



## ***DEMOCRATIC SERVICES COMMITTEE***

***11.00 AM MONDAY, 7 JUNE 2021***

***REMOTELY VIA MS TEAMS***

### **PART 1**

1. Welcome and Roll Call
2. Declarations of Interest
3. Minutes of Previous Meeting (*Pages 3 - 6*)
4. To establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022' (*Pages 7 - 10*)
5. Member Annual Report Scheme (*Pages 11 - 22*)
6. Members Personal Development Review (PDR) Process (*Pages 23 - 44*)
7. Annual Report of the Independent Remuneration Panel for Wales 2021/22 (*Pages 45 - 50*)
8. Annual Report of the Members IT Reference Group (*Pages 51 - 56*)
9. Forward Work Programme 20/21 (*Pages 57 - 58*)
10. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972

**K.Jones**  
**Chief Executive**

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

**1<sup>st</sup> June 2021**

**Committee Membership:**

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

**Vice**  
**Chairperson:**      **Councillor A.R.Aubrey**

**Councillors:**      J.Hurley, S.Miller, S.Pursey, S.Renkes,  
A.Llewelyn, A.J.Richards, S.K.Hunt, A.J.Taylor  
and L.Jones

## Democratic Services Committee

(remotely via Teams)

**Members Present:**

**25 January 2021**

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

**Vice Chairperson:** Councillor A.R.Aubrey

**Councillors:** J.Hurley, S.Miller, S.Purse, S.Renkes, S.K.Hunt,  
A.J.Taylor and E.V.Latham

**Officers In Attendance** C.Griffiths, S.Blewett and S.Curran

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### 1. **Declarations of Interest**

None received.

### 2. **Minutes of Previous Meeting**

The minutes of the previous meeting held on 2 November 2020 were approved as an accurate record.

### 3. **WLGA Competency Framework for Councillors 2021**

The report circulated is to advise members of the proposed WLGA Competency Framework for Councillors. The framework outlines the knowledge and behaviour required by Councillors in Unitary authorities. Members of the Committee were asked to provide any feedback/comments on the framework that the Chair and officers can provide to the Lead Members and Officers for Member Support and Development Network.

It was confirmed that the proposed framework was likely to be considered by the WLGA in Spring but no firm timeframe had yet been determined. Members were informed that the consultation was likely to produce a generic framework, however this would be converted to an NPT template, once agreed.

Members noted that the WLGA Competency Framework was fluid and Members could continue to comment on the framework following the meeting, should any further comments be required.

Members referred specifically to A18 in the report – personal safety. Members acknowledged the vulnerable position that Council work could sometimes put them in. Members discussed the register of violent people that used to exist. It was confirmed that due to legislative restrictions there would need to be a

legitimate reason established to access the list. Officers confirmed that a protocol could be developed which would allow legitimate access to the list.

**Resolved:** Members to note the Development Framework for Councillors in Wales 2021 and identify any proposed feedback and propose key points to enable the Chair to prepare a response on behalf of the Committee to the Lead Members and Officers for Member Support and Development Network.

#### 4. Review of the Neath Port Talbot County Borough Council Constitution

Members were advised that the majority constitution is prescribed by law. Although the Monitoring Officer has updated the Constitution when new legislation has come into force, the Monitoring Officer is of the view that it could be updated further and simplified to make the document more user friendly and understandable to members of the public who wish to review.

The Local Government and Elections (Wales) Bill introduced in Welsh Government proposals to reform legislative framework for local government electoral arrangements, democracy, performance and governance. The proposed Bill would require the Council to make a number of changes to its Constitution. A review of the constitution is required.

Members were keen to ensure that procedures contained within the Constitution, as prescribed by law, are clear so that Councillors can fully understand the implications of them. Further, that adherence to the Code of Conduct in relation to councillor behaviour is clearly outlined and easily understood by members.

An action programme to carry out the review was outlined within the report. A Task & Finish Group would be required to be set up to progress the item. They would be required in line with the structure of the action programme outlined.

Officers confirmed there was no requirement for political balance within the Task & Finish Group. The Task & Finish Group would report back to the Democratic Services Committee, with final approval of any recommended amendments by Full Council.

**Resolved:** To establish a task and finish group to undertake the proposed work outlined within the report to enable the preparation of advice to Council;

To agree the membership of the task and finish group;

To agree the proposed project plan outlined within this report.

Members of the Task & Finish Group:  
Cllrs D Morgan, A Taylor, A Aubrey, S Miller, J Hurley, S Hunt, E Latham, S Pursey.

Membership of the Task & Finish Group to be extended to members of the committee who are not in attendance.

5. **Members - ICT Environment**

Officers provided members with an update on the progress of the upgrade of members' ipads etc. to the new programme.

Members thanked the officers for their support and work in upgrading the items.

**Resolved:** That the Committee notes the update on the ICT Environment

6. **Draft Annual Report of the Democratic Services Committee 2019-20**

Members considered the Draft Annual Report of the Democratic Services Committee 2019-20.

**Resolved:** That the Democratic Services Committee note and endorse the Annual Report 2019/20 attached at Appendix 1 and commend to Council.

7. **Forward Work Programme**

**Resolved:** That the Forward Work Programme be noted

8. **Urgent Items**

No items to consider.

**CHAIRPERSON**

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Democratic Services Committee

7<sup>th</sup> June 2021

### Report of the Head of Legal and Democratic Services – Mr Craig Griffiths

#### Matter for Decision

#### Wards Affected:

All wards

#### Member Induction 2022 and Diversity in Democracy Programme

#### Purpose of the Report:

1. To gain Member support for a Task and Finish Group to be established to contribute to Member Induction arrangements following the Local Government elections that will take place in 2022 and consideration of the Diversity in Democracy Programme of the Welsh Local Government Association (“WLGA”).

#### Background:

2. Local Government Elections will take place in May 2012 and it is important that prior to this, the Council’s reviews its Induction Programme that will take place following the election of new members to the Council to accurately reflect the concerns and views of members based on their induction experience when they were elected in 2017.
3. The Democratic Services Committee has within its remit the responsibility 'to review the adequacy of provision by the Council of staff, accommodation, and other resources to discharge

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

4. Work is also being undertaken by the WLGA via their Member/Officer Networks to develop a 'typical induction curriculum' for use by Local Authorities.
5. The Democratic Services Committee are asked to agree that Member Induction 2022 be considered as one of their priority work areas leading up to 2022 and to agree that a 'Task and Finish' approach to the work be agreed so that members may contribute to the work that will be undertaken by officers. The 'Task and Finish' Group will report to the Democratic Services Committee and will meet throughout July, August and September 2021 with the aim of presenting a proposed approach to Member Induction 2022 in October 2021 to a special meeting of the Democratic Services Committee.
6. It would be of assistance if the Committee could provide any further suggestions to maximise the engagement of Members on this project.
7. At the meeting of Council of 26<sup>th</sup> May 2021, Council also commits to becoming a "Diverse Council" pursuant to the Welsh Local Government Association Diversity and Democracy Programme and that Democratic Services Committee be tasked to undertake a review of the Diversity in Democracy Programme as part of its review of the Member Induction Programme for 2022. As part of the Task and Finish Group, members will also be asked to consider the same and a report back to Democratic Services Committee for further consideration, before onward reporting to Full Council.

#### **Financial Impacts:**

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

#### **Integrated Impact Assessment:**

9. There is no requirement for an Integrated Impact Assessment as this is a report in respect of governance arrangements only. A well



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

**Valleys Communities Impacts:**

10. There are no valley community impacts

**Workforce Impacts:**

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

**Legal Impacts:**

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

**Risk Management Impacts:**

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

**Consultation:**

14. There will be no requirement for any consultation.

**Recommendations:**

15. It is recommended that:

- (a) Members of the Democratic Services Committee agree that Member Induction 2022 be identified as a priority area of work for the Committee.
- (b) Members of the Democratic Services Committee establish a Task and Finish Group to meet during July, August and September 2021 with a view to contributing towards proposals for the shape and content of the Member Induction programme in 2022 and to consider the diversity in democracy programme.
- (c) That Members of the Democratic Services Committee agree to hold a special meeting of the Democratic Services Committee in October 2021 to consider the output of the Task and Finish Group work.

**Reasons for Proposed Decision:**

- 16. To ensure that Member Induction arrangements in 2022 are fit for purpose.

**Implementation of Decision:**

- 17. The decision is proposed for implementation immediately

**Appendices:**

- 18. None

**List of Background Papers:**

- 19. None

**Officer Contact:**

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Democratic Services Manager  
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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

7th June 2021

### Report of the Head of Legal and Democratic Services - Mr C Griffiths.

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

#### **Member Annual Report Scheme**

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

1. To remind Members of the current policy to support the production of annual reports by Members of the Council.

#### **Background**

2. The Local Government (Wales) Measure 2011 introduced a number of statutory requirements to strengthen democracy in Wales. One of the requirements concerned making arrangements for every elected member to provide an annual report at the end of each civic year.
3. The detail of the legal requirement can be found in Section 5 of the 2011 Measure, which states:-
  1. *A local authority must make arrangements for:*
    - a) *each person who is a member of the local authority to make an annual report about that person's activities as*

*a Member of the authority during the year to which the report relates;*

- b) each person who is a member of the authority's executive to make a report about the person's activities as a member of the executive during the year to which the report relates, and*
- c) the authority to publish all annual reports produced by its Members and by Members of its executive.*

- 2. The arrangements may include conditions as to the content of a report that must be satisfied by the person making it.*
- 3. A local authority must publicise its arrangements.*
- 4. In exercising its functions under this section a local authority must have regard to any guidance issued by ministers.*

### **Current process**

4. In order to support Members in producing their annual reports at the end of the civic year, the content of such reports follows a standard template form (a copy of which is attached as Appendix 1)
5. In designing the scheme it was hoped that this would enable Members to strike the right balance between providing information that would be relevant and interesting for their electorate, whilst avoiding the risk that the annual reports became political in nature.
6. The scheme also proposed that annual reports would be published in PDF format on the Councillors' profile page accessed via the corporate website.
7. In a similar vein to the introduction of the Annual Personal Development Review (PDR) scheme, despite initial early interest from Members in completing an annual report this has subsequently declined over the past years.
8. Members of the Democratic Services Committee are asked to note the Members Annual Report Scheme and endorse the Democratic Services Manager communication with all Members reminding them of the scheme and inviting them to complete an Annual Report should they so wish.

### **Financial Impact**

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

### **Integrated Impact Assessment**

10. As this matter goes to governance and publication of member's reports, no integrated impact assessment is required for this report.

### **Workforce Impacts**

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

### **Legal Powers**

12. Compliance must be had with the requirements of the Local Government (Wales) Measure 2011 (S.5), reference of which is made in this report.

### **Risk Management**

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

### **Consultation**

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

### **Recommendation**

15. It is recommended that, having due regard that no integrated impact assessment is required that the Democratic Services Committee note the Members Annual Report Scheme and that the Democratic Services Manager communicates with all Members via email, reminding them of the scheme and inviting them to complete an Annual Report should they so wish.

### **Reason for Decision**

16. Welsh local authorities are required to have regard to any guidance issued by Welsh Ministers.

17. To assist with the facilitation of the Members Annual Report Scheme.

### **Implementation of Decision**

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

### **Appendices**

Appendix 1 - Member Annual Report Guidance

#### **Officer Contacts**

Craig Griffiths - Head of Legal and Democratic Services

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## Appendix 1

### Elected Member Annual Reports

#### 1. Definition

An annual report will enable elected Members to highlight to the electorate the work that they have undertaken or been involved in during a specific civic year.

#### 2. Background

The Local Government Measure 2011 introduced a number of new statutory requirements to strengthen democracy in Wales. One of the requirements is concerned with making arrangements for every elected Member to provide an annual report at the end of each municipal year.

The details of the statutory requirements are found in section five of the Measure:

- i) A local authority must make arrangements for
  - a) each person who is a member of the local authority to make an annual report about that person's activities as a member of the authority during the year to which the report relates;*
  - b) each person who is a member of the authority's executive to make a report about the person's activities as a member of the executive during the year to which the report relates; and*
  - c) the authority to publish all annual reports produced by its Members and by Members of its executive.**
- ii) The arrangements may include conditions as to the content of the report that must be satisfied by the person making it.*
- iii) A local authority must publicise its arrangements.*
- iv) In exercising its functions under this section a local authority must have regard for any guidance issued by ministers.*

### **3. Approach**

In order to support Members in producing their reports at the end of a municipal year, it has been agreed that the content of such reports follow a simple standard form. This will allow for the right balance between providing information that will be relevant and interesting for the electorate, whilst avoiding the risk that the annual reports become political in nature. The annual reports will be published in PDF format on the Councillors' pages of the Council's corporate website.

It has been agreed that any Annual Report by an elected Member should be concise and limited to two A4 sides. To assist elected Members in preparing an annual report five suggested headings have been agreed to assist in focussing the report:

- Role and Responsibilities;
- Community Activity;
- Initiatives and Special Activities;
- Learning and Development; and
- Other Activities and Interests.

Some examples of information that can be included under each heading are outlined below.

#### **Roles and Responsibilities**

The Democratic Services Unit will provide accurate information on the attendance of members at full Council and all other Council committees.

Individual Councillors will be expected to provide information on any external bodies that they sit on, including levels of attendance which must be recorded personally. Examples of external bodies/committees could include:

- School Governing Bodies;
- Local Town/Community Councils;
- Local Authority Consortium Committees; and
- Special Interest Groups



This list is indicative and not exhaustive.

### **Community Activity**

This is an opportunity for Councillors to highlight the work they have undertaken on behalf of their local constituents. It should not include details of specific cases. It could include details of regular surgeries they have held and any relevant outcomes. The Democratic Services Unit will not provide any information within this section.

### **Initiatives and Special Activities**

This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of Neath Port Talbot Council.

### **Learning and Development**

Councillors can highlight in this section what Personal Development activities they have undertaken over the previous civic year. Examples can include events such as Council seminars or official training courses. In the future this information will mirror what a Councillor has included within section two of their Personal Development Review.

### **Other Activities/Interests**

This is a general heading for Councillors to provide any information on themselves that they believe will be of interest to their constituents. It can be the opportunity to show the 'personal' aspect of your role as a Councillor.

The Head of Legal and Democratic Services and the Democratic Services Managers will be available to read the reports to offer advice on whether any of the content is inappropriate. We anticipate that many Members will wish to produce the content themselves without the need for administrative support, however, should any Members need assistance then please make contact with the Democratic Services Manager who will be pleased to help. Should there be demand, training can also be arranged.

The Democratic Services Committee will evaluate this scheme annually to ensure that the process is fit for purpose.

## **Guidelines**

As with any publication that is in essence linked to the Council there are a number of areas that must be considered when writing annual reports. The next section ensures that elected Members are made aware of potential issues that can or cannot be included within Annual Reports.

In 1986 Parliament imposed controls on Local Authority publicity prohibiting what was described as “political publicity” which appeared to be designed to affect public support for a political party. Also the law made provision for a statutory code of recommended practice to which Local Authorities must have regard in undertaking any publicity. The current Code of Practice for Local Authorities in Wales was issued by the National Assembly for Wales in October 2001.

Officers do not wish to be seen as censors of Members’ publications but we have to ensure that anything that is published using public money complies with the Code.

In considering the subject areas of the annual reports, the following matters will be important:-

- i. the reports should be relevant to the functions of the authority;
- ii. it should not duplicate unnecessarily publicity produced by central government, another local authority or another public authority

Comment should be objective, balanced, informative, and accurate and issues must be presented clearly and as fairly as possible.

The reports may include information about individual Councillors only where this is relevant to their position and responsibilities within the Council and all content should be objective and explanatory. It is important that annual reports are not liable to misrepresentation as being party political.



**Elected Member Annual Report (DATE)**

**Councillor XXXXXXXXXXXXXXXX**

**Electoral Division: XXXXXXXXXXXXXXXX**

**Roles and Responsibilities:**

Since I was elected as a Councillor for XXXXXXXX and as you will see in my report, I am very much hands on as a Member and very involved in my community including:

Chair of Governors of XXXXXXXXSchool

Vice Chair of Governors of XXXXXXXXXX School

Member of XXXXXXXXXXXXXXXXXXXXXXXX

A Board Member of XXXXXXXXXXXXXXXXXXXX

Founding member of the XXXXXXXXXXXXXXXX

I am a member of the parish of xxxxxxxxxxxxx I am Chairman of the xxxxxxxxxxxxxxxxxxxxxxxxxxxx

I sit on the below Committees in my role as County Borough Councillor:

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX





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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

7th June 2021

### Report of the Head of Legal and Democratic Services – Mr C. Griffiths

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

### **Members Personal Development Review (PDR) Process**

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

1. To remind Members of the current policy in relation to the Annual Development Review (PDR) process.

#### **Background**

2. 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.
3. Each Member should have the opportunity to have a review of their training and development needs on an annual basis. However, it should be noted that these provisions do not apply to the executive Leader of an authority which operates a Leader and Cabinet Executive (as adopted in Neath Port Talbot County Borough Council).

4. The original scheme outlined that reviews wherever possible should be undertaken by elected Members for elected Members.
5. A small cohort of Members from across the political groups were trained by officers from the Welsh Local Government Association (WLGA) on how to undertake a review.
6. The submitted responses from Members who completed the personal development review exercise were classified as confidential and securely archived. Nevertheless, the information obtained did help to inform the annual training and development programme.
7. Despite initial early enthusiasm in the review scheme interest from Members in undergoing an individual review on an annual basis declined over the next four years with Members feeling that the exercise did not add any value in conducting their individual roles and responsibilities.
8. Members emphasised the importance for ensuring 'political buy in' from the various Group leaders to assist in maintaining the process on an annual basis.

### **Financial Impact**

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

### **Integrated Impact Assessment**

10. As this report relates to governance and member reviews, no integrated impact assessment is required.

### **Workforce Impacts**

11. There are no significant workforce impacts associated with this report.

### **Legal Powers**

12. Local Government (Wales) Measure 2011 (S.7) sets out the obligations on local authorities, details of which are referenced in this report.



## **Risk Management**

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

## **Consultation**

14. There is no requirement under the Constitution for external consultation on this item. However, the authority must ensure that the review includes an opportunity for an interview with someone who they regard as 'suitably qualified' individual.

## **Recommendation**

15. It is recommended, that having due regard to the fact that no integrated impact assessments required that the Democratic Services Committee note the Members Personal Development Review Scheme and that the Democratic Services Manager communicates with all Members via email, reminding them of the scheme and inviting them to complete a Personal Development Review should they so wish.

## **Reason for Decision**

16. Welsh local authorities are required to have regard to any guidance issued by Welsh Ministers and must allow for the further development of the Member Annual Personal Development Review process.

## **Implementation of Decision**

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

## **Appendices**

18. Appendix 1 - Personal Development Review Scheme

## **List of Background Papers**

19. None

## **Officer Contacts**

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Stacy Curran - Democratic Services Manager

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## **Member Personal Development Review**

### **1. Definition**

Personal development review (PDR) is a way for a member and the Council to mutually assess a member's personal development needs. The review should be set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Council and the needs of the community.

### **2. Purpose**

PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:

- a) Clarity for members about the expectations and accountabilities placed upon them;
- b) Understanding of and support for the individual and collective development needs of members;
- c) Support for members in preparing for new roles (succession planning);
- d) An understanding and ownership of organisational goals; and
- e) Support for improved member performance.

### 3. Statutory Provisions

The Local Government Measure 2011 introduced a new requirement on councils to make available to all members (except the Leader of Council) the opportunity for a development review on an annual basis.

The statutory guidance on personal development reviews that has been issued by Welsh Government provides that:

#### 3.1 Annual Review

- a) Every local authority member, other than an executive leader, must be offered the opportunity to have their training and development needs reviewed on an annual basis. It is recommended that much of the training and development needs of local authority members are identified by such reviews;
- b) The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected);
- c) Local authorities may wish to consider detailing the outcome of the interview in an agreed plan which sets out training and development needs, if any, identified for the year ahead. It is recommended that this personal development plan is provided for the member and signed by both member and reviewed. This is a private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.

- d) Authorities can apply for Charter status. In achieving the standard required for the Charter, local authorities will need to adopt role descriptions for the posts of leader, deputy leader, executive member, scrutiny member, chair of scrutiny and chairs of statutory and area committees; and
- e) The review is an assessment of training and development needs. A local authority may wish to consider making it clear to members that the review is not a performance review or an assessment of how well or how badly a member has conducted their duties. That is not a statutory requirement and is a matter for the electorate to judge at the ballot box.

### 3.2 Suitably Qualified

- a) It is for the local authority to determine who could be considered a suitably qualified person to conduct the interview with local authority members to discuss their training and development needs a part of their annual review. This responsibility could be allocated the Democratic Services Committee within the authority. In most cases, this may not be a question of naming individuals, but of describing a post or office holder. It would probably be neither suitable nor desirable for a single person to be made responsible for conducting all interviews;
- b) Some local authorities already carry out various practices in relation to the review of the training and development needs of its members. Practices include group leaders conducting interviews with their members or interviews being conducted by the leader and the

executive members. Both these practices are perfectly acceptable methods of complying with the requirements of the Measure.

- c) Authorities may prefer, however, to divest the duty with their human resources officers. If this is the preferred option, local authorities may consider making the Head of Democratic Services responsible for co-operating with human resources officers for this part of their work. If the Head of Paid Service was selected as a suitably qualified person to conduct an interview it would not be expected that they would work under the supervision of the Head of Democratic Services;
- d) Some authorities may prefer to hire external consultants or peers to conduct interviews, which is also acceptable. Local authorities are encouraged to appoint a Member Development Champion from amongst its councillors;
- e) It is recommended that there should be no surprises in the system and that individual members know who they can expect to conduct their interview. Local authorities may wish to consider including an option in their arrangements for members to make a request to the Head of Democratic Services to arrange for a different person to conduct their interview if there is a good reason for so doing; and
- f) Finally, authorities must ensure that anyone conducting an interview must themselves have received suitable training in how to do this and are advised to liaise with the WLGA to ensure the provision of this. Therefore, even if the authority has chosen to allocate the duty of conducting reviews to a post, rather than an individual, that post holder should have receive the necessary training before conducting reviews.

## Executive Leader of the Local Authority

Section 7 of the Measure does not apply to the executive leader (or elected mayor) of an authority. However, there may, of course, be occasions where the leader wishes to receive training or development and there is no suggestion that, by excluding them from the provisions of the Measure, they should not be able to receive training, nor, indeed an annual review or an interview with a suitably qualified person.

### **4. Methodology**

In developing an approach to Member Development Review, the Democratic Services Committee has considered the provisions of the Local Government Measure 2011, the guidance issued by the Welsh Local Government Association and approaches being adopted by other councils across Wales. The Democratic Services Committee proposes an approach based on the guidance issued by WLGA, supported by the following principles:

- a) The personal development review **is not** a performance appraisal but a means of supporting and developing members;
- b) The scheme is available to all members of the council;
- c) The scheme will be Member-led with professional support to be provided by the Head of Democratic Services, in co-operation with the human resources department;

- d) The development needs identified from the process will inform the creation of the member development programme for the following period;
- e) The development needs of members will be linked to the roles performed by members (the role descriptions to be based on those published by the WLGA, albeit those roles are not considered to be prescriptive and are intended for guidance only. See Appendix 2 for details);
- f) All member development must provide value for money and be affordable;
- g) The personal development review will be based on a self-assessment conducted by the reviewee, using the prescribed template. (See Appendix A);
- h) The personal development review will be undertaken by a “suitably qualified” person. The “suitably qualified” person may be an experienced member (ie a Member who has served in a previous administration) **or** a Member considered suitable for other reasons;
- i) Members wishing to participate in the scheme may identify up to three “suitably qualified” persons to undertake their review ensuring choice for reviewees and equitable distribution of workload for reviewers;
- j) Reviews will, generally, be carried out between the annual meeting of Council and the August recess;
- k) All “suitably qualified” persons will be required to undertake the relevant training to ensure consistent application of the scheme;
- l) The administration of the scheme will be the responsibility of the Head of Legal and Democratic Services;



- m) The development needs identified and recorded from the process will be confidential to the reviewee. The details of individual member development needs will not be for public disclosure, unless the member wishes to provide details, eg in his/her annual report. However, the member development programme overall will be accessible by the public;
- n) Access to individual member development records will be controlled by the Head of Legal and Democratic Services;
- o) The impact of development activity and the scheme as a whole will be evaluated and reviewed on a two yearly basis, or at other intervals, should the Head of Legal and Democratic Services consider this to be appropriate.

## **5. Implementation**

The scheme will be trialled in the first instance with a small group of members to ensure it is fit for purpose. The trial will be evaluated and a final scheme, supported by an implementation plan, presented to Council for adoption prior to the annual meeting of Council 2013.

## **6. Resources**

There are no additional resources available to the Council support the introduction of the annual personal development reviews. Consequently, the introduction of the scheme and the programmes developed to

respond to training and development needs identified from each personal development reviews will need to be met from within existing resources.

## **7. Evaluation and Review**

An evaluation of the trial will be carried out to inform the development of the final scheme. Thereafter, it will be for the Head of Legal and Democratic Services and Democratic Services Manager, in consultation with the Democratic Services Committee to ensure the scheme is regularly reviewed on at least a two yearly basis to ensure it remains fit for purpose.

**Framework for a Personal Development Review.**

## **Guidance for Reviewers**

Before conducting your review (s) you may find it useful to consider the following:

### **1. Purpose of the Review**

The purpose of your meeting will be to provide your reviewee with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. Their learning and development needs together with the usefulness or otherwise of previous development will then be fed back to the Head of Legal and Democratic Services to create development programmes.

### **2. Preparation**

You may want to familiarise yourself with the role description of the person whose review you are conducting and consider some of the questions that you will ask to help the review meeting explore their role and needs. Your reviewee will contact you to plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

### **3. Undertaking the Review**

Please remember that the conversation you have with your reviewee needs to be kept confidential.

Your role is to help the reviewee consider his/her role/contribution, strengths/weaknesses and training needs. You should act as an objective sounding board in this exploration.

Your role is not to give your own feedback on the performance of your colleague.

Use the template as the basis for your discussions.

It is the responsibility of the reviewee to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Legal and Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

## **Guidance for Reviewees**

Before undertaking your review you may find it useful to consider the following guidance.

### **1. Purpose of the Review**

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to the Head of Legal and Democratic Services to organise development programmes.

### **2. Preparation**

Before your meeting you will need to complete the template. This will, help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description and person specification.

Make contact with your reviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

### **3. Undertaking the Review**

Please remember that the conversation you have with your reviewer needs to be kept confidential to yourselves.

Use the template as a basis for your discussions.

Your reviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with the Head of Legal and Democratic Services.

Any additional support required from the Council may also be identified and fed into the organisation as appropriate.

## **TEMPLATE FOR PERSONAL DEVELOPMENT REVIEWS**

**Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.**

**1. What are my current roles and responsibilities?** (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

**2. What Learning and Development have I undertaken this year?**



**3. What additional learning and development would be useful, use the table below.**

<b>Areas that I would like to develop are:</b>	<b>Preferred method of development</b> (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	

<p>Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)</p>	
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**My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)**

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

**My evaluation of the training I have already received**

<b>Training undertaken</b>	<b>What difference has this made to the way I work as a member</b>
<i>example Council induction programme on the work of the council and who's who.</i>	<i>Has given me a good refresher of how the council operates which has enabled me to explain this to people attending my surgeries and know who the appropriate officers are to speak to. It also highlighted areas where I need further training.</i>
<i>example media skills training</i>	<i>Helped me represent the council more effectively at a radio interview last week</i>
<i>example attended the Leadership Academy</i>	<i>Helped me understand my own leadership style and how it differs from other I am now working more effectively with other Cabinet members I also had help on a personal leadership challenge.</i>

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

7<sup>th</sup> June 2021

#### Report of the Head of Legal and Democratic Services- Mr C. Griffiths

#### Matter for Decision

**Wards Affected:** All wards

#### Annual Report of the Independent Remuneration Panel for Wales 2021/22

#### Purpose of the Report

1. To advise Members of the Democratic Services Committee of the content of the final Report of the Independent Remuneration Panel for Wales for the civic year 2021/2022. The link to the Annual Report is [Independent Remuneration Panel for Wales: annual report 2021 to 2022](#)

#### Background

2. 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.

## Annual Report of the Independent Remuneration Panel for Wales

3. Each year, and before making its final determinations for the next civic year, the IRPW publishes a draft report and invites comments on its draft proposals. The proposals proposed for the civic year 2021-22 were considered by this Committee in November 2020 and the following comments were forwarded to the IRPW:
4. The following response was provide:

*“As now proposed ‘Contribution towards the costs of care and personal assistance’*

*We know that the Panel has worked hard over a number of years to encourage elected members to take up the carers’ allowance but to date the number of people claiming this allowance remains very low. We have also worked hard, through our Democratic Services Committee more broadly and have had similar experience.*

*We are not convinced that the two tier nature of the allowance as now proposed is going to make any material difference to the situation as the principal reason why members do not claim this allowance is one of public perception. We would also like to see a clearer rationale as to why two different rates of payment are being proposed.*

*Proposed Increase to Remuneration- the Council’s Head of Democratic Services Mrs Karen Jones has responded on this and the Democratic Services Committee have no objections to her representations.”*

From the then Head of Democratic Services, Mrs Karen Jones:

*“Proposed Increase to Remuneration*

*I am not supportive of the very small increase proposed to the basic salary and senior salaries of elected members. As the report highlights, the remuneration of elected members is now significantly distant from appropriate benchmarks and I would have expected the Panel to have started to address this for the civic year 2021/22 given that we have seen more significant increases*

*in the remuneration of other elected officials and of professional staff. Whilst it was appropriate for the Panel to take a different stance during years of austerity, it is now time for the Panel to begin to redress the position that years of restraint has created.*

*A growing number of our elected members are of working age where the basic salary is their sole income. Remuneration must be sufficient to enable those members to carry out their role. As we approach the 2022 local government elections, remuneration will also be an important consideration for those standing for office for the first time or standing for re-election. The 2021/22 civic year is an important year for the Panel to seek to redress remuneration levels in this respect.*

*In terms of those receiving senior salary, whilst accepting that arrangements may vary from council to council, our local position is that the responsibilities shouldered by those in these roles and the hours worked have increased sharply. In addition to the significant service and policy changes necessary to respond to austerity, members are increasingly involved in complex partnership arrangements at the local, regional and national level – a situation likely to intensify under the Local Government and Elections Act 2020.*

*In addition to wishing to see a more substantial increase for basic and senior salary roles in 2021/22 I would like to see a clear commitment to bring forward an updated model of remuneration for the elected members of principal councils in time for the 2022 local government elections. The Local Government and Elections Act 2020 clearly signals the end to speculation about local government re-organisation so it is timely to consider bringing forward a revised model that supports the way roles have and will continue to develop.”*

5. The IRPW has now published its final proposals for the civic year 2021-22 and Members are asked to note that proposals are unchanged from those contained in the draft report.
6. A summary of the remuneration for members for the civic year 2021/22 is as follows:

<b>Element of Remunerations</b>	<b>2020/21</b>	<b>2021/22</b>
Basic Salary	£14,218	£14, 368
Leader	£49,450	£49, 974
Deputy Leader	£34,950	£35,320
Executive Members	£30,450	£30,773
Chairs of Committee	£22,918	£23,161
Leader of largest opposition Group	£22,918	£23,161
Leader of other political Group	£17,918	£18,108
Civic Head	£22,918	£23,161
Deputy Civic Head	£17,918	£18,108

7. As part of their report, the IRPW 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.

### **Financial Impact**

8. The draft budget proposals for the Council for 2021/22 included an uplift to cover the additional costs created by the increase in the salaries for Members.

### **Integrated Impact Assessment**

9. Although no integrated impact assessment is required for this report, the draft supplementary guidance would have a beneficial impact on those Members who have caring responsibilities and may assist in attracting people from diverse backgrounds to stand for election as councillors.

### **Workforce Impacts**



10. There are no workforce impacts identified in relation to the proposed changes.

### **Risk Management**

11. Any increase to Member remuneration has the potential to attract public criticism at a time of severe and enduring austerity. The IRPW 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 IRPW provides details of how councillor remuneration is continuing to diverge from the benchmark rate.

### **Legal Powers**

12. The IRPW 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**

13. All Members were sent a copy of the draft Report. The Committee and the Head of Democratic Services at the time Mrs Karen Jones wrote, on behalf of the Chair and Committee to the IRPW, summarising Members' views on the draft proposals as outlined above.

### **Recommendation**

14. It is recommended that having due regard to the fact that there is no integrated impact assessment that members of the Democratic Services Committee note the contents of the final Annual Report issued by the Independent Remuneration Panel for Wales.

**Officer Contact:**

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Democratic Services Committee 7<sup>th</sup> June 2021**

#### **Report of the Chair of Members IT Reference Group**

#### **Matter for information**

**Wards Affected:** All

#### **Members IT Reference Group Update Report**

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

To provide the Members of the Democratic Services Committee with an update on the work of the Members IT reference Group.

#### **Executive Summary:**

Following a decision from the Democratic Services Committee, the Members IT Reference Group was re-established and held their first meeting on 13 December 2018. This meeting enabled the group to future plan the focus for the group and to plan their forward work programme for the forthcoming year, as well as highlighting the common challenges faced with using ICT.

- During the Covid pandemic Council meetings have been facilitated remotely, using Microsoft Teams, which is a component of our Office 365 licencing.

- All members have access to Teams on their iPads and laptops. Headsets have been provided for those that needed one.
- The use of Teams has highlighted the absence of Welsh translation during remote meetings. Teams currently does not support simultaneous translation of any language. Alternative solutions were researched and the lead taken from the WLGA in adopting Zoom following a showcase run by the Senedd IT. The council has now bought enough Zoom licencing to cover all Members including Senior leadership & Officers. The next phase of work will be to pilot its usage within the Members IT reference group. With the aim of using it for certain Council meetings, whilst Teams remains the main communication tool for the majority of Council business.
- Scoping work has begun on improving the Chamber and Committees rooms Video conferencing facilities with the focus on facilitating hybrid meetings and better remote public participation.
- With remote working came the reliance upon Members home broadband connectivity. No specific issues have been identified with members wireless network connectivity but further work will be undertaken in the year to confirm. Some members do suffer from limited broadband offerings and ISP vendors have been asked to identify potential solutions.
- To assist in the evaluation of home broadband members laptops have been updated to the latest Windows version and migrated onto the latest iteration of the Council secure and seamless network.
- iPads have been migrated to a Microsoft Mobile Device Manager called iTune – leaving Blackberry UEM. This migration was managed and supported by the Democratic

Services team and did highlight a demand for further in depth support for certain Members. The migration process also included upgrading the IOS to the latest version, thereby ensuring security and functionality for the latest apps.

- ModGov has been upgraded by the company, bringing it in line with security and functionality requirements. Exploration of the participation modules to enable the public to better engage with the democratic processes and help shape council business is being undertaken by Democratic services.
- Training requirements that have been identified were in the use of Teams and in future Zoom.

### **Background:**

- The principal device for members is the Apple IPAD which provides the richest experience for ModGov which underpins the council's committee governance and meeting solution. Both iPad operating system and mobile management have been updated, enabling a secure and user friendly tool for efficient meetings.
- The need for members to be able to participate in remote meetings required Microsoft Teams. And the requirement for simultaneous Welsh translation will mean adopting the Zoom platform for certain meetings.
- A survey of the ICT environment was commissioned to identify any issues which would impair ability of member to fulfil their democratic duties. A layered approach has been adopted which includes desk checks of the environment health checks on the equipment and calls to Members to

check on potential issues. The survey will continue as an operational task carried out by Members Support.

**Financial Impacts:**

There are no significant financial impacts. Any incremental change to the provided equipment will be funded from the existing budgets

**Integrated Impact Assessment:**

Report is for information only.

**Valleys Communities Impacts:**

There are no implications.

**Workforce Impacts:**

There are no implications.

**Legal Impacts:**

There are no implications.

**Risk Management Impacts:**

There are no significant impacts.

**Consultation:**

There is no requirement for external consultation on this item

**Recommendations:**

That members note the update on the Work of the Members IT Reference Group

**Reasons for Proposed Decision:**

To provide Members with an update on the work that the Members IT Reference Group.

**Appendices:**

- None

**List of Background Papers:**

- None

**Contact**

**Officer Contact:**

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Democratic Committee Services  
Forward Work Programme 2021/22

Date	Agenda Item	TYPE (Decision, Monitoring, Information)	Rotation Topical, Annual, Biannual, Quarterly, Monthly	Head of Service/Contact Officer
7 <sup>th</sup> June 2021	- Establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'	Decision	Topical	Craig Griffiths/Stacy Curran
	- Annual Update on Member Annual Reports and PDR's	Monitoring	Annual	Stacy Curran
	- IRPW Final Report	Information	Annual	Stacy Curran
	- Members IT Reference Group Annual Report	Information	Annual	David Giles
	- <b>Head of Dem Services</b>	<b>TBC</b>		

<b>11<sup>th</sup> October 2021</b>	- Assessment of Resources for the Democratic Services Committee	Decision	Annual	Karen Jones/Caryn Furlow Harris /Stacy Curran
<b>11 April 2022</b>	- Democratic Services Annual Report	Information	Annual	Craig Griffiths/Stacy Curran

To be Programmed Annually:

- Annual Update on Member Annual Reports and PDR's
- Democratic Services Committee Annual Report
- Assessment of Resources for Democratic Services
- Member Training and Development Priorities for upcoming year (March) (defer 2022)
- Annual Member Survey and Timings of Meetings Survey (defer 2022)
- IRPW Consultation and Annual Report

First Meeting New Cycle following approval at Council:

- Establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'