



DEMOCRATIC SERVICES COMMITTEE

9.30 am THURSDAY, 7 MARCH 2019

COMMITTEE ROOM 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting 7 November 2018 (*Pages 3 - 6*)
3. Annual Report of the Independent Remuneration Panel for Wales (*Pages 7 - 12*)
Report of the Assistant Chief Executive and Chief Digital Officer
4. Member Scrutiny Champion - Update (*Pages 13 - 20*)
Report of the Assistant Chief Executive and Chief Digital Officer
5. Members' Development and Training Programme - Update (*Pages 21 - 26*)
Report of the Assistant Chief Executive and Chief Digital Officer
6. Members' Annual Personal Development Review (PDR) - Update (*Pages 27 - 30*)
Report of the Assistant Chief Executive and Chief Digital Officer
7. Disability Audit (*Pages 31 - 34*)
Report of the Assistant Chief Executive and Chief Digital Officer
8. Democratic Services Staffing Structure (*Pages 35 - 40*)
Report of the Assistant Chief Executive and Chief Digital Officer
9. Members IT Reference Group - Update (*Pages 41 - 46*)

Report of the ICT Service Manager

10. Democratic Service Committee Work Programme (*Pages 47 - 48*)
11. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Friday, 1 March, 2019

Committee Membership:

Chairperson: **Councillor J.D.Morgan**

Vice
Chairperson: **Councillor M.Harvey**

Councillors: S. ap Dafydd, S.K.Hunt, S.Miller, S.Pursey,
S.Renkes, A.J.Richards, A.J.Taylor, R.L.Taylor,
A.Llewelyn and A.N.Woolcock

DEMOCRATIC SERVICES COMMITTEE

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

Members Present:

7 November, 2018

Chairperson: Councillor J.D.Morgan

Vice Chairperson: Councillor M.Harvey

Councillors: S. ap Dafydd, S.K.Hunt, A.Llewelyn, S.Miller, S.Purse, S.Renkes, A.J.Richards, A.J.Taylor and A.N.Woolcock

Officers In Attendance K.Jones, C.Griffiths, C.Furlow, J.Davies and A.Manchip

1. **MINUTES OF PREVIOUS MEETING**

Members noted that the Workshop in relation to the Disability Audit had been arranged.

RESOLVED: That the Minutes of the previous meeting held on 5 September 2018, be noted.

2. **MEMBERS' APOLOGIES AT MEETINGS**

Committee received the Report of the Assistant Chief Executive and Chief Digital Officer in relation to the submission of apologies at meetings by elected Members.

Following in depth discussion it was:

RESOLVED: that Option 2, as contained in the circulated report, be commended to Council as this Authority's Policy for Submission of Apologies at Meetings, subject to 'Apologies due to illness' being amended to 'Apologies due to ill health' and the comments being amended to read 'unable to attend due to ill health (including hospital appointments)' and that

apologies submitted after the start of the meeting only be accepted in exceptional circumstances.

3. **DRAFT REPORT OF THE IRPW**

Committee received the report of the Assistant Chief Executive and Chief Digital Officer on the Draft Independent Remuneration Panel for Wales (IRPW) on the proposed Members' Remuneration for 2019/20, which was issued for consultation. It was noted that the consultation period ended on 27 November 2018.

In addition Members received a verbal update following a meeting with the IRPW attended by the Chair and the Assistant Chief Executive and Chief Digital Officer. It was noted that the proposed increase in allowances set against a background of austerity and cuts in service delivery would have a negative impact on the public's perception. The reasons behind the proposals should therefore be clarified by the IRPW in its report. It should be noted that the proposed allowances were still based on a three day working week.

Going forward, it was noted that the IRPW would look for a different model. The Committee agreed to look at the support provided to Co-opted Members via the scheme.

In relation to the proposal to remove Council discretion to choose to pay different bands or levels, Members were pleased to note that there was still the opportunity for individual Members to waive, either in part or as a whole, their allowance.

In relation to the proposal to increase the Deputy Civic Head's allowance by 7.78%, Committee agreed that the increase was in excess of the rate of inflation and significantly exceeded the other proposed increases.

Members asked whether the proposals of the IRPW could prevent the Authority from entering into a further Workforce Agreement, should this arise, and were advised that should a further Agreement be sought the proposals would not cause a problem.

In relation to promoting equality and diversity, Members felt that the basic amount of remuneration did not sufficiently recompense Members to allow them to give up full time employment or their career to become an elected Member of an Authority.

- RESOLVED:** 1. That the following proposals contained in the IRPW's Draft Report:-
- a. The proposed removal of the discretion given to Councils with regard to the level of remuneration be supported;
 - b. The proposed percentage increase for the Deputy Civic Head be not supported and a request be made to keep this increase in line with other proposed increases contained in the report;
 - c. That a review of the current scheme be requested, as this had been in place since 2009 and did not reflect the austerity measures which had faced local government over recent years;
 - d. That where appropriate the claims for Carers Allowances be promoted;
 - e. That the report clarify the reasons behind the proposed increase in allowances.
2. That the Assistant Chief Executive and Chief Digital Officer compose a response in line with Members views as outlined above and that this be approved by the Chairperson prior to submission to the IRPW.

4. **GUIDANCE NOTE FOR MEMBERS ON DECLARATIONS OF INTERESTS AND DECISION MAKING ISSUES**

Members received the Report of the Head of Legal Services which contained a Guidance Note for Members on Declarations of Interest.

Members were pleased with the report but asked that some of the wording be simplified and that the Section dealing with pre determination be further expanded to not only include Planning.

RESOLVED: That the Head of Legal Services be given delegated authority to make the amendments, as outlined above, in consultation with the Chairperson, and

thereafter the Document be circulated to all Members.

5. **AMENDMENT TO THE CONSTITUTION REGARDING SCRUTINY RULES AND DESIGNATION OF CHAIR**

In accordance with Minute Number 2 of the 1 February 2018, Committee received the Report of the Head of Legal Services on proposed changes to the Authority's Constitution in relation to amending the Rules of Procedure for Scrutiny meetings and the use of the term Chairman.

RESOLVED: That the report of the Head of Legal Services in relation to proposed changes to the Authority's Constitution, as contained in the circulated report, be commended to Council for approval.

6. **FORWARD WORK PROGRAMME 18/19**

Members raised the issue of agenda planning and the possibility of arranging meetings taking in consideration the Authority's school holidays. This would be raised at the Chairs and Vice Chairs of Scrutiny meeting.

RESOLVED: That the Forward Work Programme for 2018/19, as appended to the circulated report, be noted, subject to the following being added to the meeting to be held on 7 March 2018:

- Disability Audit
- IT Ref Group
- Feedback from Scrutiny Chair and Vice Chair meeting on the scrutiny process in Neath Port Talbot.

CHAIRPERSON

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

Report of the Assistant Chief Executive and Chief Digital Officer

Matter for Information

Wards Affected: All wards

Annual Report of the Independent Remuneration Panel for Wales

Purpose of the Report

1. To advise Members of the Democratic Services Committee of the details of the final Report of the Independent Remuneration Panel for Wales for the civic year 2019/20.

The link to the Annual Report is [IRP Annual report-2019-2020](#)

Background

The Independent Remuneration Panel for Wales (IRPW) exercises powers set out in various legislation and can also make recommendations. It has the power to set the level of remuneration payable to elected members and co-opted members of local authorities. It has also been given a general power to review councils' pay policy statements as far as they relate to heads of paid service, extended on a temporary basis to chief officers of principal authorities.

Before making its final determinations for the following civic year, the Independent Remuneration Panel for Wales published a draft report and invited comments on its draft proposals. These proposals were considered by this Committee on 7 November 2018 and Committee's

views were conveyed to the IRPW for its consideration. A copy of the e mail is attached for Members' information, at Appendix A.

Summary of changes to be implemented in 2019/20

1. Salaries

The changes that will affect the existing arrangements in this Council are summarised in the table below and have not been amended from those considered originally in the Draft IRPW Report.

Element of Remunerations	2018/19	2019/20	Change (% change)
Basic Salary	£13,600	£13,868	+£268 (+1.97%)
Leader	£48,300	£49,100	+£800 (+1.66%)
Deputy Leader	£33,800	£34,600	+£800 (+2.37%)
Executive Members	£29,300	£30,100	+£800 (+2.73%)
Chairs of Committee	£22,300	£22,568	+£268(+1.2%)
Leader of largest opposition Group	£22,300	£22,568	+£268 (+1.2%)
Leader of other political Group	£17,300	£17,568	+£268(+1.55%)
Civic Head	£21,800	£22,568	+£768(+3.52%)
Deputy Civic Head	£16,300	£17,568	+£1,268(+7.78%)

Notes:

- Increases to the senior salaries of £800 are inclusive of the increase proposed to the basic salary of £268
- The Panel has removed discretion as to the salary that should be paid to the Civic Head and Deputy Civic Head. Comparisons contained in the table are against the Level 2 salary currently paid to both office holders

3. The limits on the number of senior salaries available to the Council remain unchanged as does the threshold for other opposition group leaders to qualify for the other political group leader salary.

2. Other matters

The Panel has re-emphasised the need for Democratic Services Committees to ensure that all elected members are given the support necessary for them to fulfil their duties effectively.

Work undertaken to date by the Committee is summarised below for reference:

- The Democratic Services Committee in Neath Port Talbot has already conducted a survey of Member development needs and created actions to respond to the survey findings;
- The Democratic Services Committee in Neath Port Talbot has already reviewed the arrangements for Member Annual Reports and Member Annual Development Reviews and agreed actions in relation to both of these matters;
- The Member ICT Scheme was reviewed and amended at the end of the last administration. The Democratic Services Committee has set up a Member ICT Reference Group to keep Member ICT arrangements under review;
- The Democratic Services Committee in Neath Port Talbot has initiated work to explore the extent to which facilities for Members meet the needs of Members, especially those with protected characteristics;
- The Democratic Services Committee is overseeing continuing work to modernise the Member accommodation in the civic offices, including facilities that support the Mayoralty. Improvements have been made to Group rooms; Member general facilities, audio-visual equipment in meeting rooms and to meeting tables and chairs.
- Members are reminded at regular intervals of the carer provisions in a general sense, but also when circumstances change, individual Members are approached by the Head of Democratic Services to ensure they consider taking up the provisions available.

The Panel has determined that, through the Democratic Services Committees, authorities should ensure all voting co-opted members are given as much support as is necessary for them to fulfil their duties effectively.

The Democratic Services Committee has not yet considered the support needs of co-opted Members.

Financial Impact

The draft budget proposals for the Council for 2019/20 includes a provision of a 2% uplift for Member remuneration. The proposals would be contained within the budget provision.

Equality Impact Assessment

There would be limited impact from the proposed changes outlined in the draft Annual Report.

Workforce Impacts

There are no identified workforce impacts identified for the proposed changes.

Risk Management

Any increase to Member remuneration has the potential to attract public criticism at a time of severe and enduring austerity. The Panel acknowledge this in making its proposals but points to the workloads and responsibilities being borne by elected Members as justification for the proposed changes. Furthermore, the Panel provides details of how councillor remuneration is continuing to diverge from the benchmark rate.

Legal Powers

The Panel are exercising powers set out in Part 8 of the Local Government (Wales) Measure 2011, as amended by the Local

Government (Democracy) (Wales) Act 2013 and the Local Government (Wales) Act 2015.

Consultation

All Members were sent a copy of the draft Report on 9th October 2018. Only one Member submitted comments to the Democratic Services team. I wrote, on behalf of the Chair and Committee to the IRPW, summarising Members' views on the draft proposals. A copy of the e mail is attached at Appendix A.

At the request of the Chairman:

- Members have been reminded about the Care Allowance.
- A survey of Co-opted Members will be carried out, during 2019/20, to establish any unmet support needs.

Recommendation

Members of the Democratic Services Committee are invited to note the contents of the Annual Report.

Appendices

Committee's response to the consultation on the Draft IRPW Annual Report.

Officer Contact:

Mrs Karen Jones, Assistant Chief Executive and Chief Digital Officer:
[Tel:01639 763284](tel:01639763284) or e-mail: k.jones3@npt.gov.uk

APPENDIX A

Dear Mr Bader,

I refer to your correspondence dated 2 October 2018 containing the Panel's draft Annual Report for 2019/2020.

The draft Annual Report was discussed and debated at the meeting of the Council's Democratic Services Committee on 7th November 2018 and we offer the following comments on the Panel's proposals:

- The Committee noted the proposed increase in both the basic salary and senior salaries payable to Members of principal councils and agreed this does not sit well with the cuts that elected Members are having to make to council budgets against a backdrop of austerity. It is of course open to individual Members as to whether they take the full entitlement or not. The Committee feels that if the Panel remain of the view that an increase should be introduced in 2019-20, the case for doing so should be communicated very clearly when presenting the final Report, particularly why the Panel considers the increases are deemed affordable and acceptable.
- The Committee noted the proposed increase in the deputy civic head allowance would be far in excess of the rate of inflation for this Council. The Committee does not support this increase and asks that the Panel look again at the level of remuneration that should be available to deputy civic heads.
- The Committee noted that in 2009 the Panel aligned Members' payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The Committee requests that when reviewing future remuneration the appropriateness of this particular benchmark rate is carefully considered.

Other comments made by the Democratic Services Committee:

- In relation to the proposal to remove Council discretion as to the salary that should be paid to the various roles performed by elected Members, the Committee was pleased to see and supported the Panel's changed position.
- The Committee noted the Panel's comments regarding the limited use of the provision in the Framework to reimburse the costs of care by Members. The Democratic Services Committee acknowledges the reluctance of some Members to claim all that they are entitled to and will continue to take steps to encourage and facilitate greater use of this element of the Framework.
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Yours sincerely,

Karen Jones

Head of Democratic Services

(Assistant Chief Executive & Chief Digital Officer)

Neath Port Talbot County Borough Council

Email: k.jones3@npt.gov.uk Tel no: 01639 763284

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

Report of the Member Scrutiny Champion - Cllr. A. N. Woolcock

Matter for Information

Wards Affected:

All Wards

Member Scrutiny Champion - Update Report

Purpose of the Report

1. To provide Members with an update from the Member scrutiny champion following the conclusion of recent observations of various scrutiny committee meetings.

Background

2. Following the conclusion of the adjourned Annual Meeting held on 31 May 2017 the role of Scrutiny Member Champion has been undertaken by Cllr. Arwyn Woolcock (Lower Brynamman).

3. The position requires the incumbent to engage with elected Members and assist in advocating and promoting best practice in relation to sound scrutiny arrangements as part of the Council's corporate governance processes.
4. Between 14 September and 1 December, 2017, the Scrutiny Member Champion made initial visits to the various scrutiny committees in an observational role, which was reported to the committee on the 1 February 2018. This report details the follow up visits made to the same committees between 11 October 2018 and 30 November
5. Following the conclusion of this process, a short report was prepared by the Scrutiny Member Champion outlining his findings and making a number of recommendations for consideration by the Chairs and Vice Chairs forum (see Appendix 1).
6. Members are asked to consider the Member Scrutiny Champion's report and discuss how the Democratic Services Committee may assist in moving the recommendations forward.

Financial Impact

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

Equality Impact Assessment

8. A screening assessment has been undertaken but a full equality impact assessment is not required.

Workforce Impacts

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

Risk Management

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

Consultation

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

Recommendation

12. That the Committee consider the Member Scrutiny Champion's report.

Appendices

13. Appendix 1 - Report of the Scrutiny Champion - Cllr. A. Woolcock

List of Background Papers

14. None.

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services

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Caryn Furlow - Strategic Manager - Policy & Democratic Services

e-mail: c.furlow@npt.gov.uk Telephone: 01639 763242

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Report on Visits to Scrutiny Committees by Scrutiny Champion, Councillor A N Woolcock

Background

In my role as the Authority's Scrutiny Champion I initially visited all scrutiny committees between the 14th September 2017 and 1st December 2017 to observe proceedings. A report was subsequently presented to meetings of the Chairs/Vice Chairs of Scrutiny and Democratic Services Committee.

Follow up visits were carried out as follows:

- Social Care, Health and Wellbeing Scrutiny Committee – 11 October 2018
- Education, Skills and Culture Scrutiny Committee – 18 October 2018
- Regeneration and Sustainable Development Scrutiny Committee – 26 October 2018.
- Streetscene and Engineering Scrutiny Committee – 30 November 2018

Pre-briefing meetings

There was good evidence of the value of holding pre-briefing meetings where Members had the opportunity to consider officers' recommendations as to which agenda items required scrutiny. Additionally, Members were given the opportunity to indicate which questions they wished to ask at the subsequent scrutiny committee. In some instances, Members had submitted questions in advance of the meeting.

However, in one meeting, one Member queried the value of pre-scrutiny meetings. He suggested that it would be more prudent to submit questions in advance and, similarly, Members could give advance notice to request to scrutinise agenda items not recommended for scrutiny by officers.

In one of the meetings Members decided to scrutinise an item that was not recommended by officers for scrutiny.

Members also took the opportunity to discuss items not on the day's agenda i.e. Members of the Social Care, Health and Wellbeing Scrutiny

Committee of the 11 October briefly commented on recent Home Care Rota Visits, and attendance by officers of ABMU Health Board at the Council meeting held on 4 October. Members resolved to invite ABMU Health Board to attend a future scrutiny committee meeting.

In one meeting Members were prompted by the chair and scrutiny officer on questions that could be asked at the scrutiny committee.

Scrutiny

An officer from a partner organisation was summoned to attend one scrutiny committee where good, robust and appropriate questions were asked by Members. Cabinet Members were asked to consider amending the Cabinet Board recommendation for that particular item.

There were good examples across all meetings of Members robustly scrutinising officers and Cabinet Members. However, on more than one occasion criticism was levelled at spelling and grammatical errors contained within reports.

It should be noted that, as a result of austerity, the Authority's workforce has reduced by approximately 20% over the past 8 years. Consequently, more pressure is placed on remaining staff to cope with an increased workload.

I believe that scrutiny should be for the purpose of holding the Executive and officers to account in making appropriate decisions, and ensuring that the best possible services are delivered to our citizens, under extremely challenging circumstances. Therefore, I believe that the scrutiny process should focus on the substance of reports and any issues with standards taken up with appropriate officers prior to the committee meetings.

Attendance by non-Committee Members

Occasionally, Members will have an interest in items being considered at Cabinet Scrutiny Committees of which they are not Members. The interest may be general, or a matter affecting their wards. Such a situation is perfectly reasonable and there is provision within the Council's constitution to accommodate such requests.

Two non-Committee Members had requested to attend separate Scrutiny Committees for one specific agenda item. However, as well as

asking questions on the particular agenda item, one Member was also allowed, at the Chair's discretion, to ask questions on other agenda items.

Recommendations

1. Any Member concerned about the standard of reports should take the matter up with appropriate officers **prior** to the meeting and not at the committee itself.
2. Clarification is required as to whether it is appropriate for non-Committee Members to partake in discussions on agenda items, other than which they have specifically requested to attend.
3. The matter of pre-scrutiny meetings be further referred to a future meeting of the chairs/vice chairs scrutiny.

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER– K.JONES

Matter for Decision

Wards Affected:

All Wards

Members' Development and Training Programme

Purpose of Report

To update the Committee on the Members' Development and Training Programme for 2018/19 contained in Appendix 1, and to seek a further steer from the committee in relation to the content of the Social Media and Committee Procedures training requested by Members.

Background

Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to ensure the provision of reasonable training and development opportunities for its Members.

In accordance with Minute No 5 of the Democratic Services Committee held on 5 September 2018, the Committee identified the following four training priorities for the civic year 2018/19:

- Social Media
- Chairing skills (for Council meetings and meetings within community wards)
- Committee Procedures (following the update to the Constitution by the Head of Legal Services)

- Income Generation and Commercialisation

Financial Impact

The training programme will be accommodated within existing budgets or through learning activities that are at no additional cost to the Council.

Equality Impact Assessment

To ensure that all Members have access to the training that they identified during the survey carried out in May and June 2018. It is worth noting that 51 out of 64 Members completed the survey.

Workforce Impacts

The report refers to Elected Members rather than staff; however where the workforce will be affected, this will be managed within current staff capacity,

Legal Powers

Local Government (Wales) Measure 2011

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

Risk Management

By not providing training opportunities for Members the Council are not fulfilling its duties as set out in the Local Government (Wales) Measure 2011.

Consultation

There is no requirement under the Constitution for external consultation on this item; however all Members were consulted during May and June 2018 and invited to complete a survey identifying their training needs

Recommendation

To update the Committee on the Members' Development and Training Programme for 2018/19 contained in Appendix 1, and to seek a further steer from the committee in relation to the content of the Social Media and Committee Procedures training requested by Members.

Reason for Decision

To ensure that Members receive the training that they have indicated and are entitled to as set out in Section 7 of the Local Government (Wales) Measure 2011 requires local

Implementation of Decision

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

Appendices

Appendix 1 – Member Training Programme

Officer Contacts

Karen Jones – Assistant Chief Executive and Chief Digital Officer
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284

Caryn Furlow – Strategic Manager – Policy & Democratic Services
e-mail: c.furlow@npt.gov.uk Telephone: 01639 763242

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Members Training Programme 2018/19

Topic	Date	Trainer
Social Media	*Further steer required from Democratic Services Committee*	
Chairing skills	The week of the 14 th May 2018.	Ian Bottrill
Committee Procedures (following the update to the Constitution by the Head of Legal Services)	*Further steer required from Democratic Services Committee*	
Income Generation and Commercialisation	October 2018	Colin Taylor
Income Generation and Commercialisation	Further training to be confirmed	Commercialisation Co-ordinator (when appointed)
Lines of Enquiry and Questioning Skills	October/November 2018	Ian Bottrill
Integrated Impact Assessment Training	November 2018	Anna Morgan
General Data Protection Regulation (GDPR)	December 2018	Craig Griffiths
Declarations of Interest	December 2018	Craig Griffiths
Leadership Course	October 2018	WLGA

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

Report of the Head of Corporate Strategy and Democratic Services - K. Jones

Matter for Information

Wards Affected:

All Wards

Members Annual Personal Development Review - Update

Purpose of the Report

1. To update the committee on the progress made in relation to the Members Annual Personal Development Review.

Background

2. In accordance with Minute No 2 of the Democratic Services Committee held on 5 September 2018, the following Members were nominated by their Group Leaders to conduct annual personal development reviews with Elected Members if they so wish:

Cllr. S. Paddison, Cllr. C. Clement-Williams, Cllr. A. Woolcock, Cllr. S. Hunt, Cllr. A. Llewelyn and K. Jones

The Welsh Local Government Association (WLGA) will provide training to those nominated to assist with their new roles on the 15th April 2019.

Financial Impact

3. There is a budget of £8,130 for Member Development which is supplemented by a range of courses, events and other learning opportunities provided at no additional cost to the Council. It is worth noting that the WLGA training is free of charge.

Equality Impact Assessment

4. This would assist the Council to meet its equality duties.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Powers

5. Local Government (Wales) Measure 2011 (S.7)

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

Risk Management

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

Consultation

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

Recommendation

8. To update the committee on the progress made in relation to the Members Annual Personal Development Review.
9. Local Government Measure Wales 2011- Officer Contacts

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones - Assistant Chief Executive and Chief Digital Officer

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

Report of the Head of Corporate Strategy and Democratic Services - K. Jones

Matter for Information

Wards Affected:

All Wards

Disability Audit - Update

Purpose of the Report

1. To update Committee on the progress made on carrying out a Disability Audit in relation to Members' facilities.

Background

2. In accordance with Minute No 7 of the Democratic Services Committee held on 5 September 2018, a proposal has now been received from Proudlock Associates (sub-contractors for Shaw Trust) to carry out a disability audit of Members' areas of work at Port Talbot Civic Centre and Neath Civic Centre. The proposal is due to be considered at the first Disability Audit Group meeting on the 14th March 2019.

Financial Impact

3. This will be accommodated within the existing budget for Member Development Support. The recommendations of the Working Group once the audit has concluded may also have some financial impacts.

Equality Impact Assessment

4. This would assist the Council to meet its equality duties.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Powers

5. Local Government (Wales) Measure 2011 (S.7)

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

Risk Management

6. Carrying out the disability audit will remove barriers for Members to access their workplace and facilities.

Consultation

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

Recommendation

8. The matter is for information to update the committee on the progress made on carrying out a Disability Audit in relation to Members' facilities.

List of Background Papers

9. Local Government Measure Wales 2011- Officer Contacts

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

Karen Jones - Assistant Chief Executive and Chief Digital Officer

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

7 March 2019

Report of the Assistant Chief Executive and Chief Digital Officer

Matter for Decision

Wards Affected: All wards

Staffing Structure – Democratic Services and the Remodelling of Scrutiny Support

Purpose of the Report:

1. To provide Members of the Democratic Services Committee with the current structure of the Democratic Services Team and an update on the work being undertaken to remodel the support provided to Scrutiny Committees.

Background:

2. The Head of Democratic Services has a responsibility to organise the discharge of the “democratic services functions” in accordance with the Local Government (Wales) Measure 2011 which includes:
 - The production of reports, as required, on the number of staff required to support democratic services and how the staff should be organised to ensure the Council, the Cabinet and Committees receive high level support in the discharge of its democratic functions.

Current Structure of the Democratic Services Team

3. The organisational chart in Appendix 1 sets out the current structure of the Democratic Services Team.

Remodelling of Support provided to Scrutiny Committees

4. To ensure the Council's scrutiny committees receive the necessary support to undertake their role and to enable a better balance between different ways of undertaking scrutiny, the allocation of the work supporting scrutiny committees undertaken by the Democratic Services Team is being remodelled.
5. Previously, scrutiny officers were responsible for administering the scrutiny meetings. This role included the recording, drafting and preparation of the final minutes which is administratively burdensome both during and following the meeting.
6. To release the scrutiny capacity from the above administrative work, officers from the Committee / Members Services section of the Democratic Services Team are now responsible for the administration of the minutes of the scrutiny meetings. This will enable the scrutiny officers to provide more support to chairs during the meeting and to have the capacity to undertake other pieces of work to support the work of the scrutiny committee outside of the meeting.
7. To enable the scrutiny officers to undertake the above role and to develop a wider set of scrutiny skills, they are currently receiving training and development support from Dave McKenna. Dave is a scrutiny practitioner with ten years' experience and was previously the manager of Swansea Council scrutiny team. Dave has presented at national conferences in Wales and has hosted workshops at the Centre for Public Scrutiny annual conferences.
8. The impact of the re-allocation of work on the Committee / Members Services Team is being monitored as the model is further rolled-out.

Financial Impact:

9. The financial costs of the support and development work have been met within the budget allocation for scrutiny development during 2018/2019.

Equality Impact Assessment:

10. No impact.

Workforce Impact:

11. The impact on the capacity of the Committee / Members Services Team will be kept under review as the model is further rolled out.

Risk Management:

12. No impact.

Legal Powers:

13. Local Government (Wales) – Measure 2011

Consultation:

14. All staff directly affected by the remodelling have been involved and continue to be involved in the process.

Recommendations:

15. That the Democratic Services Committee notes, the structure set out in Appendix 1.
16. That the Democratic Services Committee notes the progress made on the work being undertaken to remodel the support provided to Scrutiny Committees.

Reason for Decision

17. To support the Council's democratic services functions.

Implementation of Decision:

18. The decision is proposed for immediate implementation.

Appendices:

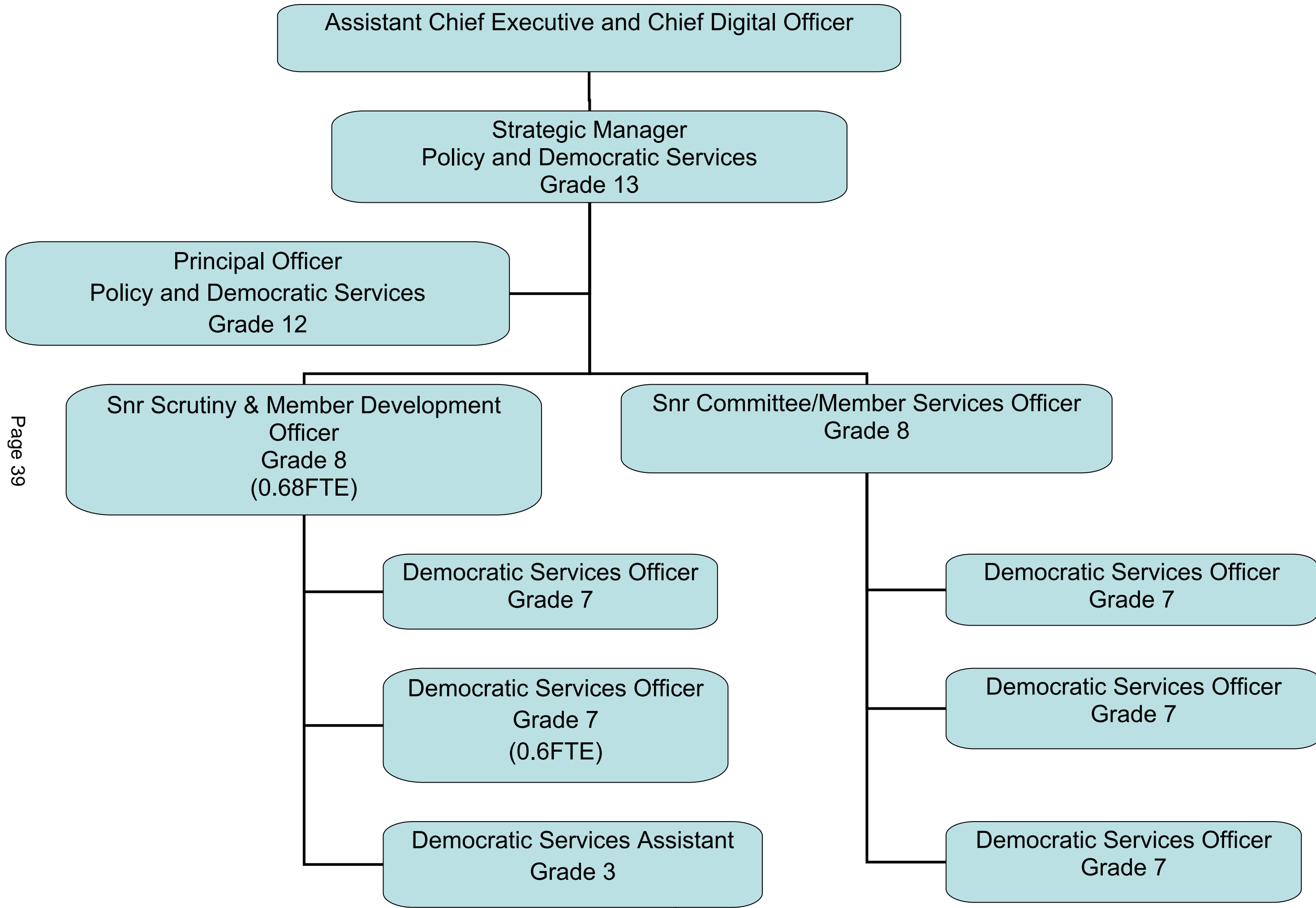
19. Appendix 1 – Current structure chart – March 2019

List of Background Papers:

20. None

Officer Contact:

Mrs Karen Jones, Assistant Chief Executive and Chief Digital Officer:
[Tel:01639 763284](tel:01639763284) or e-mail: k.jones3@npt.gov.uk



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

7th March 2019

Report of the ICT Service Manager

Matter for Information

Members IT Reference Group

Purpose of the Report

To provide a position statement on the Members IT Reference Group.

Background

The group has met on two occasions to date, meetings have been well attended with a positive input from all parties.

The Terms of Reference, see Appendix 1, have been noted

A meeting schedule which aligns with the Democratic Services Committee has been agreed and a “forward work programme”, see appendix 2, established.

Matters discussed and actions agreed

- “Mod Gov” is well liked and the ongoing developments welcomed.
- The current level of ICT support is considered fit for purpose.
- The current choice of equipment, Laptop, Desktop and or IPAD is questioned and preference is for a single portable device which meets the service need. The IPAD is considered to be the

appropriate device but this will be reviewed by the group as new technologies are tested.

- Training needs will be identified to reflect any change to the Members Service provision.
- Inability to print from the IPAD at home or in the Civic centres is seen as an issue.

Dave Giles agreed to investigate and report back on available options.

- Council developments in the areas of Office 365 and Unified Communications are seen as positive developments and a good fit for the Members. The meeting of the 20th June will provide an overview and demonstration of these technologies.

Financial Impact

There are no financial impacts associated with meetings of the I.T. Reference Group. Any development work arising from the Group will need to be considered against the budget allocated for Member support

Integrated Impact Assessment

There are no impacts associated with this report.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

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

Risk Management

There are no significant risks associated with this report.

Consultation

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

Recommendations

For information only.

Reasons for Proposed Decision

Not applicable.

Implementation of Decision

Not applicable.

Appendices

Appendix 1 – Terms of Reference

Appendix 2 – Forward Work Program

List of Background Papers

None

Officer Contact

Mr Dave Giles

ICT Service Manager

Telephone: 01639 686258

Email: d.b.giles@npt.gov.uk

Members IT Reference Group - Terms of Reference.

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 Dave Giles plus one additional IT Officer and Charlotte Davies from the Democratic Services Team.

Reporting Arrangements:

- The Group will report to the Democratic Services Committee.
- The focus, membership and objectives of the Group will be reviewed in 12 months (September 2019.)

THIS IS NOT A DECISION MAKING GROUP

Appendix 2

Members IT Reference Group - Forward Work Programme 2018/19

Date of Meeting	Agenda Items
21 st February 2019	Issues and challenges of Member Devices “Mod Gov” - update on Scrutiny and Cabinet
20 th June 2019	New developments – Unified Communications (incl Skype) Roll out of office 365
26 September 2019	Security around printing Sim Cards - (4g for iPads)
6 February 2020	To be determined

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**WORK PROGRAMME 2018/19
DEMOCRATIC SERVICES COMMITTEE**

MEETINGS TO START AT 9.30am AND FINISH AT 11.00am

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly)	Contact Officer/Head of Service
7th March 2019	<ul style="list-style-type: none"> Members Training Programme 	Decision	Topical	Karen Jones/ Jason Davies
7th March 2019	<ul style="list-style-type: none"> Democratic Services Staffing Structure 	Decision	Annual	Karen Jones
7th March 2019	<ul style="list-style-type: none"> Member Scrutiny Champion – Update Report 	Info	Annual	Cllr.A.N. Woolcock

Version 11 – 14 November 2018

Head of Democratic Services to decide agenda size and if additional meetings are required

7th March 2019	<ul style="list-style-type: none"> • Disability Audit 	Decision	Topical	Karen Jones/Caryn Furlow
7th March 2019	<ul style="list-style-type: none"> • IT Ref Group 	Decision	Topical	Karen Jones/Jason Davies