW Compliance Audit**

21. The IRPW carry out audits of all local authority Schedules of Member Remuneration on an annual basis to assess their compliance with requirements. No compliance points were raised with the authority in relation to the submitted 2015/16 schedule.

#### **1.3.2 Payment Arrangements**

22. From 1 April 2015, payment of salary and other allowances under this Scheme has been made to Members through the Council's payroll system. There is no provision for Members to be paid through the Cashiers Service.

#### **1.3.3 Financial Impact**

23. With regard to the 2016/17 determinations of the Independent Remuneration Panel for Wales (IRPW) the impact will be neutral.

#### **1.3.4 Equality Impact Assessment**

24. There are positive equality impacts associated with this report due to the IRPW determinations in relation to support payments for Members and Co-opted Members who have caring responsibilities for dependent Children, adults or for personal assistance needs.
25. The determinations also provide positive impacts for Members in relation to family absence arrangements. A screening assessment has been undertaken but a full equality impact assessment is not warranted.

#### **1.3.5 Workforce Impacts**

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

### **1.3.6 Legal Powers**

27. The Members Scheme for Remuneration 2016/17 is made under the Local Government (Wales) Measure 2011 and the Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### **1.3.7 Risk Management**

28. Without the implementation of this annual Members Remuneration Scheme the Council would fail to meet the relevant compliance requirements as stipulated by the Independent Remuneration Panel for Wales (IRPW).

### **1.3.8 Consultation**

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

### **1.3.9 Recommendations**

30. That the Council notes the decisions of the IRPW as to basic salary, senior salary and fees for Co-opted Members which will be implemented for the financial year 2016/17.
31. That fees for Co-opted Members be payable for all meetings of Committees on which those Members serve together with any seminars, training events or briefings within the terms of the IRPW report.
32. That the senior salaries be paid to those office holders identified in the Schedule of Councillors and Co-opted Members Remuneration for 2016/17 contained in Schedule 5 to this report.
33. That Council confirms that the Level 1 payment band be applied to Executive Members and Committee Chairs.
34. That Council confirms that the Level 2 payment band should continue to be applied for Civic Duties.
35. That individual Members advise the Director of Finance & Corporate Services in writing of any variation to the Senior Salary amount they wish to be paid in 2016/17.
36. That Council agrees the revised Member ICT Scheme as shown in Schedule 4.

### **1.3.10 Reasons for Proposed Decision**

37. To ensure that the Council's Member Remuneration schedule complies with the latest determinations of the Independent Remuneration Panel for Wales as set out in their Annual Report dated February 2016.

### **1.3.11 Implementation of Decision**

38. The decision is proposed for implementation after the three day call in.



## Neath Port Talbot County Borough Council

### MEMBERS' SCHEME OF REMUNERATION 2016/17

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

#### 1. Basic Salary

1.1 A Basic Salary shall be paid to each elected Member of the Authority.

1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.

1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.

1.4 No more than one Basic Salary is payable to a Member of the Authority.

#### 2. Senior Salaries & Civic Salaries

2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 5**.

2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.

2.3 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.

2.4 All Senior and Civic Salaries are paid inclusive of Basic Salary.

2.5 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.

2.6 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.

- 2.7 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.
- 2.8 Where joint arrangements exist, the Senior Salary (if paid) of the Chair, will be paid by the Chair's own Authority (but can be apportioned amongst the participating authorities) but is not included in that Council's maximum number of Senior Salaries.
- 2.9 The Leader of the largest opposition group must be paid a Senior Salary. Other opposition group leaders would also be eligible for Senior salaries if the group comprised 10% or more of the Council membership.
- 2.10 It is up to the Council to decide, within the limited discretion given to it by the IRPW about Committee Chairs, which roles attract the senior salary.

### **3. Election to Forgo Entitlement to Allowance**

- 3.1 A Member may, by notice in writing delivered to the Director of Finance and Corporate Services of the authority, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice. Members that wish to forego any entitlement must provide notice in writing in each civic year of the elements they wish to forego.

### **4. Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Local Government (Wales) Measure 2011).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Local Government (Wales) Measure 2011). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

### **5. Payments**

- 5.1 Payments of all allowances will be made by the Director of Finance and Corporate Services by direct bank credit in instalments of one-twelfth of the

Member's annual entitlement on the 28<sup>th</sup> day of each month (subject to bank holidays and weekend adjustments).

- 5.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 5.3 All payments are subject to the appropriate Tax, National Insurance deductions and Pension contributions.

## **6. Care Allowance**

- 6.1 A Care Allowance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children, adults or for personal assistance needs, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties. Reimbursement of necessary expenses for the care of dependent children and adults (provided by informal or formal carers) must be paid up to a maximum of £403 per month. Reimbursements shall only be made on production of receipts from the carer.
- 6.2 The Care Allowance shall not be paid:-

In respect of any child over the age of 15, but may be payable to a Member seeking to claim such an allowance for a child of fifteen years or more or a dependent where the Member satisfies the Council that the child or dependent required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependent in the carrying out of that Member's duties as a Member; or

To more than one Member of the Authority in relation to the care of the same child or dependent; or

not more than one Care Allowance shall be paid to any Member of the authority who is unable to demonstrate to the reasonable satisfaction of the Director of Finance and Corporate Services that the Member has to make separate arrangements for the care of different children or dependents.

- 6.3 All claims for Care Allowance should be made in writing to the Head of Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **7. Family Absence**

- 7.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence,

during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.

- 7.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 7.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 7.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary. The Council must advise the IRPW within 14 days of the decision if a decision is so made and the Schedule must be amended to reflect the implications of the family absence.
- 7.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.
- 7.6 In relation to a period of family absence, the salary (both Member and Co-opted Member) or Senior salary remains payable but not if the Member or Co-opted Member is suspended.

## **8. Co-optees' payments**

- 8.1 A Co-opted Member's daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 8.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 8.3 The Head of Democratic Services is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 8.4 The Head of Democratic Services can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 8.5 A half day meeting is defined as up to 4 hours.
- 8.6 A full day meeting is defined as over 4 hours.

- 8.7 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 5**.
- 8.8 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 5**.
- 8.9 The maximum number of days Co-opted Members may be paid for is determined by the Authority and payment can be made for meetings, seminars, training events and briefings with officers. The Council has determined that a payment will be made for all approved meetings, seminars, training events and briefings with officers

## **9. Travel and Subsistence Allowances**

### **9.1 General Principles**

- 9.2 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 1**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 9.3 Where possible Members should share transport.
- 9.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 9.5 Where a Member makes use of his/her private car for approved duty purposes, arrangements must be made to ensure that the vehicle complies with all legislative road worthiness requirements with proof to be provided to the Authority on request, this will include:
- Valid Road Fund Licence
  - MOT Certificate (where required)
  - Insured for Business Use
- 9.6 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 2** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 9.7 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations

made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

## **10. Travel by Private Vehicle**

10.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

10.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 2**.

10.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

## **11. Travel by Public Transport**

### **11.1 Rail/Coach Travel**

11.2 Unless otherwise authorised rail tickets will be second-class, and Members should always be mindful of choosing the most cost-effective method of travel.

11.3 If the relevant journey has been approved, Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **11.4 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imburement will be upon receipt only.

### **11.5 Air Fare**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Director of Finance and Corporate Services is required and tickets will be purchased by Democratic Services.

## **12. Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by the Director of Finance and Corporate Services, Democratic Services will arrange travel and accommodation.

### **13. Other Travel Expenses**

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imburement will be upon receipt only.

### **14. Overnight Accommodation**

- 14.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Director of Finance and Corporate Services.
- 14.2 Overnight accommodation will be booked by a Democratic Services Officer. Wherever possible the overnight accommodation will be pre-paid or invoiced.
- 14.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 2**.

### **15. Subsistence Allowance**

- 15.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 2**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)
- 15.2 No provision is made for subsistence claims within the County Borough.

### **16. Support Scheme**

- 16.1 In addition to the salary, the Council operates a Support Scheme for elected Members. The Council will pay a flat rate support allowance of £200 per annum in respect of telephone, broadband and other office costs. This sum will not apply to Cabinet Members as they have the use of combined mobile phones and hand held devices, together with the use of office facilities based at Port Talbot Civic Centre. The Current Members ICT Scheme is attached at Schedule 4.

### **17. Annual Reports**

- 17.1 Members have the opportunity to produce an Annual Report in line with the approved Council Scheme. Support will be provided to Members who wish to

produce such reports including making available the facility to publish reports on the Council Website.

## **18. Claims and Payments**

- 18.1 All claims must be submitted to the Exchequer Section of the Directorate of Finance and Corporate Services by the 8<sup>th</sup> of the month. Claims over 90 days old will not be paid unless there are extenuating circumstances justifying the late claim, which must be approved by the Director of Finance and Corporate Services.
- 18.2 Allowances will be paid by the Director of Finance and Corporate Services by direct bank credit on the 28<sup>th</sup> day of each month (subject to bank holidays and weekend adjustments).
- 18.3 Where a payment of an instalment would result in a Member receiving more than his/her entitlement due to changes in the Regulations or to such other relevant circumstances, the payment shall be reduced accordingly.
- 18.4 Payment of salary and other allowances under this Scheme will be made to Members through the Council's payroll system. There will be no provision for Members to be paid through the Cashiers Service.

## **19. Pensions**

- 19.1 The Authority shall enable its Members who are eligible to join the Local Government Pension scheme as administered by the City & County of Swansea Council. Both Basic and Senior Salaries are eligible amounts for pensionable pay.

## **20. Compliance**

- 20.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 3**.

## **21. Other**

- 21.1 A workforce agreement was approved by Trade Unions and staff in 2013.
- 21.2 This agreement stated that from 1 April, 2014, for a period of four years, Elected Members will be invited to make a voluntary contribution equivalent to comparable groups of employees in terms of remuneration and subject to a de minimus threshold equivalent to scale point 24 (£21,067 p.a. from April 2013).
- 21.3 This is equivalent to foregoing 50% of the annual pay award.

**Members are reminded that expense claims are subject to both internal and external audit.**

## **SCHEDULE 1**

### **Approved duties for travel and subsistence: -**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees, including attendance by Members at the request of a Corporate Director (or in his/her absence one of the Heads of Service) in connection with the functions of the Council or the Executive, and including attendance at Conferences, Seminars and Courses as an authorised representative of the Council.
- 'Attendance' need not necessarily be at any of the Council's offices, for example an invitation to attend a day or evening meeting, forum, function, seminar etc. in connection with the function of the Council and at which a Corporate Director or Head of Service considers the Council should be represented are acceptable.

**SCHEDULE 2****Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per mile

For outward journeys in excess of 100 miles, members are required to ensure that the most economical form of transport is used.

For journeys outside Neath Port Talbot, Swansea and Bridgend only one mileage claim will be paid for up to four Members and/or officers attending the same approved duty unless there are logistical, operational or economic reasons why this is unreasonable in which case specific authorisation of the Director of Finance and Corporate Services will be required.

**No provision is made for the payment of travel expense in respect of ‘ward duties’.**

**All mileage claims should be supported by a fuel VAT receipt.**

**Subsistence Allowance**

The Independent Remuneration Panel for Wales (IRPW) does not require local authorities to allocate the maximum daily rate (£28 per day) between different meals, as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is supported by receipts. The Council however decided in its meeting of 24<sup>th</sup> March 2010 to divide the daily rate for subsistence as follows:-

Breakfast	-	£6.88
Lunch	-	£9.49
Tea	-	£3.73
Evening Meal		£22.90

Re-imburement of alcoholic drinks is not permitted.

Subsistence expenses for official business which take place in-county or authority shall not be reimbursed (as is the current arrangement). This does not apply to Co-opted Members or Appointees who live outside the boundary of the Authority.

### **Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. No payment will be made for an overnight stay with friends or relatives.

Alternatively, in certain circumstances e.g. conference hotels or where no suitable accommodation is available, overnight accommodation may be pre-booked and paid for by the Authority in excess of the above limits, subject to reasonableness and approval of the relevant Corporate Director.

### **Co-optees Allowance**

The Co-optees allowance, for those co-opted members with voting rights, will be paid at the rate set out below:

Chair of Standards or other Committee	£256 Per Day £128 Per Half Day
Co-opted Member of Standard Committee who also chair Standards Committee for Community and Town Councils	£226 per Day £113 Per Half Day
Other Qualifying Co-optees	£198 Per Day £99 Per Half Day

Payments to Co-optees can be made for reasonable pre-meeting preparation time – including attendance at Committee meetings, seminars, training and meetings with officers.

Meetings of up to four hours are payable at a rate per half day. A full day meeting is defined as over four hours.

### **SCHEDULE 3**

#### **Compliance**

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements no later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members attendance at meetings of council, cabinet and committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

## **SCHEDULE 4**

### **Members ICT Scheme – December 2015**

#### **Introduction:**

- (1) The Welsh Government requires local authorities, and Councillors to embrace e-government – the use of information and communication technologies to improve the activities of public sector organisations.
- (2) Councillors are required to have access to ICT facilities for the following purposes:-
  - to have publicly available e-mail addresses to enable constituents to contact their Councillors at any time;
  - to allow Councillors to keep in contact with their constituents, the authority, each other, and the outside world, which increasingly employs ICT to communicate;
  - to allow Councillors to access Council held information at any time to aid their ability to perform as a Councillor and for the benefit of their constituents.
- (3) All Councillors in Neath Port Talbot have publicly available Council e-mail addresses in the following format: “cllr@npt.gov.uk”. Based on information and guidance from the Information Commissioner that a distinction between a councillor’s personal information and Council information must be maintained, you must use this e-mail address for all Council-related business.

#### **Members IT in NPT:**

- (4) **Some Members do not have any IT at home:** In these cases Members have access to PCs at the Civic Centres. These Members are reminded that e-mails from members of the public could be held in their “cllr@npt.gov.uk” e-mail address. A user ID and password has been created for each member – if Members are not aware of these details, or wish to change to Home IT they should contact Democratic Services.
- (5) **Some Members have their own home PCs or laptops:**

- These Members are responsible for purchasing their own equipment and broadband connection. They must also make arrangements for upgrade and/or renewal of machines/components, the supply of consumables, etc. Where a Member wishes to access the Council's network, the Member's equipment must be suitable for the purpose and must have appropriate software e.g. Anti-Virus, etc. **If members require any advice or guidance on appropriate software they should contact Member IT Support.**
  - Due to the fact that, in this scenario, Members are using their own equipment, they are responsible for all fault finding, servicing and back-up arrangements. ICT support will be limited to connection arrangements and any problems accessing the Council's network. No ICT support will be available for any other software or hardware problems.
  - These Members will normally have personal e-mail addresses. Members with a broadband connection can, with the assistance of the ICT Division, access the Council's network to utilise the many services available, including access to public and private Committee Documents and their "cllr@npt.gov.uk" e-mail account. Members who do not have a home broadband connection will only be able to access these facilities at the Civic Centres.
  - Members should regularly check their "cllr@npt.gov.uk" e-mail inbox on the Council's services site as senders might assume they are able to make contact through this address. Note also that if Members have a broadband connection at home and, through this, access the Council's network, they must utilise the "cllr@npt.gov.uk" address for all their Council work and this address should be publicised as their prime Council contact address. This account will then be supported by the ICT Division who will ensure that adequate security is in place and that confidential e-mail remains confidential.
- (6) **The remaining Members have Council-owned home PCs or laptops:**
- Members who join the NPT Home ICT Scheme must sign up to remain with the scheme for the duration of their term of Office (currently up to May 2017 unless they cease to be a Member during that period). Once joined, there is no opt-out provision.
  - Those on the NPT Home ICT Scheme will receive all relevant equipment. All equipment supplied to Members for the purpose of the

Home IT Scheme remains the property of the Council and must be returned when the Member ceases office.

- Connection to NPT services will be via the Member's own Broadband connection.
- The Scheme also includes appropriate software i.e. Anti-virus, etc., equipment upgrade reviews, software renewal, plus support from the IT Division in respect of servicing/back-up, etc. (incl. helpline & out-of-hours call facility).
- Saving of Work: whether working from home or the Members' Rooms PCs, any documents created under NPT Services (i.e. using Word, Excel etc), will be saved to a Council server where they will be automatically secured each evening. **For security and confidentiality reasons, all work undertaken as part of a Member's NPT duties should be saved in this way.** Personal work may be saved to the hard drive of the desktop PC or laptop but will not be automatically backed up by the IT Division, therefore Members will need to ensure this work is backed up to, for example, CD, memory stick or a Cloud service.
- **Security of Equipment and data: Members are expected at all times to ensure the safekeeping and utmost security of all Council-owned IT equipment and Council-related information. This includes the prevention of damage, theft or loss of the equipment and the unauthorised access/copying of information held on, or available through, the device. This provision is particularly pertinent in the case of laptops and iPads due to their portability and appeal to opportunist theft. Members should note that they often have access to very sensitive information which should not be allowed to fall into the hands of unauthorised persons.**
- As stated previously, Members have a "cllr@npt.gov.uk" e-mail address. Note that this e-mail address should not be used by Members for personal purposes. As well as the corporate e-mail address, any Member can, at no extra cost to themselves, have their own personal e-mail address (most broadband providers now allow several extra e-mail addresses with each account).
- Members should undertake appropriate IT training provided by the Council. Please contact Democratic Services for details.

- To facilitate use of the Modern.Gov system that has been installed to improve access to the Council's Committee business, members wishing to operate Modern.Gov as an alternative to receiving information through traditional channels will be eligible for an iPad, additional to the laptop/desktop PC that they opted for at the beginning of their term of office.

### **What is available when Member's Connect to the Authority?**

(7) The services available when members connect to the Authority will vary depending upon the method used to connect. The current ways to link to the Authority are:

- Using the computer in the Member's Room
- Using a remote connection from home
- Using an iPad

The services available from the Member's Room and from the Member's home will be the same, the difference being the way the connection is established. From home the Member will be required to use two factor authentication (a fob) to make a secure connection whilst from the Member's Room, Members will only need to use their user id and password. When connected the Member will be able to access:

- Microsoft Office – Word, Excel, Powerpoint, Publisher, Outlook/email
- The Council's Intranet – an array of information including staff contact information, corporate policy, etc.
- Member's Hub – Containing Member's Seminar information, key documents, resources, Consultations, etc.
- Modern.Gov – Committee Documents, Committee Membership, etc.
- Electoral Register Search Facilities
- Secure document storage area

When using an iPad the services available to Members differ. The iPad makes information available to Members not only at home but also on the move and within meetings. The iPad allows Members to:

- Securely receive and send email from their corporate email address
- Access the Modern.Gov Application – which allows Members to securely access Committee Documents (including restricted documents) and to annotate those documents
- Access the Authority's Intranet Site – where an array of corporate information is available
- Securely store documents within the iPad
- Access the Internet for research, etc.
- Download and install applications which could aid them to carry out their Member duties

#### **Personal Use of Council PC/Network:**

- (8) **Personal use of a Council home PC, laptop or iPad** is permitted, subject to the provisions in this document and the Internet Usage Policy Note. However, the Council's network should not be accessed or used from home for personal use (this applies equally to Members with their own PC or laptop).
- (9) **When on a Council home PC or laptop**, the opening screen will not only allow access to the Council Services area but also to various other services. It is these other services e.g. Internet, personal e-mail, Word, Excel etc., that a Member is able to use for personal purposes. Note also that such personal use of, for example, Word or Excel, would involve local storage on the PC hard disk i.e. not a Council server. Members could also use a CD or USB memory stick for personal storage. **Members should not load any personal software on a Council PC or laptop without first contacting the IT Division – this includes applications from the Internet (see also Page 12 of this document re: copyright and software downloads).**
- (10) **For PCs in the Members' Rooms**, Members can make personal use of the Internet (except for the unacceptable activity laid down in the Internet Usage policy). This includes access to personal e-mail. The PCs should

not otherwise be used for personal purposes i.e. Members must confine usage of these machines to their role as a Councillor or related political activity. Note that any documents created on these machines using, for example, Word or Excel, will be saved to a Council server.

- (11) **All Members should note** that the Council's e-mail address must not be used for personal purposes.

### **General Advice on Security:**

(12) **Password Advice:**

- Passwords should never be divulged to anyone.
- Passwords should not be written down.
- Passwords should be at least 7 characters long, mixed case and contain at least 1 number.
- If a Member believes a password has been compromised it should be changed immediately. Please contact the Member Support Helpline if assistance is required to change a password.

(13) **Computer Viruses:**

- Viruses are common and can, in some instances, cause considerable damage to a system or network. The following actions should be taken in defence:
  - If Members are unsure about software installed on their NPT machine or if any program or email causes concern they should contact the Member Support Helpline immediately.
  - If a Member believes a virus has found its way onto a NPT machine, the machine should be left as it is and the Member Support Helpline should be contacted immediately.
- Members must not attempt to disable any anti-virus software on NPT machines.

**(14) Confidentiality:**

**Members must ensure that sensitive/confidential information is treated in the strictest confidence. No Authority-related sensitive information should be stored locally (on a PC's hard drive or USB stick). It is more secure if all Council documents are stored on Council servers.**

**(15) Mobile Device Security:**

- **Mobile devices (such as laptops, BlackBerrys, etc) can be of great benefit to Members and employees but they also pose a very real threat to security of information. Members who use mobile devices should, if possible, ensure that no sensitive information (including person identifiable information) is stored on the device.**
- **The device must be safeguarded against loss or theft but also against unauthorised persons looking at the information held on the device.**

**Advice and Help on the use of NPT Services/Internet:**

- (16) Policy and Advice for Members in relation to Internet Usage:** this is included as Annex 1, to this document. This is a particularly important document to read through and observe.
- (17) IT Training** is available for all Members. Please contact Democratic Services for details on 01639 763300 (x3300) e-mail [democratic.services@npt.gov.uk](mailto:democratic.services@npt.gov.uk)
- (18) Member Help lines** are shown below. Members may also e-mail the helpdesk on [member.help@npt.gov.uk](mailto:member.help@npt.gov.uk) (this address is already in the contact list on your PC).
- (19) Problems/Technical Enquiries** - Any Member who is not satisfied with the service received or is experiencing problems which are not being addressed should contact the IT Officers below:

**Stephen John, Head of ICT**  
01639 686218 (x6218) e-mail: [s.john@npt.gov.uk](mailto:s.john@npt.gov.uk)

**Ian John, ICT Business Relations Manager**  
01639 686036 (x 6036) e-mail: [i.f.john@npt.gov.uk](mailto:i.f.john@npt.gov.uk)



**(20) Other Assistance** - If a Member wishes to discuss the provision of Members IT generally, they may contact:

Rhys George, Electoral and Democratic Services Manager  
Tel No. 01639 7633719 (x3719) e-mail: [r.j.george@npt.gov.uk](mailto:r.j.george@npt.gov.uk)



**Neath Port Talbot County Borough Council  
Cyngor Bwrdeistref Sirol Castell-Nedd  
Port Talbot**

**Policy and Advice to Members  
in Relation to Internet Usage**

**December 2015**

### ***Purpose of this Document***

This document updates and replaces the earlier versions of the Internet Security Policy. Its purpose is to assist in making legitimate use of the Internet in the course of County Borough Council business as effective as possible, and to define acceptable and unacceptable uses of the Internet by Members.

Like any resource, use of the Internet should be limited to legitimate purposes and is governed by rules of conduct similar to those applicable to the use of other resources. Whilst proper use of the Internet is to be encouraged, there are serious legal risks, both to the Authority and to individuals, arising from misuse or the unintended consequences of actions taken.

### ***Connection***

Connection to the Internet via broadband at home will be by way of contract between the Member and supplier. If required, the IT Division will assist Members in connecting to the Council's network. Internet access is also available in the Members' Rooms at Civic Centres.

### ***Acceptable Uses***

Uses that are acceptable and encouraged are:

- ✓ Communications and information exchanges directly relating to the aims and business of the Authority.
- ✓ Use for research, analysis, advisory, professional or development activities related to official duties.

### ***Personal Use***

Personal Internet use on a Council PC at home is permitted, subject to the provisions below, and those specified under "unacceptable uses". However, the Council's network should not be accessed or used from home, for any personal use - this equally applies to Members with their own PC's at home.

It is important to note that Members are responsible for the use (or misuse) of the Internet from the Council's PC or laptop or using the Authority's Internet connection from Members' own machines.

Members using a Council PC in Council Offices can, subject to the "unacceptable uses" provisions below, make personal use of the Internet, including access to personal e-mail.

However, Members should not use the Council e-mail address nor conduct commercial business or activity for personal gain whenever on the Council's network. The Council's e-mail address should not be used by any Members for personal purposes - a personal e-mail address should be set up for this purpose.

### **Unacceptable Use of the Council's Equipment/Network**

Uses that are unacceptable involve the access, use, submission, publication, display, downloading or transmission of any information which:

- ✘ Violates any of the Authority's regulations, policies or procedures.
- ✘ Violates or infringes on the rights of any other person, including the right to privacy.
- ✘ Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- ✘ Restricts or inhibits other users from using the system or the efficiency of the Authority's computer systems.
- ✘ Results in the unauthorised editing of the Authority's web pages.
- ✘ Encourages the use of controlled substances or uses the system for purposes with criminal intent.
- ✘ Uses the system for any other illegal purpose.
- ✘ Solicit the performance of any activity that is prohibited by law.

- ✘ Conduct any unapproved business
- ✘ Transmit material, information, or software in violation of any law.
- ✘ Make any unauthorised purchases or commitments in the name of the Authority.

*All Internet users on the Council's Network should bear in mind that a continuous and complete record of all Internet activity, including email, is maintained in respect of all users when connected to the Internet via the Council's Data Network. The same legal considerations apply to Internet misuse as to the misuse of other Council facilities. Internal Audit will, from time to time, undertake monitoring and investigation of such activities. The I.T. Division will also undertake investigations when requested to do so.*

### **Copyright**

Users may download copyright material for legitimate business purposes. However, the use of such material must be strictly in compliance with the author's copyright conditions or current copyright law.

All software downloads when using Council equipment must be authorised by the I.T Division and must comply with corporate IT policies and standards. Any applicable licence conditions must be complied with.

### **Internet Usage Consent**

*All users of the Internet and/or corporate email must be aware that all activity on the Council's Data Network is the property of the Authority and that, therefore, no such activity can be considered private.*

**SCHEDULE 5**

Basic salary and senior salaries payable to Members of principal Councils  
2016/17:

<b>Basic salary (payable to all elected members) £13,300</b>			
	<b>Group A</b> (Cardiff, Rhondda Cynon Taf, Swansea)	<b>Group B</b> (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	<b>Group C</b> (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
<b>Senior salaries (inclusive of basic salary)</b>			
<b>Band 1</b>			
Leader	£53,000	£48,000	£43,000
Deputy Leader	£37,000	£33,500	£30,000
<b>Band 2</b>			
Executive members Level 1	£32,000	£29,000	£26,000
Executive members Level 2	£28,800	£26,100	£23,400
<b>Band 3</b>			
Committee chairs (if remunerated):	Level 1	£22,000	
	Level 2	£20,000	
<b>Band 4</b>			
Leader of largest opposition group <sup>10</sup>		£22,000	
<b>Band 5</b>			

Leader of other political groups	£17,000
----------------------------------	---------

Fees for co-opted members (with voting rights) of local authorities

Chairs of Standards Committees and Audit Committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of Standards Committees <u>who also Chair Standards Committees for Community and Town Councils</u>	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£198 (4 hours and over) £99 (up to 4 hours)

Civic salaries (where paid) shall be payable as follows to Members of principal Councils

<b>Remuneration of Civic Leaders and Deputy Civic Leaders</b> <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic Leaders	Deputy Civic Leaders
Level 1	24,000	18,000
Level 2	21,500	16,000
Level 3	19,000	14,000

**SCHEDULE 6**

An updated schedule detailing the payments for all Members of Council, including Senior Salary holders, will be included here once the 2016/17 Remuneration Scheme has been approved by Council. This will be published early in the 2016/17 financial year and will be available for inspection on the Council's website [www.npt.gov.uk](http://www.npt.gov.uk).

**APPENDIX B**

**All Members of Council**

Dear Member

At the meeting of Council on Wednesday, 30<sup>th</sup> March the new Members ICT Scheme was formally approved.

As part of the new policy we are now in a position to extend the Modern.Gov system to those Members who want to receive more information digitally. I would therefore be grateful if you could let me or Rhys George know if you would like to take this option up. The benefits of working digitally would include:

- Full access to all Committee Documents such as Committee Reports and minutes, both public and private, and ability to annotate, highlight and bookmark those documents, thus removing the need for cumbersome paper copies.
- View and draft e mails remotely.
- Access the Authority's Intranet Site 'on the go' – where an array of corporate information is available.
- Access the Internet for research and casework purposes
- Download and install mobile 'apps' or applications which could aid you to carry out your Member duties and assist with communicating with electors.

Where necessary an iPad will be provided in addition to the technology that you opted for at the beginning of your term of office. Training on the iPad and its functions will be made available to all Members who take up this opportunity.

***Continued overleaf***

I hope many Members would opt to take advantage of this scheme.

Yours sincerely



**Karen Jones**

Head of Corporate Strategy and Democratic Services  
Penaeth Strategiaeth Gorfforthaethol a Gwasanaethau Democraidd

Neath Port Talbot County Borough Council  
Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni





## NEATH Port Talbot COUNTY BOROUGH COUNCIL

### Democratic Services Committee.

1st July 2016

### Report of the Head of Corporate Strategy and Democratic Services

#### Matter for Decision

**Wards Affected:** All Wards

#### Member IT Reference Group

#### Purpose of the Report

1. To consult and agree with the Democratic Services Committee the future role for the Member IT Reference Group.

#### Background

2. In 2014 the Democratic Services Committee resolved to set up a Members IT Reference Group.
3. The Group was set up with specific terms of reference (attached at Appendix A). The main purpose of the Group was to provide an opportunity for Members to consider the extent to which ICT equipment, support and training met Members' needs. It was also set up to shape the use of the new Committee Administration system Modern.Gov.
4. Several meetings of the Group have taken place and a lot of work has been completed.

5. Following the Members' survey in 2015 and an informal meeting of the Democratic Services Committee earlier in 2016 it is suggested that Members' IT arrangements remains a priority topic for the Committee. The Committee is asked to consider if the Members IT Reference Group is still required and if so what its remit should be.
6. For reference, Members have recently agreed a new Members ICT Scheme which aims to respond to the Welsh Governments requirement for local authorities and Councillors to embrace e-government.
7. Following the agreement of the ICT Scheme the Head of Democratic Services has written to all Members highlighting that as part of the new scheme the Democratic Services unit is now in a position to extend the Modern.Gov system to those Members who want to receive more information digitally. To date, 22 Members have responded indicating that they wish to make use of the Modern.Gov system and wider digital methods of working.

### **Financial Impact**

8. There are no financial implications associated with the continuation of the Group should that be supported by the Committee. However, any proposals to change ICT arrangements would need to be costed and developed with planned budgets in mind.

### **Equality Impact Assessment**

9. There are no equality impacts associated with the continuation of the Group, however, Members are asked to note that ICT facilities can play an important role in assisting Members who may need reasonable adjustments to be made, particularly in relation to certain disabilities.

### **Workforce Impacts**

10. The continuation of the Group can be supported within the existing workload of the Democratic Services and ICT teams, however, workforce implications of changing Member ICT arrangements will need to be considered by the Group.

## **Legal Impacts**

11. . The work outlined in this report can be progressed under provisions contained within the Local Government (Wales) Measure 2011.

## **Risk Management**

12. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

14. That Members of the Democratic Services Committee consider the future of the Members IT Reference Group and determine:
15. a) whether the Group should continue to meet

### **b) whether the existing terms of reference remain appropriate**

### **Reasons for Proposed Decision**

### **To ensure Members are able to consider the adequacy of ICT facilities made available to them in their role as councillors and to put forward suggestions for consideration, Implementation of Decision**

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

### List of Background Papers

17. Members ICT Scheme as agreed at 30th March 2016  
<https://democracy.npt.gov.uk/documents/g5842/Public%20reports%20pack%2030th-Mar-2016%2014.30%20Council.pdf?T=10>
18. Terms of Reference for Member ICT Group

## **Officer Contact**

19. Karen Jones- Head of Corporate Strategy and Democratic Services  
01639 763284. [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)
20. Neil Evans- Senior Scrutiny and Member Development Officer  
01639 763747. [g.n.evans@npt.gov.uk](mailto:g.n.evans@npt.gov.uk)
21. Stacy Curran-Democratic Services Officer  
01639 763194; [s.curran@npt.gov.uk](mailto:s.curran@npt.gov.uk)



## **Members IT Reference Group** **Terms of Reference.**

### **Members**

Cllr Lella James
Cllr Mrs C Morgans
Cllr Ceri Golding
Cllr E E Jones
Cllr Rob Jones
Cllr Arwyn Woolcock
Cllr J D Morgan
Cllr S Hunt
Cllr Andrew Jenkins

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

### Democratic Services Committee.

1st July 2016

### Report of the Head of Corporate Strategy and Democratic Services

#### Matter for Decision

**Wards Affected:** All Wards

#### **Member Development Programme 16/17 and the Annual Development Review (ADR) and Annual Report Process.**

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

1. To consult the Democratic Services Committee on the proposed content of the Member Development Programme for 16/17.
2. To update Members of the Democratic Services Committee on the Annual Development Review and Annual Report Process and to invite discussion on how best to proceed with these processes for the 15/16 Civic Year.
3. To update Members on the All Wales E-Learning Online Portal that is now available to all Members and to invite discussion on how best to advertise its availability.

## **Member Development Programme**

4. In previous meetings of the Democratic Services Committee, Members have noted the work that had been undertaken in relation to Member Development in line with the Strengthening and Modernising Democratic Arrangements proposals. Members have requested that the draft Member Development Programme be brought back to the Committee for their information. The draft programme is attached at Appendix 1.
5. Member Attendance at Seminars and Training Sessions throughout the 15/16 Civic Year has ranged between 20% -50%. The Democratic Services Committee is invited to consider ways to encourage attendance at Member Seminars.

## **Annual Development Review and Annual Report Arrangements**

6. In previous meetings of the Democratic Services Committee, Members have agreed to promote the participation of Annual Development Reviews and Annual Reports for Members in line with the Scheme, as revised by the Democratic Services Committee in 2013. Take up by Members of both the ADR and Annual Report opportunities is presently limited. The 14/15 Annual Development Review process resulted in six Members completing reviews. The 14/15 Annual Report process resulted in 5 Members completing annual reports.
7. The Committee is therefore invited to identify ways in which Member participation might be increased. The Schemes are attached at Appendix 2.

## **E-learning Developments**

8. To complement the Member Development Programme for 16/17 E-Learning has been explored. E-Learning is the name given to training courses that are accessed electronically and any other electronic resources that may form part of that course (such as videos, web links, reference guides). The courses are typically delivered from a website which you login to. Because the website is accessed via the Internet it can be accessed at any time.

9. E-Learning is not intended to replace the existing training that is offered but to enhance the opportunities available via different means. There may be times when Members may need to quickly refresh their memories about a topic or only have a couple of queries which do not require attendance at a full training session. Neath Port Talbot CBC will be accessing their e-learning through the All Wales Academy.
10. The All Wales Academy (AWA) is an e learning site, available in English and Welsh to all 22 local authorities with 24/7 access to local government staff, school governors and councillors and it is free for individuals to use.
11. The AWA is a project bringing together the 22 local authorities in Wales, the Welsh Local Government Association (WLGA), Wales Trade Union Congress (Wales TUC) and associated trade unions led by Skills for Justice.

### **Financial Impact**

12. The Member Development Programme is accommodated within existing budgets.

### **Equality Impact Assessment**

13. Improvement reports elsewhere on today's agenda will have improved access to information imparted at seminars especially for Members who have sight or hearing impairment. Additionally, the creation of the Member portal and the dissemination of seminar materials will assist the Council in meeting its equality responsibilities, especially those Members who might not be able to attend seminars due to work or caring responsibilities. Feedback is now routinely captured at the end of seminars. To date there have been no equality issues raised as part of the feedback process.

### **Workforce Impacts**

14. Work has been re-allocated in the Democratic Services Unit to allow for the additional work required.

## **Legal Impacts**

15. The Local Government (Wales) Measure 2011 provides the legal framework for the work covered in this report.

## **Risk Management**

16. There are no significant risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

18. Members consider and comment upon the proposed Member Development Programme for 2016-17 as contained in these papers.
19. That Members of the Democratic Services Committee consider ways in which Member participation in the Annual Development Review and Annual Report processes might be increased.
20. That Members of the Democratic Services Committee view a demonstration of the E-Learning Online Portal and suggest how best to promote the service to Members.

## **Reasons for Proposed Decision**

21. To endorse the Member Development Programme for 16/17 and agree a way forward for the ADR and Annual Report processes in line with the schemes.

## **Implementation of Decision**

This decision is for implementation after the three day call in period.

## **List of Background Papers**

22. 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.

Appendices

Appendix 1- Draft Member Development Programme.

Appendix 2- ADR/Annual Report Process

Appendix 3 -WLGA Councillor Development and Support Services from the WLGA 2015-16

Appendix 4- E-Learning Flyer

**Officer Contact**

23. Karen Jones- Head of Corporate Strategy and Democratic Services  
01639 763284. [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)
24. Neil Evans- Senior Scrutiny and Member Development Officer  
01639 763747. [g.n.evans@npt.gov.uk](mailto:g.n.evans@npt.gov.uk)
25. Stacy Curran-Democratic Services Officer  
01639 763194 [s.curran@npt.gov.uk](mailto:s.curran@npt.gov.uk)

Appendix 1

SCHEDULE OF SEMINAR DATES 2016/17

Date	Time	Subject	Who	Confirmed
2nd June	10am	PREVENT	Karen Jones	YES
7th June	9am	Performance Management Training Session 1 (Repeat)	Steve Barry	YES
24th June	2pm	Performance Management Training Session 2 (Repeat)  (RE-ARRANGED FROM JUNE 16th)	Steve Barry	YES
29th June	3pm	Budget	Hywel Jenkins	
8th July	9am	Performance Management Training Session 3 (Repeat)	Steve Barry	YES
27th July	3pm	Not Yet Allocated		
14th September	3pm	Fabian Way SPG	Nicola Pearce	YES

22nd September	10am	Budget	Hywel Jenkins	
29th September	10am	Not Yet Allocated		YES
19th October	3pm	Not Yet Allocated		
3rd November	10am	Enterprise Zone	Gareth Nutt	YES
16th November	3pm	Not Yet Allocated		
8th December	10am	Not Yet Allocated		
21st December	3pm	Not Yet Allocated		
18th January	3pm	VVP	Simon Brennan	YES
24th January	10am	Budget		
2nd February	10am	Electrification	Dave Griffiths	YES
8th March	3pm	Not Yet Allocated		
23rd March	10am	Not Yet Allocated		

Skills and Training to be considered:

### TRAINING

WAO	Performance Management	June/July 16	Steve Barry WAO	Workshop
Chairing Skills				
Questioning Skills				

### CHAIRS AND VICE CHAIRS

- Skills
- Protocol
- Constitution- Roles and Responsibilities of the Chair

### COMMITTEE SPECIFIC

- Questioning Skills
- Committee Procedure i.e. motions, amendments, agendas.
- Topic Specific

### DEMOCRATIC SERVICES FEEDBACK FROM WORKSHOP

- Members Induction 2017
- Members IT

- Member Development

## ANNUAL ROLLING PROGRAMME

- Committee Procedures
- Members Interests
- Code of Conduct
- Outside Bodies
- Meeting Protocol
- Corporate Parenting
- NPT HOMES
- Budget/FFP      29/9/16  
                                 24/1/17

## Appendix 2

### ADR and Annual Report Schemes

#### Elected Member Annual Reports

##### 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.

##### 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 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; 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 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 Democratic Services, the Senior Committee Services Officer and the Senior Scrutiny and Member Development Officer 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 Electoral and 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 in Autumn 2013 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:-

the reports should be relevant to the functions of the authority;

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

Annual Development Reviews.

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

My evaluation of the training I have already received

Training undertaken	What difference has this made to the way I work as a member
example Council induction programme on the work of the council and who's who.	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.
example media skills training	Helped me represent the council more effectively at a radio interview last week
example attended the Leadership Academy	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.



# 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 1<sup>st</sup> 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](mailto:sarah.titcombe@wlga.gov.uk) [www.wlga.gov.uk](http://www.wlga.gov.uk) @welshlga

**Councillor Development Providers List**  
**Developed by the WLGA with the Member Support Officer Network**  
**2015**

This is a list of consultants and trainers that work with councillors. It is not exhaustive or a list of recommended providers.

The list is held by the WLGA and will be updated annually.

We suggest that commissioners check:

- References of work undertaken with **members** in a public service setting in **Wales**
- Understanding of the Welsh context
- Experience and credentials of the facilitator, not just the company.
- Costs: compare, research and bargain. Check travelling and subsistence costs as well as cost of delivery and preparation.

And, whenever possible, we suggest that authorities share sessions.

Provider	What they do	Contact Details
APSE (Association of Public Service Excellence)	Development Programme 2015-16 <ul style="list-style-type: none"> <li>• The role of the elected member and frontline councillor               <ul style="list-style-type: none"> <li>▪ Chiring committees</li> <li>▪ How to be a real community leader</li> <li>▪ Elected members and the 3<sup>rd</sup> Sector</li> <li>▪ Leadership</li> <li>▪ Shaping and influencing policy</li> <li>▪ Developing a media strategy</li> <li>▪ The role of Scrutiny and performance management</li> <li>▪ Using Social media to reach your electorate</li> <li>▪ Getting the most out of your officers</li> </ul> </li> </ul>	Jan Kennedy 01617721810 <a href="mailto:jkennedy@apse.org.uk">jkennedy@apse.org.uk</a>  <a href="http://www.apse.org.uk/apse/index.cfm/training/current-training-course/elected-member/">http://www.apse.org.uk/apse/index.cfm/training/current-training-course/elected-member/</a>
Bevan Brittan  Peter Keith Lucas and Bethan Evans	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Standards</li> <li>• Legal issues in Public service - liability, claims, licensing, health and safety, corporate governance and probity.</li> </ul>	<a href="mailto:Peter.keith-lucas@bevanbrittan.com">Peter.keith-lucas@bevanbrittan.com</a> 08701941741 <a href="mailto:Bethan.evans@bevanbrittan.com">Bethan.evans@bevanbrittan.com</a> 08701948993
Centre for Public scrutiny	Scrutiny <ul style="list-style-type: none"> <li>• Introduction to scrutiny</li> <li>• Scrutiny leadership programme</li> <li>• Practical skills for scrutineers</li> <li>• Effective non-executives</li> </ul>	National contact Fatcha.begum@cfps.org.uk <a href="http://www.cfps.org.uk/">http://www.cfps.org.uk/</a>

Chris Kelly Media Skills	Media training including interviews	<a href="http://www.chriskelly.co.uk/">http://www.chriskelly.co.uk/</a> Bournemouth 01202 292960
Cornerstone Barristers	Public sector law for example planning, licencing conduct, corporate governance.	One Caspian Point Cardiff 03332400591 <a href="http://cornerstonebarristers.com/">http://cornerstonebarristers.com/</a>
Cipfa	Finance and financial management. Audit committee training	Chris Tidswell head of CIPFA in Wales <a href="mailto:Chris.tidswell@cipfa.org">Chris.tidswell@cipfa.org</a> 07825190321
Clare Forrest (Structured Learning)	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Influencing and negotiating</li> <li>• Speed reading</li> <li>• Report writing</li> <li>• Chairing</li> <li>• Scrutiny chairing</li> <li>• Presentation</li> <li>• Time management</li> </ul>	<a href="http://www.structuredlearning.com/">http://www.structuredlearning.com/</a> <a href="mailto:clareforrest@structuredlearning.com">clareforrest@structuredlearning.com</a> , mobile: 07957 793642 –
Community Development Foundation	Community Development <ul style="list-style-type: none"> <li>• Introduction to Community Development</li> <li>• Community Engagement</li> <li>• Social media to engage with communities</li> </ul>	<a href="http://www.cdf.org.uk/content/about-cdf/">http://www.cdf.org.uk/content/about-cdf/</a>  London 02078331772
Consultation Institute	Community Engagement (especially consultation)	<a href="http://www.consultationinstitute.org">http://www.consultationinstitute.org</a>
Local Government Data Unit	<ul style="list-style-type: none"> <li>• Using Data to support Scrutiny</li> <li>• Handling Data</li> <li>• Presenting Data</li> <li>• Understanding and using performance Data</li> </ul>	<a href="http://www.dataunitwales.gov.uk/">http://www.dataunitwales.gov.uk/</a>
Foxley Tagg planning Ltd.	All aspects of LA planning	<a href="http://www.foxleytaggplanning.co.uk">www.foxleytaggplanning.co.uk</a>
Illumine	<ul style="list-style-type: none"> <li>• Speed reading</li> <li>• Mind mapping and information retention</li> <li>• Cmmunication</li> </ul>	<a href="https://www.illumine.co.uk/learn-absorb-and-understand/">https://www.illumine.co.uk/learn-absorb-and-understand/</a>
Inlogov	Short courses for example: <ul style="list-style-type: none"> <li>• 3 day certificate in overview and scrutiny</li> <li>• I day course on scrutiny chairing</li> <li>• In house seminar on questioning (for councils or groups of councils)</li> </ul>	Institute of Local Government Studies School of Public Policy University of Birmingham <a href="http://www.inlogov.bham.ac.uk/">http://www.inlogov.bham.ac.uk/</a>
James Button	Licensing committees	<a href="http://www.jamesbutton.co.uk/">http://www.jamesbutton.co.uk/</a>
Jonathan Huish Policy 2 Praxis	Bespoke senior councillor development and mentoring	<a href="mailto:jvhuish@yahoo.co.uk">jvhuish@yahoo.co.uk</a> 07980846081

Learning 4 Leadership Cymru  Ian Bottrill	<ul style="list-style-type: none"> <li>• Council and community leadership</li> <li>• Effective opposition</li> <li>• Cabinet development</li> <li>• Budgeting</li> <li>• Tackling challenging issues</li> <li>• Scrutiny</li> <li>• Frontline councillor</li> <li>• Managing change</li> <li>• Surgeries and casework</li> <li>• Working with officers</li> <li>• Performance and Improvement</li> </ul>	<a href="http://www.l4lc.org.uk/">http://www.l4lc.org.uk/</a>
LGIU	<ul style="list-style-type: none"> <li>• Speed reading and retention</li> <li>• Time management</li> <li>• Chairing skills</li> <li>• Community engagement</li> <li>• Partnership working</li> <li>• Local government finance (would need to tailor for Wales)</li> </ul>	<a href="http://www.lgiu.org.uk/">http://www.lgiu.org.uk/</a>
Linda Durntal Associates	<ul style="list-style-type: none"> <li>• The Planning System</li> <li>• Development Planning</li> <li>• LDPs</li> <li>• Conservation and listed buildings</li> <li>• Engaging with the community</li> </ul>	Linda Durntal Aylesbury 01296 422161 <a href="mailto:Linda.durntal@dsl.pipex.com">Linda.durntal@dsl.pipex.com</a>
Link Support Services UK  David McGrath Managing Director	<ul style="list-style-type: none"> <li>• All aspects of scrutiny</li> <li>• Cabinet Development</li> <li>• Community Leadership</li> <li>• Partnership</li> <li>• Speed reading</li> <li>• Media skills</li> <li>• Public speaking</li> <li>• Equalities, diversity and anti-discrimination</li> <li>• Audit committee member role and skills</li> <li>• Member/officer partnerships</li> <li>• Chairing skills</li> </ul>	Link Support Services Coventry  01676 522461 07802 640159  <a href="mailto:Linkukltd@aol.com">Linkukltd@aol.com</a>
Mel Doel	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Webcasting</li> <li>• Media skills</li> <li>• Social Media</li> </ul>	<a href="mailto:melanie.doel@btinternet.com">melanie.doel@btinternet.com</a>
Mhairi Cameron Consulting	<ul style="list-style-type: none"> <li>• Cabinet development</li> <li>• Leadership</li> <li>• Scrutiny development</li> <li>• Coaching</li> <li>• Change management</li> </ul> Provider on Leadership Academy	Mhairi Cameron <a href="http://www.mhairicameronconsulting.co.uk">www.mhairicameronconsulting.co.uk</a>  <a href="mailto:Mhairi.cameron@btinternet.com">Mhairi.cameron@btinternet.com</a>
Participation Cymru	Public engagement and participation training. Using the national principals for public engagement (which they developed) endorsed by WG	<a href="http://www.wcva.org.uk/communities">www.wcva.org.uk/communities</a>

Poppleston Allen Training	Training courses for Licensing Committee members	Nottingham <a href="http://www.popalltraining.co.uk/">http://www.popalltraining.co.uk/</a>
POS enterprises (Planning Officers Society)	Planning. <ul style="list-style-type: none"> <li>• Development Management</li> <li>• Probity in planning</li> </ul>	<a href="http://www.planningofficers.org.uk/">http://www.planningofficers.org.uk/</a>
Public-i	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• The Networked Councillor Programme</li> </ul>	<a href="http://www.public-i.info/">http://www.public-i.info/</a>
Public PR	PR, communications and media skills	<a href="http://www.publicpr.co.uk/contact.html">http://www.publicpr.co.uk/contact.html</a>
Red Shiny apple Anna Morgan	All aspects of Equality and Diversity, including the legislative requirements placed on organisations, and cultural change.	<a href="mailto:annaemorgs@gmail.com">mailto:annaemorgs@gmail.com</a>
Shared Service Architects	Collaboration and shared services	<a href="http://www.sharedservicearchitects.co.uk/">http://www.sharedservicearchitects.co.uk/</a>
TDE Associates	Financial training for members	Rheon Tomos 07921529955 <a href="mailto:rheon@tde-associates.com">rheon@tde-associates.com</a> Cardiff <a href="http://www.tde-associates.com">www.tde-associates.com</a>
University of South Wales	Post-graduate certificate in governance	<a href="http://courses.southwales.ac.uk/courses/1402-postgraduate-certificate-in-governance">http://courses.southwales.ac.uk/courses/1402-postgraduate-certificate-in-governance</a>
WLGA	Strategic support for Democratic Services plus councillor development in: <ul style="list-style-type: none"> <li>• Chairing skills</li> <li>• Chairing skills for scrutiny</li> <li>• Scrutiny questioning skills</li> <li>• Effective scrutiny</li> <li>• Mentoring skills</li> <li>• Undertaking personal development review</li> <li>• Improvement and performance</li> <li>• Local government finance</li> <li>• Improvement and governance</li> </ul>	<a href="http://www.wlga.gov.uk/councillor-development-and-support-services-from-the-wlga-2015-16">http://www.wlga.gov.uk/councillor-development-and-support-services-from-the-wlga-2015-16</a>
	Similar bespoke workshops on request	
Wordsmiths	<ul style="list-style-type: none"> <li>• Speed reading</li> <li>• Report writing</li> <li>• Grammar refresher</li> <li>• Mind mapping for memory and creativity</li> <li>• Business writing</li> </ul>	Jane Smith 01873 857556 <a href="mailto:jane@word-smiths.co.uk">jane@word-smiths.co.uk</a> Abergavenny
Work2Health	<ul style="list-style-type: none"> <li>• Stress awareness and management</li> <li>• Employment Law relating to stress</li> </ul>	<a href="http://www.work2health.org.uk/index.php">http://www.work2health.org.uk/index.php</a> Cardiff



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Andrew Morris, [a.morris@npt.gov.uk](mailto:a.morris@npt.gov.uk) , 01639 685272**



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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Democratic Services Committee.

1st July 2016

## Report of the Head of Corporate Strategy and Democratic Services

### Matter for Decision

**Wards Affected:** All Wards

### Member Induction 2017

#### Purpose of the Report

1. To gain Member support for a Task and Finish Group to be established to inform Member Induction arrangements following the Local Government elections that will take place in 2017.

#### Background

2. Local Government Elections will take place in May 2017 and current Members have expressed an interest in re-considering the Induction Programme that will take place following the Election of new Members to the Council based on their induction experience when they were elected.
3. The Democratic Services Committee has within its remit:  
  
'to review the adequacy of provision by the Council of staff, accommodation, and other resources to discharge democratic services functions' and

'to make reports and recommendations to the Council in relation to such provision.'

4. Work is being undertaken by the WLGA via their Member/Officer Networks to develop a 'typical induction curriculum' for use by Local Authorities.
5. A workshop was held on April 5th 2016 with Members of the Democratic Services Committee where 'Member Induction 2017' was highlighted as a priority area of work for the Committee during this civic year.
6. The Democratic Services Committee are asked to agree that Member Induction 2017 be considered as one of their priority work areas leading up to 2017 and to agree that a 'Task and Finish' approach to the work be agreed. The 'Task and Finish' Group will report to the Democratic Services Committee and will meet throughout July and August 2016 with the aim of presenting a proposed approach to Member Induction 2017 in September 2017 to a special meeting of the Democratic Services Committee.
7. It would be of assistance if the Committee could provide any further suggestions to maximise the engagement of Members on this project.

### **Financial Impact**

8. The Task and Finish Group proposed can be supported within existing financial resources.

### **Equality Impact Assessment**

9. A well designed Member Induction programme would assist the Council in discharging its duties and responsibilities as set out in the Equalities Act 2010.

### **Workforce Impacts**

10. There are no workforce impacts associated with the proposed Task and Finish Group; however any workforce implications that arise from proposals made by the Group will need to be considered.

## **Legal Impacts**

11. This work is proposed to be undertaken in accordance with the function of the Democratic Services Committee as expressed in the Local Government (Wales) Measure 2011.

## **Risk Management**

12. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

14. That Members of the Democratic Services Committee agree that Member Induction 2017 be identified as a priority area of work for the Committee.
15. That Members of the Democratic Services Committee establish a Task and Finish Group to meet during July and August 2016 with a view to making proposals for the shape and content of the Member Induction programme in 2017.
16. That Members of the Democratic Services Committee agree to hold a special meeting of the Democratic Services Committee in September 2017 to consider the output of the Task and Finish Group work.

## **Reasons for Proposed Decision**

17. To ensure that Member Induction arrangements in 2017 are fit for purpose.

## **Implementation of Decision**

18. The decision is proposed for immediate implementation.

## **List of Background Papers**

19. None

## **Officer Contact**

20. Karen Jones- Head of Corporate Strategy and Democratic Services  
01639 763284. [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)
21. Neil Evans- Senior Scrutiny and Member Development Officer  
01639 763747. [g.n.evans@npt.gov.uk](mailto:g.n.evans@npt.gov.uk)
22. Stacy Curran-Democratic Services Officer  
01639 763194