



DEMOCRATIC SERVICES COMMITTEE

10.00 AM - THURSDAY, 10 NOVEMBER 2016

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. Minutes of the last meeting on 1 July 2016 (*Pages 3 - 8*)
3. To receive the Report of the Head of Corporate Strategy and Democratic Services
 - (a) Submission of Apologies for Council Meetings
 - (b) Members' Induction Programme 2017
 - (c) Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2017/18
4. 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:

Chairperson: Councillor Mrs.L.H.James

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

Members: Councillors M.Harvey, E.E.Jones, R.G.Jones,
D.Lewis, J.D.Morgan, A.L.Thomas,
A.N.Woolcock, A.Jenkins and Mrs.K.Pearson

DEMOCRATIC SERVICES COMMITTEE

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

Members Present:

1 July, 2016

Chairperson: Councillor Ms.C.Morgans

Councillors: M.Harvey, A.Jenkins, E.E.Jones, R.G.Jones,
J.D.Morgan, Mrs.K.Pearson and A.N.Woolcock

Officers In Attendance Mrs.K.Jones, S.John, N.Evans and
Mrs.A.Manchipp

1. **MINUTES OF THE MEETING HELD ON 18 DECEMBER 2015**

RESOLVED: that the Minutes of the meeting held on 18
December, 2015, be confirmed as a correct record.

2. **MEMBER FACILITIES**

Committee received the report of the Head of Corporate Strategy and Democratic Services regarding the improvements to the Members' facilities in Port Talbot Civic Centre to date. Details of planned improvements for the Members' Room and the Political Group Rooms in Port Talbot Civic Centre and the rooms in the Civic Centre Neath were also noted.

Members were pleased with the work carried out to date, however concern was expressed at the problems being experienced by the Planning Committee and the problem accommodating the public who attend the meeting. In addition the setting up of the room was sometimes an issue.

With regard to the Members' rooms, the Committee suggested that in place of the current set up/furniture, workstations be provided for Members to include computer access and i pad charging stations.

The Head of Corporate Strategy and Democratic Services agreed to look at what could be provided within the limited budget available.

3. **MEMBER SURVEY**

Members received a progress report in relation to the Members' survey carried out in the Summer of 2015 and noted that a workshop had been held, to which all Members of the Committee had been invited.

As a result of the workshop 4 priority areas had been identified, as follows:-

- Members Induction Programme for 2017;
- The development of a local Councillors' guide for all prospective candidates in 2017 Local Government Elections;
- Member Development Programme;
- Members IT.

RESOLVED: that the 4 priority areas, as outlined above, be adopted for 2016/17 and that Committee receive regular progress reports thereon.

4. **PROGRESS ON MEMBERS IT AND MOD.GOV SYSTEM**

Following Council's approval of the Members' Remuneration and Expenses for 2016/17 and the updated Members' IT Scheme, on 30 March 2016, Committee was advised that a letter had been distributed to all Members inviting them to participate in the scheme. To date 22 Members had responded positively. Work would commence shortly, inviting small cohorts of Members to receive training and to receive their i pad.

Committee requested that a second letter be circulated to all Members advising that training/support would be provided for those opting to use an i pad, and that IT Champions would be identified to assist where necessary.

The Head of Corporate Strategy and Democratic Services advised Members of a funding stream which had recently been identified, at a Digital Literacy meeting with Trade Union representatives, to

establish a project to train staff who would in turn then be able to train and support elected Members.

The Committee also felt that those Members who had not agreed to take up the offer of an i pad should be approached and asked why.

RESOLVED: that the report be noted and that Officers address the points raised above.

5. **MEMBER IT REFERENCE GROUP**

The Committee noted the current Terms of Reference of the Members IT Reference Group, as contained in Appendix A to the circulated report, and considered whether the Group should continue and whether the Terms of Reference remained fit for purpose.

Members agreed that the IT Reference Group should also be highlighted in the letter referred to in Minute No 4 above as a source of further support to Members.

RESOLVED:

1. that the Reference Group should remain in place particularly as the Authority had adopted a Digital By Choice Strategy and that the existing Terms of Reference be amended to reflect the view of the Councillors that Membership of the Group be open to all Members and the review of the Group be extended to 12 months time;
2. that details of the Reference Group be contained in the All Member letter to be circulated, see Minute No 4 above, as a further source of support to Members.

6. **MEMBER DEVELOPMENT, ANNUAL DEVELOPMENT REVIEWS AND ANNUAL REPORTS**

Members considered the report of the Head of Corporate Strategy and Democratic Services in relation to the above and expressed concern at the low level of attendance at Seminars and training sessions. Members requested that any presentations given at Seminars/training sessions be made available to those Members

unable to attend and that e learning be given greater priority. Members were advised that presentations etc could be found via the Members hub on the Authority's Intranet. Members also viewed a demonstration of the All Wales Academy Learning Pool which was an online learning portal. Committee therefore requested that a link to the Members' hub be included in the letter referred to in Minute No 4 above.

In relation to the Members' Annual Development Reviews Members generally felt that they were not beneficial. As such an alternative scheme should be identified.

In relation to Members' Annual Reports, Members asked for details on the number of 'hits' they received on the Council's internet.

Committee also discussed advertising their surgeries on the Authority's website and while some Members found this of benefit, some Members did not.

- RESOLVED**
1. that Officers identify an alternative framework for the Member Annual Development Reviews, for example APSE, as the current Scheme does not take into account the political nature of Members personal/political development;
 2. that the number of 'hits' Members' Annual Reports receive on the Authority's website be reported back to Members;
 3. that a link to the Members' Hub be included in the letter to be sent to all Members, Minute No 4 above refers.

7. **MEMBER INDUCTION 2017**

Members considered the above report on Member Induction for 2017.

RESOLVED: that a Task and Finish Group be established to discuss the Member Induction following the 2017 Local Government elections, comprising of the following Members:

Councillors: Mrs.L.H.James, A.Jenkins, E.E.Jones,
R.Jones J.D.Morgan and
Mrs K.Pearson.

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

10 November 2016

Report of the Head of Corporate Strategy and Democratic Services

Matter for Decision

Wards Affected: All Wards

Submission of apologies for Council meetings

Purpose of the Report

1. To consult with Members on a draft policy for the recording of apologies for Council Meetings.

Submission of Apologies

2. With the introduction of the Modern.Gov Committee Software System, new functionality is now available that will automatically passport a Councillor's attendance from the minutes of a specific meeting to an information summary located on the Council's corporate website and intranet.
3. Activating the semi-automated recording of member attendance has required a period of testing to clear down any system errors, and assist in establishing back office procedures. Officers are now content that the system is robust and are requesting authorisation to establish a formal policy for submitting apologies for Council meetings.

4. Members have previously been made aware of the requirement to submit apologies for meetings so that the correct information is recorded.
5. A draft policy has now been drafted for Members' consideration.

Financial Impact

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

Equality Impact Assessment

7. There are no equality impacts associated with this report.

Workforce Impacts

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

Legal Powers

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

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

Risk Management

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

Consultation

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

Recommendations

12. That the Members consider the draft apologies policy and recommend to Council its implementation for the civic year 2017/18.

Reasons for Proposed Decision

13. That the attendance record of the elected Members can be published and the public understand the number of meetings attended by Members.

Implementation of Decision

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

List of Background Papers

15. Appendix 1 - Policy for submitting apologies for Council meetings.

Officer Contact

Karen Jones- Head of Corporate Strategy and Democratic Services

01639 763284. k.jones3@npt.gov.uk

Neil Evans- Senior Scrutiny and Member Development Officer

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Appendix 1

Policy for submitting apologies for Council meetings

Background

Elected Members are expected to attend any meetings that they have been assigned as part of their role. However, there will be occasions when they are unable to attend due to various reasons.

The new Modern.Gov Committee Management System now allows the attendance to be recorded and also published on the Council's website.

To ensure that the record is accurate this policy sets out what Members should do to record their absence at specific meetings.

Policy

When a Member is unable to attend a meeting they must submit the apologies prior to or during the meeting to ensure they are correctly recorded and to ensure that the meeting will be quorate. Any apologies submitted after a meeting has been concluded will not be recorded.

The apologies should be communicated to staff within the democratic services unit.

There are two types of apology that can be recorded:-

Type	Comments
Apologies	General category - Members are not expected to confirm their reason for absence unless they wish to. (i.e. Holidays, Illness etc.)
Apologies due to Council Business	Where clashes with Council and external meetings occur, Members representing the Authority will be expected to highlight the

	reason so that it is recorded correctly.
Absence without notification	Where apologies are not received then the Member will be listed as absent and this will show in the attendance record.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

10 November 2016

Report of the Head of Corporate Strategy and Democratic Services

Matter for Decision

Wards Affected: All Wards

Member Induction Programme 2017

Purpose of the Report

1. To further consult Committee on proposed arrangements for the induction of the new Council in May 2017.

Executive Summary and Background

2. The Local Government elections take place in May 2017.
3. As stated in the Local Government (Wales) Measure 2011 the Local Authority is required to ensure the provision of reasonable training and development opportunities for its Members (Section 7). A robust induction programme is considered to be an essential element of the Council's approach.
4. The aims and objectives of the Members' Induction Programme are to provide a supportive and structured development framework for all Members, with the objective that, by the end of the Programme, Members will have a better knowledge of:-

- Modern local government, including the Executive and Scrutiny functions;
- the Council's strategic planning arrangements, including the Corporate Improvement Plan, the Council's budgetary and ethical framework;
- the role of Members;
- the Services provided by the Council;
- the responsibilities of specific committees, such as Planning, Licensing and Scrutiny Committees

Democratic Services Committee - Task & Finish Group

5. The Democratic Services Committee established a task and finish group to provide input into the development of the induction programme for the May 2017 Local Government elections.
6. The Group specifically looked at the induction programme utilised for the previous intake of Members in 2012 and provided advice and guidance on how best to streamline, prioritise and enhance the programme structure to make it more sympathetic for the needs and requirements of elected Members.
7. As part of this work Members made it very clear that the previous 2012 programme provided too much information, too quickly and a more focused and phased approach was preferred.
8. It was agreed that having a fresh approach to the Member Induction Programme would better equip newly elected Members with the skills and knowledge to help them undertake their role. It was also agreed that it would be an opportunity for all elected Members to identify additional specific skills they would like to acquire to undertake their role.
9. In previous induction programmes Members have been invited to listen to key issues initially presented by the Chief Executive followed by the Director of Finance and Corporate Services highlighting the financial pressures facing the Council, followed by briefings from the remaining Corporate Directors.

10. The task and finish group suggested that this type of seminar briefing is required and should continue but concentrate solely on the key issues facing the incoming Council.

Market Place Event

11. The task and finish group also suggested that whilst the seminar/briefings are ongoing there should be a market place event in the Princess Royal Theatre whereby Members could get to meet with officers responsible for key service areas that will feature in their constituency work.
12. Democratic Services Officers were tasked with speaking with officers of the contact centre to identify the top 50 contact types. In addition to this elected Members were contacted to ask what are their most frequent resident queries with the Council.
13. Following consideration of the list of contacts the task and finish group recommended that it be officers from these service areas that attend the market place during the induction period so that Members would have a specific point of contact for their term of office.
14. In addition to the list of service areas that should be invited to the market place it was suggested that a number of key external partners also be invited to attend with relevant local information being provided for respective ward members.

Mentoring

15. As part of the remit of the Democratic Services Committee task and finish group it was also suggested that the issue of mentoring for newly elected Members should be considered.
16. Research was undertaken with local authorities across Wales and it was found that generally mentoring does take place but in the main on an informal basis by the relevant political party groups.
17. There was only one Council (City of Cardiff) that had formalised the process and had drawn up a formal contract. The Group felt that this level of formality was not required but a form of mentoring scheme on an informal basis was preferred.

18. Officers were requested to prepare some background information on the role of a mentor along with a letter that would be sent to the Political Groups of the Council suggesting that they may wish to consider mentoring for any newly elected Members following the intake of newly elected Members from May 2017.

Financial Impact

19. The financial impact of the proposed induction programme is included within the budget for Democratic Services.

Equality Impact Assessment

20. It is intended that an equalities screening assessment be undertaken as part of the induction programme to identify those Members who may have specific needs that require support for example for Members with specific disabilities. It is also intended that the equality duties placed on the Council are priorities early in the programme.

Workforce Impacts

21. There are no workforce improvements associated with this report.

Legal Powers

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

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

Risk Management

23. Without a robust induction programme there is a risk that Members will not be fully equipped with the knowledge and skills required to undertake their role as elected representatives.

Consultation

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

Recommendations

25. That Committee offers its views on the draft Member induction Programme at Appendices 1-3.

Reason for Proposed Decision

26. To inform the Authority's Member Induction Programme for 2017.

List of Background Papers

27. Section 7 - Local Government (Wales) Measure 2011

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

Officer Contact

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What	Audience	Delivery Method	Training Materials	When	Member Champion/Mentor	Resources
GENERAL						
Orientation (Council Offices and Facilities)	ALL MEMBERS	Tour	Information/maps included in Induction Pack	Week 1	8 May and ongoing	Documentation - AM
Introduction to the Council, its role and Corporate Governance	ALL MEMBERS	Chief Executive in Key Issues Session		Week 1	29 May (am and pm) X3 Sessions	CEX and Corporate Directors
Budget and Forward Financial Plan Background	ALL MEMBERS	Director of Finance in Key Issues Session		Week 1	29 May (am and pm)	Dir. F & CS
ICT Induction and equipment Give Members time to reflect. Needs to be flexible on equipment they request.	ALL MEMBERS (Mandatory)	ICT Officers, Market Place	To be developed by staff	Market Place Week 1 List of what will be needed on day 1 eg. email and mobile (TBC)	29 May To be arranged around the Key Issues sessions	Need to revisit the ICT Policy in relation to provision of iPads, mobile phones, laptop, pc and printers and the use of Members own equipment
Introduction to Service Areas These need to be mapped and timings to be around the Key Issues Introduction and Budget	ALL MEMBERS	All Senior Officers, Market Place	Delivery Materials not required- basic information to be included in Induction Pack such as 'who's who.'	Market Place Week 1	29 May To be arranged around the Key Issues sessions	Events

Code of Conduct and Ethics Run it 4 times	ALL MEMBERS (Mandatory)	Monitoring Officer	National materials available but to be delivered locally	Week 2	x4 sessions at different time of the day w/c 15 th May 2016	
Committee Procedures and Scrutiny Run x4 times	ALL MEMBERS (Mandatory)	Head of Democratic Services and Head of Legal Services	Materials used for previous Committee Procedure/Obtaining Safe and Legal Decisions Training	Month 1	1 st week of June at different times and days of that week	
Wellbeing of Future Generations Act	ALL MEMBERS (Mandatory)	Workshop- Head of Corporate Strategy and Democratic Services and Senior Officer	Workshop- E learning available on AWA	First 6 months	September around the Committee Cycle	
REMAINDER TO BE PART OF MEMBER DEVELOPMENT PROGRAMME						
Introduction to Equalities include Welsh Language and sustainable development	ALL MEMBERS (Mandatory)	Workshop- Equalities Officers/Trainers and E-Learning KJ/RH	AWA E-learning available or workshop materials developed by staff locally	3 months x4	Equalities Champion	External Provider eg. Anna Morgan
Safeguarding and Corporate Parenting	ALL MEMBERS (Mandatory)	Workshop- Director of SSHH	AWA E-learning available and workshop materials developed by staff locally	3 months x4	Chair of the Corporate Parenting Panel	
Safe Data Management and FOI's	ALL MEMBERS (Mandatory)	Workshop with practical examples- Head of ICT and Monitoring Officer	AWA E-learning available- Data Protection Awareness and Freedom of Information	3 months		

Social Media and Talking to the Press	ALL MEMBERS (Mandatory)	Workshop with examples- TBC KJ/AJ	TBC	3 months	Cllr Hugh James Cllr Andrew Jenkins	External Provider
Committee Specific	M = Mandatory					
Planning Committee	Planning Committee Members (M)	Planning Officer and D/S Support Officer	Workshop and discussion	Prior to first meeting	Planning Chairperson	
Democratic Services Committee	Democratic Services Committee Members (M)	Head of Democratic Services, Democratic Services Manager, Senior Officers	Workshop and discussion	Prior to first meeting	D/S Committee Chairperson	
Standards Committee	Standards Committee Members (M)	Monitoring Officer	Workshop and discussion	Prior to first meeting	Standards Chairperson	
Licensing Committee	Licensing Committee Members (M)	Licensing Officer	Workshop and discussion	Prior to first meeting	Licensing Chairperson	
Audit	Audit Committee Members (M)	Head of Finance	Workshop and discussion	Prior to first meeting	Licensing Chairperson	
Appeals	Appeals Panel Members (M)	Head of HR	Workshop and discussion	Prior to first meeting	Appeals Chairperson	
Planning for non-Planning Members	ALL MEMBERS (M)	Head of Planning	Workshop and discussion	First 3 months	Planning Chairperson	
Topic Specific						
The role of Scrutiny	All Members (Mandatory)	Head of Democratic Services and Scrutiny Officers	Workshop and discussion- existing materials available	Prior to first Scrutiny Meetings	Scrutiny Champion	Portfolio to be reviewed
Policy and Resources Scrutiny	P&R Scrutiny Members (Mandatory)	Scrutiny Officer	Discussion	Prior to first meeting	P&R Chairperson	

Social Care, Health and Housing Scrutiny	SCHH Scrutiny Members (Mandatory)	Scrutiny Officer	Discussion	Prior to first meeting	SCHH Chairperson	
Children, Young People and Education Scrutiny	CYPE Scrutiny Members (Mandatory)	Scrutiny Officer	Discussion	Prior to first meeting	CYPE Chairperson	
Economic and Community Regeneration Scrutiny	ECR Scrutiny Members (Mandatory)	Scrutiny Officer	Discussion	Prior to first meeting	ECR Chairperson	
Environment and Highways Scrutiny	E&H Scrutiny Members (Mandatory)	Scrutiny Officer	Discussion	Prior to first meeting	E&H Chairperson	
New Cabinet Development	Cabinet	External facilitators (TBC)	Materials from external facilitators	First 6 months	CEX/KJ take advice from the Leader	
Collaborative Working incl. Governance thereof	All Members	DM to provide list of all eg. Western Bay, City Region, ERW etc. and associated risks for the Authority	Seminar incl. the Authorities contribution and what benefit this has for the Authority	First 6 months		

NOTE: TRAINING POINTS TO BE PLACED ON MEMBERS HUB FOR MEMBERS WHO CHANGE COMMITTEES MID-TERM

Appendix 2

Member Induction Programme 2017 Market Place and Key Issues Talks w/c Monday, 29 May, 2017

Time	Officer	Subject	Venue
10.00am	Chief Executive	Introduction and Overview of NPTCBC	Chamber, Port Talbot
10.30am	Director of Finance	Budget and Forward Financial Plan	Chamber, Port Talbot
11.00am	Directors of Social Service, Education and Environment	Service Priorities and Pressures	Chamber Port Talbot.
3.00pm	Chief Executive	Introduction and Overview of NPTCBC	Chamber, Port Talbot
3.30pm	Director of Finance	Budget and Forward Financial Plan	Chamber, Port Talbot
4.00pm	Directors of Social Service, Education and Environment	Service Priorities and Pressures	Chamber Port Talbot.

6.00pm	Chief Executive	Introduction and Overview of NPTCBC	Chamber, Port Talbot
6.30pm	Director of Finance	Budget and Forward Financial Plan	Chamber, Port Talbot
7.00pm	Directors of Social Service, Education and Environment	Service Priorities and Pressures	Chamber Port Talbot.

Market Place – Princess Royal Theatre

9am – 5.30pm

Area	Comment
Fly tipping	The officer who will investigate reported fly tipping incidents
Pot holes	NPT Contact and SWTRA Contact (SWTRA could possibly be there in their own right also)
Waste Services	Refuse, Recycling, Trade Waste, Garden Waste, Food Waste and Litter.
Street/Gully Cleansing	
Traffic Orders/Management	

Environmental Health	Rotate staff throughout the day but all aspects to be present
Trading Standards	Rotate staff throughout the day but all aspects to be present
Dog Fouling	
Children's Social Services	Contacts from the differing areas such as Fostering, Adoption and Safeguarding for example.
Adult's Social Services	Contacts from the differing areas such as residential care, home care and Safeguarding.
Horticultural Issues	Japanese Knotweed, tree felling, hedge cutting etc.
Bus Shelters	
Council Tax	
Housing Benefits	
Disabled Facilities Grants	
Highways Maintenance	
Anti-Social Behaviour	To include aspects of Community Safety.
Customer Services	Contact Centre and One Stop Shop Staff

External Partner Organisations

It may be an idea to invite some of our partner organisations to the event to have stands so that Members can meet them at the earliest opportunity.

- NPT Homes
- Police Officers
- Natural Resources Wales
- Mid and West Wales Fire
- NPT Council for Voluntary Services (NPTCVS)
- Abertawe Bro Morgannwg Health Board (ABMU)

General Contacts

In relation to general contact details for Members it is suggested that the following information is provided at the event.

- Police Officers names and numbers for specific wards
- Community Centre telephone numbers from across the County Borough area
- Head Teachers for all schools by wards with contact details
- MPs, AMs and MEP contact details
- Out of Hours Contact Numbers
- Liaison Officers from Directorates

Any information will then be stored on the Members hub located on the corporate Intranet.

Throughout the day IT staff will be present in Committee Rooms One, Two and Three with the IT equipment that is available for elected Members.

Appendix 3

DRAFT LETTER TO GROUP LEADERS

Dear Group Leader,

The Democratic Services Committee has recently undertaken a piece of work in preparation for the elections in 2017. The Committee has considered the induction programme used in 2012 and has developed a more focussed and relevant programme for 2017.

As part of the discussions it was suggested that the formal induction programme might be augmented for each political group introducing mentors to assist newly elected Members.

It would not have to be an onerous or overly rigid scheme and could be implemented in any way your political group wishes.

To assist you with your discussions we have attached a brief description of the role of a mentor.

If you wish to discuss further please contact Mrs. Karen Jones, Head of Corporate Strategy and Democratic Services.

Yours sincerely,

The Role of a Mentor

Mentoring activities are undertaken through a range of channels including face-to-face meetings, telephone discussions and email exchanges.

Mentors are required to:

- Engage with newly elected Councillors to agree how mentoring could support their new role
- Agree a programme of mentoring activity that best meets the needs of their mentee
- Encourage their mentee to express and discuss their ideas, concerns and understanding of the Council's business
- Help mentees to reflect on and learn from things that did not turn out as expected
- Refer mentees to other sources of information, advice or further support when appropriate
- Encourage mentees to take responsibility for their own decisions, plans and actions

Mentor Competencies

The mentor needs to possess or develop the following competencies in order to undertake the mentoring role effectively:

Skills

- Excellent communication skills to include active listening and personal presentation skills
- Effective time management
- Relationship building and networking

Personal Behaviours

Mentors should have the ability to:

- Respect the mentee's need for information, commitment and confidentiality
- Listen and respond effectively and check understanding
- Adapt their personal style to empathise with a whole range of mentees
- Build and maintain rapport over sustained periods of time
- Invite a two-way exchange of information and feedback with mentees and others
- Display excellent interpersonal skills to include influencing and negotiation

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

10 November 2016

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

Matter for Information

Wards Affected: All Wards

**Independent Remuneration Panel for Wales (IRPW)
Draft Annual Report 2017/18**

Purpose of the Report

1. To consult with Members on the draft Annual Report 2017/18 of the Independent Remuneration Panel for Wales (IRPW).

Executive Summary and Background

2. In October, the Independent Remuneration Panel for Wales (IRPW) published its draft annual report 2017/18.
3. The panel have chosen to make some changes to certain determinations including a very modest increase to the basic salary for elected members with consequential increases for National Park Authorities and Fire and Rescue Authorities.
4. This increase of 0.75% is the first for three years and follows the slight easing of restraint in the pay of public sector employees.

5. In addition, the panel has decided to introduce arrangements to recognise the implications of long term sickness of senior salary holders.
6. Within their report the panel also outline how they have made changes to provide more flexibility for authorities without undermining the principle of prescribing payments which still has continuing support.
7. The Local Government (Wales) Act 2015 widened the remit of the Panel to give consideration to proposed changes to the salaries of chief officers of principal councils, effectively an extension of the panel's role in respect of the heads of paid service of councils and Fire and Rescue Authorities with several recommendations on submissions being made during the year.
8. In relation to the latest determinations of the panel, the attention of Committee needs to be drawn particularly to the Summary of Member Payments (pages 12-15) and the panel's latest determinations summarised on pages 56-60.
9. To accompany the publication of the draft annual report 2017/18, the panel have also conducted a series of regional consultation meetings. With regard to the South West Wales meeting held on 1 November, the vice-chair of this committee attended along with the Electoral and Democratic Services Manager to maintain full engagement with panel members.

Financial Impact

10. There is a small financial impact in relation to the remuneration of elected Members associated with this report which will need to be reflected in the 2017/18 budget.

Equality Impact Assessment

11. The remuneration framework provides for members with caring responsibilities or who need to take advantage of family absence provisions to receive financial support.

Workforce Impacts

12. There are workforce impacts associated with this report, relating to chief officers of Principal Councils.

Legal Powers

13. The determination of the panel are made under the Local Government (Wales) Measure 2011 and the Local Government (Wales) Act 2015.

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

<http://www.legislation.gov.uk/anaw/2015/6/contents>

Risk Management

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

Consultation

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

Recommendations

16. That the Members consider the draft annual report 2017/18 of the Independent Remuneration Panel for Wales (IRPW).

List of Background Papers

17. Independent Remuneration Panel for Wales (IRPW) - draft annual report 2017-18.

<http://gov.wales/docs/dsjlg/publications/161003-irp-draft-report-en.pdf>

Officer Contact

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Rhys George - Electoral and Democratic Services Manager

Tel: 01639 763719 e-mail: r.j.george@npt.gov.uk