



## **STANDARDS COMMITTEE**

**\*9.15 AM - TUESDAY, 1 AUGUST 2017**

**COMMITTEE ROOM 3 - PORT TALBOT CIVIC CENTRE**

**\*PLEASE NOTE TIME**

### **PART 1**

1. To receive any declarations of interest from Members
2. To receive the minutes of the previous meeting held on 10 March, 2017 (*Pages 5 - 6*)

### **To receive the report of the Head of Legal Services and Monitoring Officer**

3. Appointment of Independent Members (*Pages 7 - 10*)
4. Grant of Dispensations and Renewal of Grants Under Section 81(4) of the Local Government Act 2000 (*Pages 11 - 22*)
5. Reconstitution of Neath Port Talbot County Borough Council (*Pages 23 - 24*)
6. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972

### **PART 2**

7. Access to Meetings - to resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

**To receive the Private Report of the Monitoring Officer**

8. Referral from the Ombudsman (Exempt under Paragraph 18c)  
(Pages 25 - 492)

**S.Phillips**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**24 July, 2017**

## Committee Membership:

**Chairman:** G.T.Pullen

**Vice Chairman:** J.E.Howells

**Independent Members:** C.L.Jones and B.Richards

**NPTBC Members:** Councillors D.Keogh and A.L.Thomas

**Community Cttee Member:** A.Carter

## Substitutes

**NPTCBC:** Councillor S.E.Freeguard

**Community Cttee Member:** Vacant Post

*Notes: (a) The Quorum for the Standards Committee is at least three Members including the Chairman (or in absence Vice Chairman). At least half the Members present (including the Chair) must be Independent Members. (e.g. if only two Independent Members attend, there must **only** be two other Members of the Committee present.)*

*(b) In view of the above, can all Members please inform the Monitoring Officer as soon as possible, if there is a problem with attendance.*

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## STANDARDS COMMITTEE

(Committee Room 3 - Port Talbot Civic Centre)

**Members Present:**

**10 March, 2017**

**Chairperson:** J.E.Howells

**Independent Members:** C.L.Jones and B.Richards

**NPTBC Member:** **Councillor D.Keogh**

**Community Committee Member:** **Councillor S.Davies**

**Officers In Attendance:** D.Michael and T.Davies

**Apologies:** G.T.Pullen and Councillor A.L.Thomas

1. **MINUTES OF THE PREVIOUS MEETING HELD ON 18 NOVEMBER, 2016**

**RESOLVED:** that the Minutes of the previous meeting held on the 18 November, 2016, be confirmed as correct record.

2. **REFORMING LOCAL GOVERNMENT - RESILIENT AND RENEWED, WELSH GOVERNMENT WHITE PAPER**

Members received an overview of the circulated report, and felt there needed to be a distinction between standards of behaviour and standards of performance, and were therefore pleased to support the recommendation therein. A link to the above-mentioned White Paper would be circulated to Members.

**RESOLVED:** that the Head of Legal Services and Monitoring Officer be given delegated authority to make representations to the Welsh Government in response to the White Paper, on behalf of the Standards Committee.

3. **MEMBER INDUCTION AND THE STANDARDS COMMITTEE**

Members discussed the circulated report and noted that a link to the WLGS training module would be sent out as soon as it was available. A recruitment exercise would be carried out for the required number of Standards Committee Members following the Local Government Elections in 2017, and this would also be accompanied by in house refresher training on the Code of Conduct, for Members.

As it was Town/Community Council Member Councillor Sandra Davies last meeting with the Standards Committee, the Chair thanked her on behalf of Members for her commitment and services to the Standards Committee during her term.

**RESOLVED:** that the report be noted.

**CHAIRPERSON**

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### STANDARDS COMMITTEE

1 AUGUST 2017

#### Report of the Head of Legal Services D Michael

#### Matter for Information

**Wards Affected:** All

### APPOINTMENT OF INDEPENDENT MEMBERS

#### Purpose of the Report

1. To inform Members of Appointment of Independent Members to Neath Port Talbot Council Standards Committee.

#### Background

2. The composition of Standards Committees in Wales is governed by the Standards Committees (Wales) Regulations 2011 (as amended). The regulations require that where the total number of members of a Standards Committee is an odd number a majority of that number shall be Independent Members. Independent Members are defined as “persons who are neither Councillors of the Authority or Community Council Members”. The Neath Port Talbot Standards Committee has seven members in total, four of whom are Independent Members. The term of office of two Independent Members the Chair Mr Godfrey Pullen and Vice Chair Mrs Julie Howells will terminate at the end of May 2018.
3. Local Authorities are required to establish a panel to consider applications in relation to a vacancy, to apply criteria established by the Local Authority when considering applications and to make recommendations to Council in respect of any applications received.

The panel shall consist of not more than five panel members one of whom is what is described as “a lay panel member”. This must be a person who is not a member of the Local Authority and also is not an Independent Member of the Standards Committee.

4. There is a statutory requirement that the vacancies are advertised. The recommendation of the panel based on the applications and any interviews will be brought back to full Council.
5. A report was taken to the Council meeting of 19<sup>th</sup> July 2017 with a recommendation that the panel now be constituted and that it consists of:-
  - One lay panel member
  - Two members of Council and
  - Two independent members of the Standards Committee.
6. The two members of Council nominated by Members were the deputy Mayor Councillor Dennis Keogh who is of course a member of the Standards Committee and Councillor Del Morgan who, aside from being a County Borough Member also has experience of Town and Community Councils. I suggested to Council that the two independent members be members who are due to retire in May 2018.
7. In terms of the lay member, I have now had confirmation that Ms Gaynor Richards of Neath Port Talbot Council for Voluntary Service is prepared to serve. She participated when the panel was last convened.
8. I shall confirm the membership of the panel with Council in September and I would then be looking to complete any recruitment exercise well before the end of the financial year.

## **Appendices**

9. None



## **List of Background Papers**

10. The Standards Committees (Wales) Regulations 2011 (as amended).

## **Officer Contact**

Mr David Michael, Head of Legal Services  
Telephone 01639 763368  
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## STANDARDS COMMITTEE

### REPORT OF HEAD OF LEGAL SERVICES MR. DAVID MICHAEL

1 AUGUST 2017

#### MATTER FOR DECISION

WARDS AFFECTED: ALL

#### GRANT OF DISPENSATIONS AND RENEWAL OF GRANTS UNDER SECTION 81(4) LOCAL GOVERNMENT ACT 2000

#### Purpose of Report

##### 1.1. General

1.1.1. Under Section 81(4) of the Local Government Act 2000 Standards Committees may grant dispensations to a Member of a relevant authority (including a Community Council) allowing the Member to participate in any business where that participation would otherwise be prohibited by the mandatory provisions of the Members' Code of Conduct.

1.1.2. The National Assembly for Wales in the Standards Committees (Grant of Dispensations) (Wales) Regulations 2001 (SI No: 2279) sets out the circumstances in which these dispensations may be granted. The Standards Committee may only grant dispensations in the circumstances set out in the Regulations. In the report which follows, I set out the circumstances or grounds on which dispensations may be granted in each case.

1.1.3. The form of the report will generally set out the dispensation, the circumstances in which it may be granted and details of the applicant for the dispensation.

1.1.4. Under Paragraph 18 of The Code of Conduct (and the relevant Regulations) the Standards Committee may not consider granting a dispensation to an individual Member unless the Member seeking it has previously notified the

Monitoring Officer of that interest together with the relevant details.

1.1.5. In accordance with previous practice, it is suggested that all dispensations be granted until the first meeting of the Standards Committee following the Council Annual General Meeting in 2018 in order to ensure that they all come up for renewal at the same time.

## 1.2. **Employment**

1.2.1. The Council is the largest employer in the County Borough and it is not uncommon for both Officers and Members to have family members employed by Council. Unfortunately, this can cause some problems in dealing with Council business. The Standards Committee has previously granted dispensations to cover this situation.

1.2.2. The form of application for dispensation is intended to try to cover the situation when, although strictly required in law under the Members' Code of Conduct, serial declarations affect the smooth running of Committee business in circumstances where the general public would not draw any adverse inference from the relationships being declared.

1.2.3. Often Members have family whose employment position within the organisation puts them far away from the ability to influence Council Policy and are certainly not considered decision makers. Sometimes, family members are in relatively low paid jobs which are part time or temporary in nature.

1.2.4. Hence all the applications for dispensations request permission to speak and vote on issues relating to the business of Neath Port Talbot County Borough Council, (including personnel matters), provided these matters do not directly financially advantage or disadvantage, or give other direct benefit or dis-benefit to a member of a Councillor's family who is employed by Council. The dispensation will not apply where the person employed is a senior manager of Council (i.e. by that I mean an Accountable Manager or above) or is otherwise charged with assisting in the determination of Council Policy.

1.2.5. The Member using the dispensation must understand that it cannot be used if the matter under consideration would confer a greater benefit on the employed family member than on other tax payers, ratepayers or inhabitants of the Council's area, or be such that a member of the public might reasonably conclude it would significantly affect the Member's ability to act purely on the merits of the case and in the public interest if the Member were to take part in the discussion.

### **Standard form of Dispensation: Employment**

1.2.6. "To speak and vote on issues relating to the business of Neath Port Talbot County Borough Council including relevant personnel matters provided that

- (a) they do not directly financially advantage or disadvantage or give other direct benefit or disbenefit to a Member or the Member's family who is employed by the County Borough Council or
- (b) that the employment is not as a senior manager nor is involved in assisting with the determination of Council policy.

This dispensation will not apply in circumstances where a member of the public might reasonably conclude that the employment would significantly affect the Councillor's ability to act purely on the merits of the case and in the public interest."

Note: A Senior Manager is an Accountable Manager or equivalent and above.

### **Circumstances for granting the Dispensation: Employment**

1.2.7. The circumstances are:-

"(d) the nature of the Member's interest is such that the Member's participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority's business"

Note: this paragraph derives from Regulation 2 of the Standards Committees (Grant of Dispensations) (Wales)

Regulations 2001. This was the circumstance under which applications for dispensations of this sort have been previously approved.

1.2.8. The Applications received are as follows:-

<b>Councillor</b>	<b>Employment Dispensation</b>
D. Cawsey	His wife works as a Young People Advisor in Social Services
D. W. Davies	His sister-in-law is employed as a Teaching Assistant. Seconded to the directorate of Education Leisure and Lifelong Learning Development and Inclusion Services.
A. Llewelyn	His wife is employed as a Teacher.
P. A. Rees	His daughter-in-law is employed as a School Clerk.
Mr. P. D. Richards	His wife is employed as a Specialist Behavioural Outreach Worker.
A. N. Woolcock	His niece is employed as a Training and Development Support Manager
S.K. Hunt	His daughter is employed as a Teaching Assistant in Ysgol Gynradd Gymraeg Castell-nedd
S. Jones	<p>1. His cousin is employed as a Community First Project Manager in Education Department</p> <p>2. His cousin is employed as a Senior Highway Development Engineer in Environment</p>
J. Miller	His niece is employed as a Secretarial Support Assistant in Commissioning and Support Services of Social Services
S. Miller	Her niece is employed as a Secretarial Support Assistant in Commissioning and Support Services of Social Services

<b>Councillor</b>	<b>Employment Dispensation</b>
S. Freeguard	Her sister-in-law and niece are employed in Education Cleaning Service
L. Jones	<ol style="list-style-type: none"> <li>1. Her sister in law works as an Environmental Health Officer</li> <li>2. Her sister in law works as an Environmental Health Officer</li> <li>3. Her brother in law works as a Service co-ordinator in SSHS (Community Care)</li> </ol>
C. Clement-Williams	Her niece is employed at Hillside Secure Unit Neath

### **Recommendation**

1.2.9. That the applications for dispensation set out in paragraph 1.2.8. be approved in the circumstances set out in Regulation 2 (d) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 in the standard form as set out in Paragraph 1.2.6. to speak and vote and that the dispensations run to the Standards Committee which follows the Annual Meeting 2018.

### **1.3. Miscellaneous Dispensations**

The Standards Committee has previously approved various dispensations to Members where they are members of voluntary organisations or organisations carrying out public functions where it is the wish of those Members to speak on Council business relating to those organisations and also, in some cases vote. All the other applications are applications for renewals. The subject of the dispensation and its extent varies in each case and therefore I have summarised the applications in the table which appears below.

## **Circumstances for granting the Dispensations: Miscellaneous**

1.3.1. The circumstances are:-

“(d) the nature of the Member’s interest is such that the Member’s participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority’s business”

Note: this paragraph derives from Regulation 2 of the Standards Committees (Grant of Dispensations) (Wales) Regulations 2001 and was the circumstance under which applications for dispensations of this sort were previously approved.

### **1.3.2. Applications for Dispensations: Miscellaneous**

<b>Member</b>	<b>Subject of Dispensation</b>	<b>Extent of Requested Dispensation</b>	<b>Circumstances</b>
A. P. H. Davies	When One Voice Wales is under consideration in Coedffranc Community Council or NPTCBC meetings	Speak and Vote	Reg 2 (d)
A. Llewelyn	Ystalyfera Development Trust.	Speak and Vote	Reg 2 (d)
J. Miller	Melyn Community Conference	Speak and Vote	Reg 2 (d)
S. Miller	Board Secretary Melyn Community Conference	Speak and Vote	Reg 2 (d)
P. D. Richards	Matters of general, commercial and retail development, subject to the condition that the dispensation will not apply to any planning application by or transaction with the Co-operative Group, or with any subsidiary or related enterprise.	Speak only	Reg 2 (d)
P. Rees	Items relating to the programme of educational improvements at Hillside Secure Unit provided that they do not relate to contractual terms between the Council and Cefn Saeson Comprehensive School	Speak and Vote	Reg. 2 (d)



## **Recommendation**

- (1) That the applications for renewals of dispensations set out in paragraph 1.3.2. be approved in the circumstances set out in Regulation 2 (d) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 to speak or to speak and vote as set out in the Schedule above and that the dispensations run to the Standards Committee which follows the Annual Meeting 2018.
- (2) That the new applications be considered.

### **1.4. Grant of General Dispensation: School Governors**

1.4.1. Previously the Standards Committee has granted a general dispensation to allow all Members to speak and vote on education matters generally but more particularly the Strategic Schools Improvement Programme. This dispensation was granted under Regulation 2 (d), (f) and (g).

1.4.2.2 (f) and 2 (g) are as follows:-

2 (f) the participation of the Member in the business to which the interest relates is justified by the Member's particular role or expertise.

2 (g) the business to which the interest relates is to be considered by an Overview and Scrutiny Committee of the relevant authority and the Members interest is not a pecuniary interest.

## **Recommendation**

It is recommended that this general dispensation be further granted until the Standards Committee which follows the Annual meeting 2018.

### **1.5. School Reorganization matters**

1.5.1. Last year Standards Committee granted applications for dispensation from a number of members regarding School Reorganization/School Transport matters. Since the School

Transport issue has been resolved I place the application before Committee for consideration only in relation to School improvement i.e. school reorganization. Some of the Councillors may in future have a role in deciding school reorganization matters due to changes in the statutory regime.

### **Standard form of Dispensation: School Reorganization Personal Interests**

1.5.2. The standard form of dispensation used in these cases would be:-

“To speak but not vote on issues which relate to school reorganization”.

### **Circumstances for granting a Dispensation: School Reorganization Personal Interests**

1.5.3. The circumstances under which the dispensations were granted were as follows:-

“(d) the nature of the Member’s interest is such that the Member’s participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority’s business.”

Note: This paragraph derives from Regulation 2 of the Standards Committees (Grant of Dispensation) (Wales) Regulations 2001 and was the circumstances under which applications for dispensations of this sort were previously approved.

1.5.4. The application for dispensations are as follows:-

<b>Name</b>	<b>Nature of Interest</b>	<b>Issue</b>	<b>Speak or Vote</b>
Cllr Des Davies	His sister-in-law is employed as a Nursery Nurse at Neath Abbey School. Seconded to the directorate of Education Leisure and Lifelong Learning Development and Inclusion Service	School Reorganization	Speak only
Cllr. Scott Jones	Child and nieces and nephews of School Age	School Reorganization	Speak only
Cllr. Alun Llewelyn	Child of School Age	School Reorganization	Speak only
Cllr. John Miller	Governor – Grandchildren of school age	School Reorganization	Speak only
Cllr. Sandra Miller	Governor – Grandchildren of school age	School Reorganization	Speak only
Cllr. Peter Rees	Daughter-in-law works as a school clerk in Dyffryn Comprehensive School	School Reorganization	Speak only
Cllr. Anthony J. Taylor	Children of school age	School Reorganization	Speak only
Cllr. Rachel L Taylor	Children of school age	School Reorganization	Speak only

#### 1.5.5. Recommendation

That the applications for dispensations set out in paragraph 5.5.4. be approved in the circumstances set out in Regulation 2 (d) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 in the standard form as set out in Paragraph 2.5.2. to speak but not vote and

that the dispensations run to the Standards Committee with follows the Annual meeting 2018.

## 1.6. Grant of Dispensations: Voluntary Sector Funding

1.6.1. The Policy and Resources Overview and Scrutiny Committee has scrutinised a proposed decision in relation to the funding of “third sector” bodies. Some Members have interests in respect of various of the bodies covered by that review.

1.6.2. Under Paragraph 18 of The Code of Conduct (and the relevant Regulations) The Standards Committee may not consider granting a dispensation to an individual Member unless the Member seeking it has previously notified the Monitoring Officer of that interest together with the relevant details.

1.6.3. Some Members requested the Standards Committee to grant a dispensation allowing them to participate in meetings relating to the review. Members who are appointed to bodies by the Council are required to declare the appointment but their personal interest is not a prejudicial interest under the Members’ Code of Conduct. Other Members however are members of such organisations in their own right or have other interests. Their interests may be both personal and prejudicial requiring them to leave the meeting.

1.6.4. The interests in relation to which a dispensation is sought are as follows:-

<b><u>Name of Member</u></b>	<b><u>Nature of Interest</u></b>
Cllr. Linet Purcell	Cllr. Purcell is a member of the National Trust and Wildfowl and Wetlands Trust.

1.6.5. The circumstances in which Standards Committee may grant dispensations are set out in the Standards Committees (Grant of Dispensations) (Wales) Regulations 2001. The circumstances are set out below:-

- (c) in the case of a county or county borough council, the inability of the member to participate would upset the political balance of the relevant authority or of the committee of the authority by which the business is to be considered to such an extent that the outcome would be likely to be affected;
- (d) the nature of the member's interest is such that the member's participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority's business;
- (g) the business to which the interest relates is to be considered by an overview and scrutiny committee of the relevant authority and the member's interest is not a pecuniary interest;
- (h) the business which is to be considered relates to the finances or property of a voluntary organisation of whose management committee or board the member is a member otherwise than as a representative of the relevant authority and the member has no other interest in that business provided that any dispensation shall not extend to participation in any vote with respect to that business;

**1.7. Recommendation**

That Standards Committee considers the applications for dispensation set out in paragraph 1.1.6. in the circumstances set out in Regulation 2 (c), (d), (g) and (h) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 to speak only and that the dispensations cover all matters related to the funding for the voluntary/third sector such dispensations to run to the Standards Committee which follows the Annual Meeting 2018.

**1.8. Background Papers**

Exchange of emails on grant of dispensations for 2017/18.

1.9. **Wards Affected**

All

1.10. **Officer Contact**

For further information on this report please contact:-

Mr. D. Michael,

Head of Legal Services and Monitoring Officer

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### STANDARDS COMMITTEE

1 AUGUST 2017

#### Report of the Head of Legal Services

D Michael

#### Matter for Information

**Wards Affected:** All

## RECONSTITUTION OF NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

#### Purpose of the Report

1. To advise Standards Committee of Standards related work following the election of a new Council in May 2017.

#### Background

2. Members of Standards Committee will be aware that one of the major items of work for the monitoring officer is the compilation of the register of members interests which is produced at the commencement of any newly elected Council and is then updated from time to time over the years. Up until this year we had used a bespoke computer system designed for us by a member of the ICT staff. As with many local authorities in Wales, member related systems such as agenda s and reports are run on a system called Modern.gov. This system contains a standard register of member interests and it has been decided to use this system rather than the bespoke programme developed in-house. The register of interests is now complete although it has seemed to be more work to put this together than in previous years. Perhaps this is associated with the turn-over in Members at this year's election.

3. I will shortly extend the update of registered interests to co-opted members including independent members of the Standards Committee.
4. Four training sessions were arranged for members on the Members' Code of Conduct. These were provided on different days and different times. There will be a need for further training to address the members who did not attend but I will not be able to address that for the moment. If time permits I intend to do training for Clerks to Community Councils in the Autumn of this year.

### **Appendices**

5. None

### **List of Background Papers**

6. None

### **Officer Contact**

Mr David Michael, Head of Legal Services  
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email [d.michael@npt.gov.uk](mailto:d.michael@npt.gov.uk)



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