



## **C O U N C I L   S U M M O N S**

**To all Members of Council**

**You are hereby summoned to attend a**

**MEETING OF THE COUNCIL**

**to be held at 10.00 am on**

**28 May 2020**

**REMOTELY VIA TEAMS**

**PLEASE ENSURE THAT MOBILE TELEPHONES ARE SWITCHED TO SILENT FOR THE DURATION OF THE MEETING.**

**--- A G E N D A ---**

### **PART A**

1. Mayor's Announcements
2. Declarations of Interest

### **PART B**

3. Member Panel - Coronavirus Recovery Phase (Pages 3 - 8)  
Report of the Assistant Chief Executive and Chief Digital Officer enclosed.
4. Outside Body Representation (Pages 9 - 10)  
Report of the Assistant Chief Executive and Chief Digital Officer enclosed.

5. Appointment of Chief Executive (Pages 11 - 26)  
Report of the Head of Human Resources enclosed.

#### **PART D**

6. Questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules
7. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.

*Sam P...*

**Chief Executive**

**Civic Centre  
Port Talbot**

**Wednesday, 20 May 2020**



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

28<sup>th</sup> May 2020

**Report of the Assistant Chief Executive and Chief Digital Officer**  
Karen Jones

### **Matter for Decision**

### **Wards Affected:**

All

### **Member Panel – Coronavirus Recovery Phase**

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

To seek approval of Council to establish a new Member Panel that will support the Cabinet and Council in the recovery phase of the Coronavirus national emergency.

### **Background:**

At the end of March 2020, the Council moved swiftly, in step with direction from the Welsh and UK governments, to mobilise an emergency response to the spread of Coronavirus across the UK.

Government attention has now changed to preparing for a lengthy period of further adjustment which will involve:

- Establishing capacity and capability to further reduce the spread of coronavirus. The Council will have an important role

here in mobilising a contact tracing service within the regional and national framework to test, trace and protect citizens;

- Establishing the basis upon which the Council can resume services and functions - ensuring the safety of its own workforce but also of those who need to use the services/functions. Social distancing will mean that services will need to be re-shaped considerably, moving to a “new normal” rather than returning to the business as usual services that existed prior to the outbreak; and
- Establishing the wider impact on the communities of Neath Port Talbot. The impact assessment will be undertaken through a multi-agency community impact assessment exercise, using the NPT Public Services Board as the oversight mechanism.

The scale of change that will need to be effected will be considerable. It is crucial that the impact of proposed changes on residents, including those with protected characteristics, as well as the financial impacts of the changes are fully considered as part of the recovery exercise. The proposed Member Panel will inform, support and challenge the recovery exercise and also ensure that every Member of Council has an opportunity to feed into and shape thinking.

**Financial Impacts:**

No direct implications

**Integrated Impact Assessment:**

No direct implications

**Valleys Communities Impacts**

The Panel will be able to establish mechanisms to ensure the needs of valley communities are fully considered.

**Workforce Impacts:**

No direct impacts

**Legal Impacts:**

Council has powers within the Constitution to establish a Member Panel and to agree its terms of reference.

**Risk Management Impacts:**

Established emergency planning protocols for the recovery phase of emergency incidents recommends that there is elected member involvement in the recovery process. As the recovery process related to Covid-19 is likely to extend over a period of years, there is a risk that Member involvement would be ad hoc if a clear mechanism to secure Member involvement is not established.

**Consultation:**

There is no requirement for external consultation on this item. All three political group leaders have been consulted on this proposal.

The proposed terms of reference of the Panel places an emphasis on hearing the views and taking evidence from citizens, businesses and other organisations to inform the recovery process and also provides for the Panel to commission consultation should the Panel consider that to be appropriate.

**Recommendations:**

That Council approves the establishment of the proposed Member Panel – Coronavirus Recovery Phase and the associated terms of reference as set out at Appendix 1.

**Reasons for Proposed Decision:**

To ensure there is a clear mechanism in place to secure Member involvement in the recovery phase of the national emergency situation that has developed as a result of the spread of Coronavirus across the United Kingdom.

**Implementation of Decision:**

The decision is proposed for immediate implementation.

**Appendices:**

Appendix 1 - Member Panel – Coronavirus Recovery Phase

**Officer Contact:**

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

**Coronavirus Recovery Phase – Member Panel**

**Purpose of Group**

To support and advise the Cabinet and Council on approaches that could form the basis of the recovery phase of the Covid-19 pandemic.

**Key Tasks**

To receive, comment upon and constructively challenge approaches proposed for the recovery phase of the pandemic;

To ensure the views and opinions of the community inform recovery planning processes and activities;

To ensure all members of Council and the political groups are able to inform recovery planning processes and activities;

To assist in ensuring recovery planning is based on a thorough assessment of the impact of the pandemic on communities, drawing out differential impacts between different groups of people, businesses and other organisations;

To test proposals for resuming council services and functions against government guidance and other relevant considerations;

To ensure sound financial estimates of the response and recovery phases are developed;

To test the adequacy of governance arrangements to support the recovery phase;

To assist in developing a vision of what the “new normal” could look like – to include challenges as well as opportunities

## **Membership**

Chair: Leader of Council - Cllr. R.G.Jones

Cabinet Members: Cllr. E.V.Latham and Cllr. C. Clement-Williams

Labour Group: (5 members) Cllr. M.Harvey, Cllr. S.M.Penry,  
Cllr. S.Reynolds, Cllr. D. Cawsey and Cllr. M. Protheroe

Plaid Cymru Group: (3 members) Cllr. A. Llewelyn, Cllr. L. Purcell  
and Cllr. J.D. Morgan

Independent Group: (2 members) Cllr. S.K. Hunt and Cllr. H.C.Clarke

## **Frequency of Meetings**

Every 4 weeks unless otherwise agreed by the Panel by unanimous  
decision

## **Reports to**

Cabinet

## **Other Matters**

Is able to commission research and advice from Council officers

Is able to invite third parties to give evidence to the committee

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL  
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT**

**COUNCIL  
28<sup>th</sup> May 2020**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER**

**SECTION A – MATTER FOR DECISION**

**WARDS AFFECTED: ALL**

**OUTSIDE BODY REPRESENTATION**

**Purpose of the Report**

To advise Council that the former Abertawe Bro Morgannwg Community Health Council has changed its name to the Swansea Bay Community Health Council and to seek approval to reappoint Councillor Aubrey and Councillor Edwards as this Authority's representatives.

**Financial Impact**

There are no financial impacts.

**Equality Impact Assessment**

There are no Equality Impacts.

**Workforce Impacts**

There are no Workforce Impacts.

**Legal Powers**

Section 15 of the Local Government and Housing Act 1989

<http://www.legislation.gov.uk/ukpga/1989/42/contents>

## **Risk Management**

There are none.

## **Consultation**

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

## **Recommendation:**

That Council notes the change of name and approves the above proposal.

## **Reason for Proposed Decision:**

To update the Council's membership arrangements.

## **Implementation of Decision**

The decision is for immediate implementation.

## **List of Background Papers**

Neath Port Talbot County Borough Council Constitution.

## **Officer Contact**

Karen Jones, Assistant Chief Executive and Chief Digital Officer  
Contact: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk) or telephone 01639 763284



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Council**

**28<sup>th</sup> May 2020**

### **Report of the Head of Human Resources**

#### **Matter for Decision**

#### **Wards Affected: All Wards**

#### **Appointment of Chief Executive**

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

To approve arrangements to recruit a Chief Executive.

#### **Executive Summary:**

This report seeks approval to implement arrangements to appoint a new Chief Executive, following the retirement of the current Chief Executive. In response to the Coronavirus Covid-19 emergency, the timetable will be flexible. The current Chief Executive has committed to flexibility in his own retirement plans in order to support the Council manage its emergency response. Delegated authority is sought for the Head of Human Resources to determine the recruitment timetable in consultation with the Chief Executive, Leader and Cabinet Member for Equalities and Corporate Resources. The final appointment decision will be determined at a Special Council. Specialist external support will be provided to Members by the Society of Local Authority Chief

Executives. The job description and person specification for the job is attached as an appendix to the report.

### **Background:**

The Council's Chief Executive, Mr Steven Phillips, recently advised the Council of his intention to retire in December 2020. However, in response to the Covid-19 emergency he has committed to flexibility in his retirement plans in order to support the Council manage its emergency response.

The Council's Constitution sets out that the appointment of a Chief Executive, is the responsibility of full Council. The Special Appointments Committee (SAC) has responsibility for preparing a short-list of qualified applicants.

The Local Authorities Standing Orders (Wales) Amendment Regulations 2014 sets out the requirement for local authorities to advertise all vacant posts with a remuneration package that exceeds £100k per annum. The salary that currently applies to the post of Chief Executive is £129,532 - £142,485 per annum (subject to any national pay award that may be agreed and applied w.e.f. 1<sup>st</sup> April 2020).

### **Advertisement**

It is proposed to advertise the position via national advertising and on-line media. In view of the nature of this post, specialist external assistance from the Society of Local Authority Chief Executives (SOLACE) will be provided to support Members throughout the appointment process. This support will include executive search, in order to secure high calibre candidates with an appropriate match to Neath Port Talbot's requirements.

### **Job description and person specification**

The job description and person specification for this post are set out in Appendix 1.

### **Selection process**

The key milestones are set out below:

<b>Milestone</b>
Launch recruitment campaign
Closing date for applications
Special Appointments Committee Long-Listing Meeting
Technical Interviews
Special Appointments Committee Short-Listing Meeting
Assessment Centre
Special Appointments Committee Final Short-Listing Meeting
SPECIAL COUNCIL for appointment decision

Delegated authority is sought for the Head of Human Resources to determine the recruitment timetable in consultation with the Chief Executive, Leader and Cabinet Member for Equalities and Corporate Resources.

### **Financial Impacts:**

Recruitment costs, which include the costs of advertising, specialist support, for example, psychometric testing, candidate travel costs, etc., are expected to be in the region of £25k.

### **Integrated Impact Assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix 2, has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

**Valleys Communities Impacts:**

No implications

**Workforce Impacts:**

This appointment process will be conducted in line with the Council’s Officer Employment Procedure Rules.

**Legal Impacts:**

No implications

**Risk Management Impacts:**

The use of specialist support, aims to mitigate against the risk of not being able to attract suitably qualified and experienced candidates.

**Consultation:**

There is no requirement for external consultation on this item.

**Recommendations:**

To approve arrangements to recruit a Chief Executive as set out in the report, including delegated authority for the Head of Human Resources to determine the recruitment timetable in consultation with the Chief Executive, Leader and Cabinet Member for Equalities and Corporate Resources.

**Reasons for Proposed Decision:**

To ensure a timely transition to a new Chief Executive.

**Implementation of Decision:**

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

**Appendices:**

Appendix 1 – Job description / person specification

Appendix 2 – Integrated Impact Assessment

**List of Background Papers:**

- The Constitution of Neath Port Talbot County Borough Council
- The Local Authorities (Standing Orders) (Wales) Amendment Regulations 2014

**Officer Contact:**

Sheenagh Rees, Head of Human Resources, email:  
[s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk), telephone: 01639 763315



## Chief Executive - Job Description

### Job Purpose

The Chief Executive is the Council's Head of Paid Service and principal policy advisor, with responsibility for implementing the Council's well-being objectives and improvement priorities.

### Key Accountabilities:

#### Strategic Leadership and Management

To provide clear and visible leadership to the Corporate Directors Group, establishing and delivering clear strategies and programmes for managing change and service improvement.

To work closely with the Leadership of the Council and elected members in establishing and delivering key Council priorities based upon the needs of service users and the requirements of external regulatory bodies.

To inspire and motivate officers and elected members to build and further develop a culture of corporate working and common purpose based on 'One Council' principles.

To lead the Council's Corporate Change Programme, including the following key work streams: 'Smart and Connected', 'Sharing the Load' and 'Better Together'.

To promote equality of opportunity and access in service delivery and employment.

#### Resource Management

To ensure cost effective, higher quality services by effective challenge and on-going support.

To implement and keep under rigorous in-year control the Council's Financial Plan, taking account of Welsh Government financial projections and the Council's priorities.

To ensure that all the Council's resources including employees, financial, property and data, contribute effectively to delivering citizen admired services.

To maximise the external resources available to the Council.

To take a leading role in supporting the physical regeneration and economic prosperity of Neath Port Talbot, in particular supporting the City Deal, the Valleys Strategy and the Council's identified local regeneration priorities.

### **Partnership Working**

To promote the community leadership role of elected members and the Council, working with external partners to implement programmes, so as to improve the quality of life of communities, citizens and services.

To continue to develop the effectiveness of the Public Services Board and regional working, to improve the quality of life of citizens and communities.

To sustain by personal example the ethos of partnership working that characterises the Council's relationships with other service providers, businesses and the voluntary sector, locally, regionally and nationally.

To advance the social, economic and environmental well-being and safety of the citizen and communities by working effectively with the Local Health Board, the police and fire service, the voluntary sector and other partners.

To sustain an effective social partnership with recognised local and regional trade unions.

### **Communications and Marketing**

To develop and deliver the Council's Communication Strategy, ensuring the public, partners, employees, trade unions and other stakeholders are informed about the Council's services, priorities and achievements.

To actively promote and safeguard the Council's reputation and recognise and celebrate its successes.

### **Democratic Responsibilities**

To manage the interface between elected members and officers and to support the democratic process.

To ensure effective scrutiny arrangements are in place in accordance with statutory requirements.

To be responsible for electoral registration and the proper conduct of elections.

### **Participation**

To actively participate in the civic and social life of the County Borough.

To proactively develop and implement the Council's Welsh Language Scheme together with the Council's Strategy Equality Plan.

To advance the social, cultural, health and well-being of Neath Port Talbot's citizens.

### **Governance and Risk Management**

To ensure the effective governance of the Council and the legality, probity, integrity, proper public accountability and scrutiny of its decision making processes.

Contribute to the overall management of risk within the Council, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing risk to secure the reputation and physical, virtual and intellectual resources of the Council.

To ensure that all of the Council's services have robust business continuity plans and that the Council's obligations are met under the Civic Contingencies Act.

To support the Council's response to a major incident, acting as Gold Commander in both Council and multi-agency settings.



## Chief Executive – Person Specification

### Qualifications

Graduate level of education or equivalent. (E)

An appropriate professional qualification. (e.g. MBA) (E)

Evidence of a commitment to continuing professional development. (E)

### Experience

A successful background of substantial experience and achievement at chief officer / senior management level within a local authority or a similar complex and politically sensitive organisation. (E)

Evidence of significant achievement in leading and managing successful organisational and cultural change. (E)

Visible and inspirational leadership that motivates people at all levels within and outside the organisation. (E)

A track record of successfully managing conflicting corporate and service priorities, and effectively building consensus. (E)

### Knowledge, Skills and Abilities

The ability to operate effectively and openly within a democratic environment, with the political acumen, emotional intelligence and skills to develop productive and effective working relationships with elected members. (E)

The ability to establish a strong performance culture, including effective individual and corporate performance and to evaluate individual and service quality, so as to deliver best value and service improvements linked to the Council's priorities. (E)

Sensitivity to the needs of the media and sustaining the reputation of the Council. (E)

Exceptional listening, communication and negotiation skills, including the ability to relate to people in an open and persuasive manner, both inside and outside the Council and to build trusting relationships. (E)

The ability to work collaboratively and support others to achieve success. (E)

The ability to work corporately in a complex changing environment and prioritise and manage current and future resources effectively, in accordance with elected members priorities and in the context of the Council's forward financial plan. (E)

The ability to think strategically and creatively to develop and recommend strategic initiatives and policies to benefit services, people and communities in a practical way. (E)

The ability to take a personal role in leading and sustaining effective partnerships, working with a wide range of people and organisations. (E)

The ability to speak Welsh. (D)

### **Personal Attributes and Behaviours**

A commitment to local democracy and good governance. (E)

A high degree of political awareness and sensitivity. (E)

An ability to command respect, trust and confidence with elected members, employees, partner organisations, other bodies and communities. (E)

A commitment to equality of opportunity for the citizen and employee, championing diversity and creating a culture of inclusivity. (E)

Resilient and resourceful with the ability to cope with setbacks and continue to deliver against priorities in challenging circumstances. (E)

A high degree of personal probity, honesty, integrity and commitment to the values of public services. (E)

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary:</b> Recruitment and Appointment of Chief Executive
<b>Service Area:</b> Workforce Matter
<b>Directorate:</b> All

### 2. Does the initiative affect:

	Yes	No
Service users		X
Staff	X	
Wider community		X
Internal administrative process only	X	

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				
Disability		X				
Gender Reassignment		X				
Marriage/Civil Partnership		X				
Pregnancy/Maternity		X				
Race		X				
Religion/Belief		X				
Sex		X				
Sexual orientation		X				

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		X				
Treating the Welsh language no less favourably than English		X				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	X		The timely appointment of a Head of Paid Service will ensure a smooth transition to a new Chief Executive, and ensure that leadership of the Council's workforce, its key asset, is secured.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		As above. The appointment of a Chief Executive will provide the necessary leadership to ensure wellbeing objectives are met.
<b>Involvement</b> - how people have been involved in developing the initiative	X		The appointment process will the involvement of include key stakeholders.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		x	N/A – this is a Neath Port Talbot Council appointment.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	X		A timely appointment will ensure a smooth transition to a new Chief Executive.

**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	X
Reasons for this conclusion	
<p>A full impact is not required as there is no impact on any protected group.                  It also has no negative impact on bio-diversity or the Welsh Language.</p>	

A full impact assessment (second stage) <b>is</b> required	
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by				

Signed off by	Sheenagh Rees	Head of Service/Director		20/05/20
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