



DEMOCRATIC SERVICES COMMITTEE

2.00 PM MONDAY, 21 FEBRUARY 2022

Via MS Teams

All mobile telephones to be switched to silent for the duration of the meeting

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 3 - 6*)
3. Draft Annual Report of the Democratic Services Committee 2020/2021 and 2021/2022 (*Pages 7 - 18*)
4. Member Induction 2022 (*Pages 19 - 32*)
5. 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

15 February 2022

Committee Membership:

Chairperson: Councillor J.D.Morgan

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

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

Democratic Services Committee

(via MS Teams)

Members Present:

13 December 2021

Chairperson: Councillor J.D.Morgan

Vice Chairperson: Councillor A.R.Aubrey

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

Officers In Attendance C.Griffiths, S.Curran, C.Owen and A.Thomas

1. **Declarations of Interest**

There were no declarations of interest received.

2. **Minutes of Previous Meeting**

Minute 5, Paragraph 7

To delete sentence "Following consideration of the proposals, Members were in support of the recommendations contained within the report."

Resolved: To approve minutes of the meeting held on 11th October 2021 as a true and accurate record with above amendment

3. **Member ICT Policy Report**

Craig Griffiths went through the report. It sets out two different structures of information. Firstly it sets out the IT equipment Members will be provided with as part of the induction in 2022. Secondly, the report covers the use of the items that Members are provided with.

Members queried if disabilities are considered within the type of equipment that is provided to members. It was confirmed at the

Member Induction next year Members will take part in an equality screening process where the individual needs of Members are considered. This ensure that Members individual requirements are considered and there is no bar to any participation in the processes of Council.

Members queried if the policy as presented prevents Members from accessing Council emails etc. on their own personal laptops. Further there was concern about the use of office applications. Officers confirmed that the current version of Outlook that is being used does not support its use on external devices as it does not provide the necessary security. This is currently being looked at and considering if the applications can be updated to do this. It was noted that the policies can be reviewed and updated as and when required to take account of any changes required.

Following discussion Members approved the amended Members ICT Policy (including Internet Usage Policy) and commended the same to Council for ratification.

4. **E-Petitions**

Craig Griffiths went through the report. Members were advised that much of the content within the policy is dictated by legislation. Members do have flexibility with regards to the threshold for what triggers something being debated at a Council meeting. Paragraph 4.10 sets out a basic set of figures, however it is open to amendment. The figures are based on what other authorities have based their figures on and this has been balanced against the population. An e-petition scheme will be placed on the website, which will be linked in with mod.gov. Mr Griffiths went through the procedure to set up a petition.

Members queried, within the special characteristic brackets, what may be an example of a type of petition that can be considered. Members were informed that the policy is the legal guide and has set out the legal requirements of the petition scheme. If the policy is agreed, officers advised that user friendly documents will be drafted to sit alongside the legal documents.

Where a petition is requested, it must ultimately relate to the Council's functions, or something that the Council has control over.

Members queried how wide it will be considered in relation to where the Council has “some influence” and who will be ultimately responsible for interpreting this element of the policy. Officers confirmed that a lot would depend upon the wording of the petition itself. For example if the petition asked the Council to directly respond to an item which is outside their remit then this would not be considered, however, if the Council were petitioned to write to the primary responsible body and ask them to consider a matter this would be within the gift of Council to consider. There would be an opportunity to go back to the person submitting the petition request and explain the difference to them where appropriate.

Members were advised that any arrangements relating to this item would begin at the start of the new administration in 2022.

Members considered the signatures on the petitions and how these will be dealt with. Officers confirmed that the person who starts the petition will be verified as best possible, however officers will use their best judgement and information available to them to determine if the signatories fit within the guidelines of the policy.

Officers confirmed that petitions and correspondence under 100 signatures will be considered as the same. However, members of the public can be assured that they will receive a response even if it does not meet the threshold for consideration at a meeting of Council.

Members raised queries with regards to the duration of the petition. This element is quite vague within the policy and members expressed their concern about petitions being opened for a long time. It was noted that within the policy the petition organiser determines the time that it is open for. Officers agreed that an appropriate timescale needs to be considered within the policy to ensure that items remain relevant.

Members queried how the petition organised will be kept up to date with the progress of the item through Council. Officers agreed that this could be added to the policy so that the person would be kept up to date of the progress of the petition through Council, unless they indicate contrary to this.

Members agreed to add Petitions to the Forward Work Programme as a standing item.

Resolved: It is recommended that, having due regard to the Integrated Impact Screening Assessment:

(a) Members of the Democratic Services Committee consider the draft Neath Port Talbot Petition Scheme recommending any changes that they feel are appropriate; and

(b) Delegated authority be granted to the Chair of the Democratic Services Committee to agree the final draft for commending to Council on behalf of the Democratic Services Committee.

5. **Forward Work Programme 21/22**

To note the forward work programme.

6. **Urgent Items**

There were no urgent items.

CHAIRPERSON

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

21 February 2022

Report of the Democratic Services Chairperson- Cllr J.D Morgan

Matter for Information

Wards Affected:

All Wards

Annual Report of the Democratic Services Committee 2020/21 and 2021/22.

Purpose of the Report

To update Members on the work undertaken by the Democratic Services Committee for the civic year 2020/21 and 2021/22 and to endorse and commend the report to Council.

Background

To provide an overview of the work of the Committee for 2020/2021 and 2021/2022.

Financial Impact

No impact.

Integrated Impact Assessment

There is no requirement to undertake an Integrated Impact Assessment as this report is in relation to administrative matters only.

Workforce Impacts

No impact.

Risk Management

No impact.

Legal Powers

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

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

Valleys Communities Impacts:

There are no specific impacts for valley communities arising from this report.

Consultation

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

Recommendation

That the Democratic Services Committee note and endorse the Annual Report 2020/21 and 2021/22 attached at Appendix 1 and commend the same to Council.

Reason for decision

To note and endorse the Annual Report 2020/21 and 2021/22 of the Democratic Services Committee.

Implementation of Decision

This report will be for implementation after the three day call in period.

Officer Contacts

Cllr J.D Morgan - Chair of the Democratic Services Committee.

e-mail: cllr.j.d.morgan@npt.gov.uk

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Report of the Democratic Services Committee

May 2020 to February 2022

Draft

1. Chairperson's Foreword

It is with great pleasure that I present this Report for the Democratic Services Committee covering the 2020/2021 civic year and the period from May 2021 to February 2022 of the 2021/2022 civic year, which will be the Committee's final report for the current Council administration.

It is the fourth such report to be produced by the committee and its publication is an attempt to provide an element of good practice for Members in addition to the production of an appropriate yardstick with which to approach the generation of future reports.

The committee's forward work programme is agreed by members on a rolling basis. Whilst the committee takes decisions and provides direction for the Council on several key matters relating to member support and associated issues, Members remain mindful that it is the cabinet and ultimately Council that has overall responsibility for all strategic and far reaching decision making on behalf of Neath Port Talbot Council.

However, Members are also mindful that they are charged with the duty of carrying out all of the statutory requirements provided for this committee under the Local Government (Wales) Measure 2011. In this respect, I am delighted to report on the success of the committee during this extended period.

2. Purpose of the Report

The main aim of this report is to highlight the work that has been undertaken by the Democratic Services Committee during 2020/2021 and between May 2021 and February 2022.

The document may also facilitate discussions on additional items that could be included within the work programme for 2022/2023 and future years.

3. Committee Membership

The members of the Democratic Services Committee from May 2020 to February 2021 were:

Councillors M.Harvey, S.Miller, S.Purse, S.Renkes, A.J.Taylor, A.Llewelyn, A.J.Richards, S.K.Hunt, J.Hurley, E.Latham.

The committee Chair was Cllr. Dr. Del Morgan, and the Vice Chair was Cllr. Angharad Aubrey.

The members of the Democratic Services Committee from March 2021 to February 2022 were:

Councillors J.Hurley, S.Miller, S.Purse, A.Llewelyn, A.Richards, A.Hunt, A.Taylor, S. Renkes, L.Jones and S.Lynch.

The committee Chair was Cllr. Dr. Del Morgan, and the Vice Chair was Cllr. Angharad Aubrey.

4. Number of Meetings Held

The Committee formally met twice during 2020/2021 and six times between May 2021 and February 2022. Meetings were held remotely over the Microsoft Teams platform.

The committee is also responsible for forming a number of specific task and finish groups as appropriate to look at particular key topics in more

detail. These groups are then able to feed back to the committee with a set of recommendations, as appropriate.

During the period covered by this report, the following task and finish groups were active: the Members' IT Reference Group, the Constitution Review task and finish group and the Members' Induction 2022 and Diversity in Democracy task and finish group.

5. Issues Considered During 2020/2021

The following topics were discussed:

Independent Remuneration Panel Wales Draft Annual Report 21/22

The committee considered the Draft Report of the Independent Remuneration Panel for Wales. The committee discussed the proposed changes to be implemented in 2021/2022 and agreed to make a brief response to the consultation requesting clarity and transparency in terms of the details to assist and support members.

Webcasting / Public Participation

Members considered the introduction of webcasting of Council meetings and enhancing public participation. It was noted that the pandemic had caused the acceleration of much of the planned work. Members considered the outstanding work in relation to this item. The Committee agreed to move forward with the consideration of a petitioning arrangement, options for introducing rights of audience for certain meetings and to consider improvements to the public facing democracy web pages. Members also agreed to continue to explore arrangements for Welsh translation and live streaming of meetings.

Democratic Services Team Structure

The committee agreed to changes to the staff structure, which were subsequently endorsed by Full Council.

WLGA Competency Framework for Councillors 2021

Members noted that the framework outlined the knowledge and behaviour required by Councillors in Unitary authorities. Members

further considered the draft Development Framework for Councillors in Wales 2021. The Chair prepared a response on behalf of the Committee, noting all feedback that was provided, which was submitted to the all-Wales Lead Members and Officers for Member Support and Development Network.

Review of the Neath Port Talbot Constitution

Whilst most of the Constitution is prescribed by law, and various amendments had been made as necessary to comply with changes to legislation, Members were advised of the need to consider a simplified version to ensure that the document is user friendly and understandable to members of the public. Members agreed to establish a task and finish group to undertake a review of the Constitution leading to the preparation of advice to Council.

Members' ICT Environment

Members were updated on the progress of the upgrading of Members' ipads and other devices to facilitate the new Microsoft platform.

6. Issues Considered from May 2021 to February 2022

The following topics were discussed:

Member Induction 2022 and Diversity in Democracy

Members were asked to consider Member Induction for the 2022 intake and what key considerations should be given priority. Members also noted the requirement to promote Diversity in Democracy and how this can be achieved. Members agreed to support further work in these areas and established a task and finish group with a view to contributing towards proposals for the shape and content of the Member Induction 2022 programme and to consider the Diversity in Democracy programme.

Members' Annual Report Scheme

Members were reminded of the current policy to support the production of annual reports by members of the Council. Members received and noted the Members' Annual Report Scheme.

Members' Personal Development Review Process

Members were reminded that, wherever possible, members can have an opportunity to review their training and development needs on an annual basis should they wish to undertake this. Members noted that the Democratic Services Manager would communicate with all Members via email to remind them of the scheme and inviting them to complete a Personal Development Review should they so wish.

Independent Remuneration Panel Wales Draft Annual Report 22/23

The committee considered the Draft Report of the Independent Remuneration Panel for Wales. The committee discussed the proposed changes to be implemented in 2022/2023 and agreed to note the report.

Members' IT Reference Group Annual Report

Members noted that the report outlined support for the introduction of Zoom for Council meetings which would enable Welsh translation of meetings. Members expressed their concern about using two platforms for meetings and were pleased to be informed that extensive practice sessions would be run before this commenced. Members accepted the report of the Members' IT Reference Group. Members noted the requirement of the Group to meet regularly over a short period to carry out additional work in preparation for the next Council administration. Members also approved the updated Terms of Reference for the Group.

Appointment of Head of Democratic Services

Members were in support of the recommendation of the appointment of Head of Democratic Services to Full Council.

Constitution Review Task & Finish Group Report

Members noted the extensive review that had been undertaken of the Constitution and were in support of the recommendations to be placed before Council for consideration.

Hybrid Meeting Arrangements and Equipment

Members were informed of the legislative requirement for meetings to operate within a hybrid model. In order to be able to operate effectively, members were informed that the Council also needs to address some of the Disability Discrimination Act issues that were currently in existence within the Chamber. The Committee was asked to consider the physical element of hybrid working at this stage only; the policies and protocols would be considered at a later stage. It was also noted that the works would contribute towards increasing public participation in Council meetings. Members were in support of the recommendations, to be placed before Cabinet, to purchase equipment and upgrade the Chamber.

Assessment of Resources for the Democratic Services Committee

Following consideration of a report on the outcomes of an assessment of the adequacy of resources within the Democratic Services Team, Members were in support of the recommendations contained within the report.

Report of the Member Induction 2022 and Diversity in Democracy Task & Finish Group.

Members looked at the outcomes of the task & finish group. An induction timetable was drafted and officers were going to be meeting with Corporate Directors to obtain their views on the induction programme. Members also set out an action plan with regard to contributing positively to diversity in democracy. Members endorsed the Member Induction Timetable for Local Government Elections 2022 and forwarded this to Full Council for information. Members also endorsed the proposed Diversity in Democracy Plan and forwarded this to Full Council for approval.

Public Speaking Protocol

Members were presented with a draft public speaking protocol, which was developed as part of the Council's response to the requirement for promoting public participation. It was noted that it would be applied to the decision making forums only at this time. The scheme would be a pilot, to run for 12 months, after which time it would be reviewed. A final draft was approved, taking into account appropriate changes suggested by the Committee, which was then commended to Full Council.

Members' ICT Policy

Under this item, Members considered both the IT equipment requirements of Members and the use of the items that Members are provided with. Members approved the ICT Policy (including Internet usage policy) and commended it to Council for ratification.

E-Petitions

Members considered the requirements in relation to this initiative in some detail. It was noted that much of the content within this policy was dictated by legislation. However, Members did have discretion with regard to the relevant signature number thresholds for different petitions. Where a petition is to be considered, it must be in relation to an area where the Council has "some influence." Members made appropriate changes to the draft policy and the final draft was commended to Council. The scheme will commence in 2022.

7. All Wales Network for Member Support and Development

The Chair is a member of and attends regular meetings of the All Wales Network for Member Support and Development where best practice is discussed and useful relationships are formed.

Cllr. Dr. Del Morgan, Chairperson
February 2022

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

21st February 2022

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

Matter for Information

Wards Affected:

All wards

Member Induction Programme 2022

Background:

Member Induction 2022

1. Local Government Elections will take place in May 2022 and it was important that prior to this, the Council reviewed 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.
2. 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'.
3. Work is also being undertaken by the WLGA via their Member/Officer Networks to develop a 'typical induction curriculum' for use by Local Authorities.
4. Council requested that the Democratic Services Committee establish a 'Task and Finish' approach to the work so that

members could contribute to the work that was undertaken by officers.

5. Members of the Task and Finish Group considered a proposed Member Induction Programme and this was endorsed by Council on 27th October 2021.
6. The Timetable was and is subject to continuing review but it is intended that the enclosed version will give members an expectation of the timing of sessions that will take place.

Financial Impacts:

7. There are no financial impacts associated with this report as suggested actions will be met within existing budgets.

Integrated Impact Assessment:

8. 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:

9. There are no valley community impacts

Workforce Impacts:

10. There are no workforce impacts associated with this reports.

Legal Impacts:

11. This work was undertaken in accordance with the functions of the Democratic Services Committee as expressed in the Local Government (Wales) Measure 2011 and to ensure compliance with the Local Government and Elections (Wales) Act 2021.

Risk Management Impacts:

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

Consultation:

13. There will be no requirement for any consultation.

Recommendations:

14. It is recommended that:

The Democratic Services Committee note the Member Induction Programme and Timetable for Local Government Elections in 2022.

Appendices:

15. Appendix 1- Member Induction Programme 2022

List of Background Papers:

16. None

Officer Contact:

Craig Griffiths
Head of Legal and Democratic Services
Tel: 01639 763767 or E-mail: c.griffiths2@npt.gov.uk

Stacy Curran
Democratic Services Manager
Tel: 01639 763194 or E-mail: s.curran@npt.gov.uk

APPENDIX 1

Draft: Induction Timetable 2022

Date	Area/Topic of Induction	Delivery Method/ Venue	Delivery Officer/Key Contact
Week One	Orientation (Council Offices and County facilities, access and security)	Information in paper/electronic format	Democratic Services Staff
10 – 13 May	Official Sign-In, Declarations of Interest, Issue of ICT Equipment	Port Talbot Civic Centre – Committee Rooms 10-13 May	Chief Executive, Legal, Democratic Service Officers and ICT Officers
Monday 16 th May	Introduction to the Council, its role, Corporate Governance, Corporate Plan, Well Being Goals. (Key Issues Briefing. Session to be repeated)	Port Talbot CC Council Chamber / Hybrid Monday 16 th May – Session 1 - 10.00am Session 2 - 2.00pm Session 3 - 6.00pm	Chief Executive, Karen Jones
Thursday 19 th May	General meeting participation, rules of engagement, standing orders, multi-location meetings, etiquette, broadcasting.	Port Talbot CC Council Chamber / Hybrid 10.00am	Head of Legal & Head of Democratic Services Craig Griffiths & Stacy Curran

Monday 23 rd May	Corporate Director Service Presentations	Port Talbot CC Council Chamber / Hybrid Monday 23 rd May Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Executive Karen Jones Corporate Directors: Huw Jones Nicola Pearce Andrew Jarrett Andrew Thomas (30mins/director)
Thursday 26 th May & Friday 10 th June	Code of Conduct and Ethics including civility and respect	Port Talbot CC Council Chamber / Hybrid Thursday 26 th May - Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 4.00pm Repeated Friday 10 th June Session 1 – 10.00am Session 2 – 2.00pm	Head of Legal Craig Griffiths
Friday 27 th May	Member Issues- H&S	Port Talbot CC Council Chamber / Hybrid 10.00am	Health & Safety Richard Evans

1 st two months	Member Issues – Social Media	Port Talbot CC Council Chamber / Hybrid Date TBC	Communications Anita James
Monday 6 th June	Chairing Skills (Committee, meeting management and Scrutiny Chairing)	Port Talbot CC Council Chamber / Hybrid 2.00pm	Head of Legal Craig Griffiths Head of Democratic Services Stacy Curran
Wednesday 8 th June	Standards Training Session (Group Leaders)	Port Talbot CC Council Chamber / Hybrid 10.00am	Head of Legal Craig Griffiths

Tuesday 14 th June	Introduction to Service Area Market Place Fayre	Princess Royal Theatre 9.00am – 5.00pm Market place, all senior officers with “stalls” sharing key policy info.	Service Managers and Officers and Democratic Services Staff
Thursday 16 th June	Community Leadership and Casework	Port Talbot CC Council Chamber / Hybrid 2.00pm – 3.30pm	External Provider – Bethan Evans (TBC)
Monday 20 th June	Financial including budgeting and treasury management (budget and forward financial plan background)	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Finance Officer Huw Jones

Thursday 23 rd June	Committee Procedures and the role of Scrutiny and how to be an effective Scrutiny Member	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Head of Legal / Head of Democratic Services / Scrutiny Officer Craig Griffiths, Stacy Curran, Charlotte Davies
Wednesday 29 th June	Introduction to Equalities and Diversity. To include Socio-economic Duty	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Policy and Executive Support Rhian Headon & Caryn Furlow-Harris
Monday 4 th July	Safe Data Management/GDPR and FOI's	Port Talbot CC Chamber / Hybrid Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Digital Officer & Head of Legal Chris Owen & Craig Griffiths
Wednesday 6 th July	Welsh Language Act	Port Talbot CC Chamber / Hybrid Time 2.00pm	Policy & Executive Support Rhian Headon & Caryn Furlow-Harris
Tuesday 12 th July	Corporate Parenting	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Director of Social Services, Health and Housing Andrew Jarrett

			Head of Children's Services Keri Warren
Wednesday 20 th July	Safeguarding children and vulnerable adults	Port Talbot CC Council Chamber / Hybrid Time 2.00pm	Director of SSHS and Head of Children's Services, Head of Adult Services Andrew Jarrett, Keri Warren, Angela Thomas
Wednesday 27 th July	Violence against women, domestic violence and sexual violence	Port Talbot CC Council Chamber / Hybrid 10.00am	Community Safety Elinor Wellington
Thursday 8 th September	Collaborative Working incl. Corporate Governance, scrutiny and Joint Committees.	Port Talbot CC Chamber and electronically Time 10.00am	Head of Legal, Head of Democratic Services, Scrutiny Officer Craig Griffiths, Stacy Curran, Charlotte Davies
Tuesday 13 th September	The role of members in relation to the Social Services and Well-Being (Wales) Act	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am	Director of Social Services, Health and Housing Andrew Jarrett

		Session 2 – 4.00pm	
Tuesday 20 th September & Thursday 22 nd September	Member/Officer Relations	Port Talbot CC Chamber Tuesday 20 th September (Cabinet Members only) 10.30am – 12.00pm Thursday 22 nd September (All Members) 2.00pm – 3.30pm	Bethan Evans (External)
Wednesday 12 th October	Public Speaking and working with the media	Port Talbot CC Chamber / Hybrid Time TBC	External Trainer (confirm with Anita James)
Thursday 27 th October	The role of members in relation to the Wellbeing of Future Generations Act. To include sustainable development.	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am Session 2 – 4.00pm	Strategic Manager – Policy and Executive Support Caryn Furlow-Harris
Friday 25 th November	Climate Change, mitigation and decarbonisation	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Director of Environment and Regeneration Nicola Pearce

<p>**The Committee specific training will have specific sessions in line with the cycle of meetings. The Heads of Services presentations will accompany the relevant sessions.</p>			
Prior to first meeting of Committee	Planning Committee	To be considered when calendar of meetings drafted	Development Planning Manager
Prior to first meeting of Committee	Democratic Services Committee	To be considered when calendar of meetings drafted	Democratic Services Manager
Prior to first meeting of Committee	Standards Committee	To be considered when calendar of meetings drafted	Head of Legal and Democratic Services

Prior to first meeting of Committee	Licensing and Gambling Acts Committee	To be considered when calendar of meetings drafted	Legal Regulatory Manager
Prior to first meeting of Committee	Governance and Audit Committee	To be considered when calendar of meetings drafted	Chief Finance Officer
Prior to first meeting of Committee	Appeals Panel e.g. Homelessness and Staffing Issues	To be considered when calendar of meetings drafted	Head of Human and Organisational Development
Prior to first meeting of Committee	Planning for non-Planning Members	To be considered when calendar of meetings drafted	Development Control Manager
Prior to first meeting of Committee	Cabinet Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Social Care, Health and Well-Being Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Education, Skills and Culture Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Regeneration and Sustainable Development Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Streetscene and Engineering Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer

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