



***DEMOCRATIC SERVICES COMMITTEE***

***9.30 AM THURSDAY, 9 SEPTEMBER 2021***

***REMOTELY 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. Head of Democratic Services (*Pages 7 - 10*)
4. Report of the Constitution Review Task & Finish Group (*Pages 11 - 32*)
5. Members ICT Reference Group (*Pages 33 - 38*)
6. Hybrid Meeting Arrangements and Equipment (to follow)
7. Forward Work Programme 20/21 (*Pages 39 - 40*)
8. 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**

3<sup>rd</sup> September 2021

**Committee Membership:**

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

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

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

## Democratic Services Committee

(via Microsoft Teams)

**Members Present:**

**7 June 2021**

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

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

**Councillors:** S.Miller, S.Purse, S.Renkes, A.Llewelyn,  
S.K.Hunt and A.J.Taylor

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

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1. **Declarations of Interest**

There were no declarations of interest received.

2. **Minutes of Previous Meeting**

The minutes of the previous meeting held on 25<sup>th</sup> January 2021 were approved as an accurate record.

3. **To establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'**

Craig Griffiths went through the report. It was confirmed the Working Group would consider both member induction and also Diversity in Democracy.

Members were conscious to ensure that Members who come in on a by-election are also considered during this process.

Members briefly discussed Diversity in Democracy. The hybrid model was considered and Members recognised its importance in contributing to flexibility of future work arrangements. It was also suggested that perhaps the larger employers within the Borough

could be contacted to discuss how they encouraged participation within local democracy in the workplace i.e. right to time off etc. Members discussed how they should engage with officers moving forward – how this should work and how it will continue moving forward. For example how would an officer approach a member of staff?

Following consideration of the report presented.

Resolved: Members of the Democratic Services Committee agree that Member Induction 2022 be identified as a priority area of work for the Committee.

Resolved: 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.

Resolved: That Members of the Democratic Services Committee agree to hold a special meeting of the Democratic Services Committee in or around October 2021 to consider the output of the Task and Finish Group work.

#### 4. **Member Annual Report Scheme**

The Committee received and noted the Member Annual Report Scheme.

Resolved: That the report be noted for information.

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

Members received and noted the Members Personal Development Review Process.

Resolved: That the report be noted

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

The Committee received and noted the report.

Members noted the feedback that had been provided to the IRPW previously on the draft report and thanked officers for doing this.

Resolved: That the report be noted for information

## 7. **Annual Report of the Members IT Reference Group**

The Committee received the Annual Report of the Members IT Reference Group.

Members noted the adoption of Zoom which would enable Welsh translation during meetings. Members were advised that it is still early during its use, however officers are working to ensure that it works as required for the Council. It will not be rolled out to Members until the system works as required.

Members expressed their concern about using two platforms (Microsoft Teams and Zoom) and the confusion this may cause. Officers agreed that it would need to be well established and there would be plenty of trial runs to ensure that everyone is comfortable using the platform before any switch is made.

Members raised the point that Zoom would also have to work within a hybrid situation, not just for remote users.

Members briefly raised the issue of using personal equipment to access Council accounts.

Resolved: That the report be noted

## 8. **Forward Work Programme 20/21**

Resolved: That the Forward Work Programme be noted for information.

## 9. **Urgent Items**

There were no urgent items.

**CHAIRPERSON**

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Democratic Services Committee

9<sup>th</sup> September 2021

### Report of the Chief Executive – Mrs Karen Jones

#### Matter for Decision

#### Wards Affected:

All wards

#### Appointment of Head of Democratic Services

#### Purpose of the Report:

1. To identify a Head of Democratic Services pursuant to the Local Government (Wales) Measure 2011.

#### Background:

2. The Local Government (Wales) Measure 2011 requires each principal council to designate one of the authority's officers to be the Head of Democratic Services ("HDS"), but the Head of Paid Service, Monitoring Officer or Chief Finance Officer cannot be designated in this respect.
3. The HDS will arrange for the discharge of democratic services functions by staff and the HDS must be provided with such staff, accommodation and other resources as are, in the opinion of the HDS, sufficient to allow their functions to be discharged.
4. The purpose of the post is to ensure that councillors outside the executive are provided with sufficient support to enable them to carry out their duties effectively, with the necessary administrative and research provision.

5. Democratic Services Committee previously designated the post of HDS to Mrs Karen Jones but as Chief Executive and Head of Paid Service, Mrs Jones is not able to fulfil that role and accordingly a replacement HDS requires appointment.
6. The Democratic Services team currently sits under the Head of Legal and Democratic Services but given that the current Head of Legal and Democratic Services is this Council's Monitoring Officer it would not be legally possible at this time for this officer to fulfil the HDS function. Although the law will change in May 2022 to enable a Monitoring Officer to fulfil the HDS role, it is felt more prudent for these to be separate responsibilities to ensure transparency in process and overarching accountability.
7. Accordingly, it would be proposed that Mrs Stacy Curran, the current Democratic Services Manager be confirmed as the statutory HDS. The Democratic Services Manager will continue to report to the Head of Legal and Democratic Services. The official job title of Mrs Curran will be Democratic Services Manager but her job description will incorporate the statutory obligations.
8. The Democratic Services Manager is well placed to fulfil this role as the Accountable Manager for the Democratic Services team and has the necessary experience and knowledge to undertake all elements of the statutory role. The Democratic Services Manager will be supported by the Head of Legal and Democratic Services and other Chief Officers to enable these functions to be met, ensuring a full range of support to members will be provided to meet the requirements of the Local Government (Wales) Measure 2011.
9. Although a change to previous arrangements where the Head of Democratic Services post sat with a head of service, this proposal will match arrangements in other authorities where the statutory role sits with the Democratic Services Manager and not a head of a service and often reports to the Council's Head of Legal and Democratic Services. A similar process is suggested here.
10. If supported by the Democratic Services Committee, a recommendation will be put forward to Full Council in September 2021 for approval of the proposed appointment.

### **Financial Impacts:**

11. The post has been evaluated by the Council's Human Resource Section and the grading evaluated will be met within existing budget allocation.

### **Integrated Impact Assessment:**

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

### **Valleys Communities Impacts:**

13. There are no valley community impacts

### **Workforce Impacts:**

14. There are no workforce impacts associated with this proposal. A report however will be brought to Democratic Services Committee to highlight the overarching structure of the Democratic Services team in October 2021. It should be noted that appointment to this statutory role provides statutory protection for the officer, equivalent to Chief Officers. This is designed to ensure that statutory officers are able to give robust advice on issues which might not be universally popular.

### **Legal Impacts:**

15. Section 8(1) of the Local Government (Wales) Measure 2011 requires the Democratic Services Committee of each principal council to designate one of the authority's officers to be the HDS Services

### **Risk Management Impacts:**

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

### **Consultation:**

17. There will be no requirement for any consultation.

### **Recommendations:**

18. It is recommended that Democratic Services Committee support the designation of Mrs Stacy Curran (Democratic Services Manager) as the Head of Democratic Services pursuant to Section 8(1) of the Local Government (Wales) Measure 2011 and a report be put forward to Full Council for confirmation and final approval of the same.

### **Reasons for Proposed Decision:**

19. To ensure that the statutory obligations of this Council pursuant to the Local Government (Wales) Measure 2011 are fulfilled.

### **Implementation of Decision:**

20. The decision is proposed for implementation following confirmation at Full Council.

### **Appendices:**

21. None

### **List of Background Papers:**

22. None

### **Officer Contact:**

Karen Jones  
Chief Executive.  
Tel: 01639 763284  
Email: [chief.executive@npt.gov.uk](mailto:chief.executive@npt.gov.uk)



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

### **Democratic Services Committee**

**9<sup>th</sup> September 2021**

### **Report of the Head of Legal Services – Mr Craig Griffiths**

#### **Matter for Decision**

#### **Wards Affected:**

All wards

#### **Review of the Neath Port Talbot County Borough Council Constitution – Outcome of Task and Finish Group**

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

To update members of Democratic Services Committee of the work of the Task and Finish Group and seek endorsement of the proposed changes for onward consideration by Full Council

#### **Background:**

On the 2<sup>nd</sup> December 2020, Council received a report on the Review of the Neath Port Talbot County Borough Council Constitution and it was resolved that the Democratic Services Committee be tasked with preparing advice for Council on the Constitution to ensure it is fit for purpose and meets all legislative requirements, including, where applicable an analysis of the risks and impacts of progressing/not progressing any options considered.

The purpose of the Constitution is to set out the rules that govern how the Council works. It:

- contains rules setting out the processes by which decisions are made;
- states who is responsible for making decisions;
- contains the rules governing the conduct of meetings.

Although the Monitoring Officer has updated the Constitution when decisions are ultimately made by Council and/or Cabinet and when new legislation comes 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. Additional amendments could be made in order to facilitate the democratic process and to take into account the current way of working electronically.

Accordingly, Democratic Services Committee resolved in January 2021 to establish a Task and Finish Group to work with the Monitoring Officer to review the Constitution at a series of meetings in Spring 2021.

At each of the aforementioned meetings, a presentation was given on a number of documents that make up the Constitution, explaining their purpose and the views of members were sought to see what improvements or suggestions they felt could be made.

Attached at Appendix 1 of this report is a summary of the documents considered, the comments by members and the proposed steps that have been taken to implement these requirements.

As well as considering, these matters, a number of other amendments have been made to the Constitution to reflect changes in legislation. The Welsh Government have now passed Local Government and Elections (Wales) Act 2021. The Act proposes to reform the legislative framework for local government electoral arrangements, democracy, performance and governance. The Act

would require the Council to make a number of changes to its Constitution. For example, although there is an existing duty on councils to prepare and publish a constitution, which includes standing orders and codes of conduct, the Act places, a duty on councils to keep their constitution “up to date”, and to prepare and publish a constitution guide which “explains the content of their constitution in ordinary language. The majority of these changes will come into effect in May 2022 and work will be ongoing to prepare for these.

As part of this review, some updates in terminology have also been made to the Constitution. A copy of the revised Constitution incorporated these changes and the changes proposed by the Task and Finish Group is included at Appendix 3, for ease of reference though the changes are:

<b>Document</b>	<b>Amendments Made</b>
Access to Information Rules	Amendments made to reflect references to Data Protection Act 2018 and where information can be accessed on the Council’s website
Articles of the Constitution	<p>Changes considered by Task and Finish Group included.</p> <p>Updated copy of Policy and Budget Framework as approved by Council at Annual General Meeting in March 2021 included.</p> <p>Reference to powers of Scrutiny Committee that are set out in the Scrutiny Procedure Rules.</p> <p>A requirement that where changes are proposed to the</p>

	<p>Executive, Committee Membership there is the specific requirement for them to be considered at Full Council. This was always the case but wording has been updated to consolidate this.</p> <p>Changes made to reflect management structure within Council and areas of responsibility in each directorate.</p> <p>Updated references to officers that hold statutory posts.</p> <p>Reference to the requirements of the Wellbeing of Future Generations Act 2015</p> <p>Updated references to compliance with Council's Standing Orders such as Contract Procedure Rules.</p> <p>Reference to copies of the constitution being made available for those who request it.</p> <p>Inclusion of new legislative changes brought about by Local Government and Elections (Wales) Act 2021 (some of which commence in May 2022)</p> <ul style="list-style-type: none"><li>• Reference to changes to electoral voting methods</li></ul>
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	<ul style="list-style-type: none"> <li>• Reference to Job Sharing</li> <li>• Reference to the ability to appoint Member Champions</li> <li>• Audit Committee references replaced with Governance and Audit Committee.</li> <li>• Creation of Corporate Joint Committees references</li> <li>• Reference to power of competence</li> <li>• Head of Democratic Services role provided Chief Officer Status.</li> </ul>
Audit Committee Procedure Rules	References changes to Governance and Audit Committee <i>NB Changes will be made to reflect membership following approval by Council</i>
Cabinet Portfolios	Updated changes following portfolios agreed in AGM at March 2021
Officer Delegations	<p>Changes were agreed in March 2020 (following the commencement of the Covid-19 pandemic) allowing the Chief Executive and Corporate Directors to have delegation for urgent decisions where members could not be contacted in order to protect the Council's interests. This element is now included in the Constitution</p> <p>The legislative responsibilities of the Chief Executive set out in the</p>

	<p>Local Government and Elections (Wales) Act 2021 are now included.</p> <p>Updated references are made to the conduct of legal proceedings to ensure the executive members are made aware of any proposed settlement of proceedings.</p> <p>The identity of all proper officers are included.</p> <p>Updated references to the Data Protection Act 2018 are made.</p> <p>Included is the ability to make minor amendments to the Constitution to comply with changes in law.</p> <p>Changes are made to reflect the structural changes where Legal Services and HR moved to the Chief Executives Directorate</p>
Democratic Service Committee Functions	Update made to reflect the working on the role of the Democratic Services Committee from the Local Government (Wales) Measure 2011
Democratic Service Committee Procedure Rules	Update made to reflect the working on the role of the Democratic Services Committee from the Local Government (Wales) Measure 2011
Executive Procedure Rules	Inclusion of new legislative

	changes brought about by Local Government and Elections (Wales) Act 2021 which allow for job sharing and the voting arrangements associated there in i.e. job share cabinet members have one vote between them.
Financial Procedure Rules	Reference to Governance and Audit Committee inserted
Governance and Audit Committee	Updated changes made following the creation of this committee pursuant to the Local Government and Elections (Wales) Act 2021 as approved by Members at the AGM in March 2021
Joint Arrangements	Inclusion of Local Government and Elections (Wales) Act 2021 powers in respect of Joint Committee (i.e. creation of Corporate of Joint Committees)
Management Structure	Updated management structure now provided
Officer Employment Rules	Reference made to changes in job titles of Chief Officers where applicable
Council Procedure Rules	Updated to reflect discussions of Task and Finish Group and to include remote attendance provisions as agreed by Members in July 2021
Personnel Committee	Reference to changes agreed by Personnel Committee in June 2019 concerning officer delegations now included
Proper Officer Designation	Updated references to list of

	<p>Proper Officers (as agreed by Council) now included.</p> <p>Changes in Chief Officer job titles now included.</p> <p>Inclusion of delegated powers in respect of grants agreed by Cabinet in 2019 now included.</p>
Officer/Member Protocol	<p>Reference made to the need to declare interests by members when liaising with officers</p> <p>Reference made to the need for extra caution where officers are in politically restricted posts.</p>
Responsibility of Functions	References to Governance and Audit Committee now made

Members should note that some changes will be made in forthcoming months to reflect some additional areas:

- Changes to the number of Governance and Audit Committee membership given the need to ensure that one third of members are lay members
- Changes to Council Procedure Rules to facilitate public speaking at meetings and petition schemes to comply with the Local Government and Elections (Wales) Act 2021

**Financial Impacts:**

No financial impacts.

**Integrated Impact Assessment:**

An Integrated Impact Assessment Screening Assessment has been completed to ensure the Council's legal obligations in respect of the Welsh language; equalities legislation; Wellbeing of Future Generations (Wales) Act 2015 and the Biodiversity Duty have been fully considered. As this report impacts solely on governance related issues, the screening assessment has concluded that a full integrated impact assessment is not required.

**Valleys Communities Impacts:**

No impacts.

**Workforce Impacts:**

There are no immediate workforce impacts. Where some possible modernisation matters (i.e. digital forms for completion) will be utilised this will be considered in line with other work priorities for officers.

**Legal Impacts:**

The Local Government Act 2000 and Local Government Elections (Wales) Act 2021 requires the constitution to reflect decision making in the Council and ensure that the document is kept up to date.

**Risk Management Impacts:**

Failure to ensure compliance with the legislative requirements could render the Council open to challenge.

**Consultation:**

There will be no requirement for any consultation at this stage.

**Recommendations:**

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

- (a) Endorse the findings of the Task and Finish Group enclosed at Appendix 1 of this report
- (b) Note the changes made to the Constitution to reflect legal requirements as set out in this report; and
- (c) commend this report and the proposed changes to Full Council for final consideration and adoption.

**Reasons for Proposed Decision:**

To ensure the Constitution of Neath Port Talbot Council is up to date and meets all legislative requirements

**Implementation of Decision:**

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

**Appendices:**

Appendix 1 – Comments of Task and Finish Group  
Appendix 2- Integrated Impact Screening Assessment  
Appendix 3 – Updated Constitution (changes shown highlighted red)

**List of Background Papers:**

Local Government and Housing Act 1989  
Local Government (Wales) Measure 2011  
Local Government (Democracy) (Wales) Act 2013  
Constitution of Neath Port Talbot County Borough Council

**Officer Contact:**

Mr Craig Griffiths  
Head of Legal Services  
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Document	Suggested Amendments	Comments
AM and MP Protocol	<ul style="list-style-type: none"> <li>• To inform the local member at the start of the process i.e. when the correspondence is initially received from the AM/MP (except where the issue is personal or a confidential matter involving the constituent).</li> <li>• To confirm that the protocol applies to all categories of elected representatives.</li> <li>• To clarify what is defined as a 'sensitive issue.'</li> <li>• To clarify what constitutes a local issue? i.e. if the issue straddles a number of wards.</li> </ul>	<p>Amendments have been to reflect these requirements. In summary, A copy of the letter from the MP/MS will be made available to the relevant Cabinet Member or Regulatory Committee Chair, and notification of receipt of the letter shall be given to the local member where the matter affects their Ward (e.g. a highway problem of general interest) but not if it concerns a personal or confidential matter involving the constituent, e.g. a Social Services or information relating to their financial/health/personal circumstances.</p>
Members Gifts/Hospitality	<ul style="list-style-type: none"> <li>• Members should have available both electronic and paper forms to submit any declarations of gifts/hospitality</li> <li>• There should be no threshold attached to disclosure, but Council should operate a full disclosure policy</li> <li>• Members agreed training would be required on this policy to ensure clarity on its application.</li> </ul>	<p>Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.</p> <p>Amendments have been made to ensure full disclosure of all items of hospitality received.</p> <p>Work is ongoing with Digital Service colleagues to develop an electronic notification system. In the interim, email notification can be accepted as an alternative to form completion.</p>
Travelling and Subsistence Allowances	<ul style="list-style-type: none"> <li>• To include positive encouragement for Members to undertake work electronically/remotely where possible to discourage unnecessary travel</li> </ul>	<p>Wording has been inserted to reflect this requirement</p>

Protocol on Member/Officer Relations	<ul style="list-style-type: none"> <li>Members agreed training would be required on this policy to ensure clarity on its application.</li> </ul>	Updated training will be provided to members and this will take place in Autumn 2021. In addition, training will be built into the Member Induction process following Local Government Elections in May 2022.
Members Code of Conduct	<ul style="list-style-type: none"> <li>Members agreed there is a need to provide a simplified version of the do's and don'ts</li> <li>Members suggested the requirement for a separate seminar on the Code of Conduct as part of Members induction.</li> <li>Training is required on processes, procedures and examples associated with the Code.</li> <li>Consideration to produce an 'easy read' version of the document.</li> </ul>	<p>Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.</p> <p>In conjunction with the Welsh Local Government Association and Public Service Ombudsman for Wales, work is ongoing to develop a consistent user friendly document for members.</p>
Local Resolution Procedure	<ul style="list-style-type: none"> <li>To provide a practical example e.g. a flow chart, to show options available to Members.</li> </ul>	Although no flow chart has been provided, the wording has been amended to ensure it is sufficiently clear to members. Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.
Family Absence Regulations	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Member Absence Protocol	<ul style="list-style-type: none"> <li>No amendments.</li> </ul>	
Access to Information Rules	<ul style="list-style-type: none"> <li>Training to be provided with regards to restricted information</li> </ul>	Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.
Democratic Services Committee (function)	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Democratic Services Committee (Procedural Rules)	<ul style="list-style-type: none"> <li>No amendments to procedural rules. (consideration to future training requirements of members).</li> </ul>	Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.

Scrutiny Committees (Functions)/Procedure Rules	<ul style="list-style-type: none"> <li>• Training requirement for Chairs/Vice-Chairs</li> <li>• Suggestions of involvement from Town &amp; Community Councils to participate in scrutiny.</li> <li>• To be proactive in trying to seek out best practice from other Council with regards to training element of scrutiny</li> </ul>	<p>Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022. Ongoing training will also be provided via the Chairs/Vice Chairs of Scrutiny Forum in Autumn 2021.</p> <p>Work is also ongoing to look at scrutiny models in other authorities to see where good practice can be identified for further consideration by NPT.</p> <p>Future consideration will be given on the relationship with Town and Community Councils, and the engagement process. Work is presently ongoing to consider this via the Legal and Standards Forum and the Town Council Liaison Forum.</p>
Management Structure	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	An amendment has been made to reflect recent appointments made.
Employee Code of Conduct	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	
Contract Procedure Rules	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	
Council Procedure Rules	<ul style="list-style-type: none"> <li>• Training to be provided with regards to how to raise a 'point of order'</li> <li>• To have a ban on e-cigarettes during a meeting and remotely when on screen.</li> <li>• Provision for the Chair to be informed at the start of a meeting if there may be a requirement for a member to use their mobile phone during a meeting.</li> <li>• General consensus that attendance (i.e. leave half way through, arrive late etc.) should be recorded in minutes of a meeting.</li> </ul>	<p>Updated training will be provided to members as part of the Member Induction process following Local Government Elections in May 2022.</p> <p>Appropriate wording has been added to reflect requirements.</p> <p>Further amendments will be made in due course to comply with the Local Government and Elections (Wales) Act 2021 and reports will be brought to Democratic Services Committee in due course to</p>

		consider these.
Constitution: Introduction and purpose	<ul style="list-style-type: none"> <li>Should clearly set out what the processes and powers are of elected Councillors.</li> </ul>	Wording has been included explaining the role of a Councillor with reference to later parts of the Constitution
Article 1 – Purpose	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 2 – Members of Council	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 3 – Citizens Rights	<ul style="list-style-type: none"> <li>To remind Members of the public that they can stand for election if they meet the eligibility criteria</li> <li>Citizens Responsibilities – to be more prescriptive and also indicate consequence if a member of the public’s behaviour/relationship towards the local councillor becomes unworkable. Suggested reference to social media.</li> </ul>	<p>Wording has been inserted to reflect these points, including a reference to the Council’s Unreasonable Behaviour and Vexatious requests policies.</p> <p>Members of the public are also reminded that they are able to stand as members if they meet the criteria set out in law.</p>
Article 4 – Full Council	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 5 – Chairing the Council	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 6 – Role of Scrutiny Committees	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 7 – Role of Leader and Cabinet	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 8 – List of Regulatory Committees	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 9 – Standards Committee	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 10 – Joint Arrangements	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	
Article 11 – Office	<ul style="list-style-type: none"> <li>No amendments</li> </ul>	

Structure		
Article 12 – Decision Making	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	
Article 13 – Finance/Contracts/Legal Matters	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	
Article 14 – Duty to Review the Constitution	<ul style="list-style-type: none"> <li>• No amendments</li> </ul>	
Article 15 – Suspension of the Constitution	<ul style="list-style-type: none"> <li>• To add an explanatory note concerning irregularities in the rules in terms of numbers required to suspend the Constitution versus numbers required to invoke some of the procedural rules.</li> </ul>	Wording has now been added to the Article providing clarity on the difference between numbers and the reasoning why there is a difference.
Article 16 – Future Generations and Power of Competence	<ul style="list-style-type: none"> <li>• No amendments.</li> </ul>	

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## Impact Assessment

### 1. Details of the initiative

<b>Initiative description and summary: Constitutional Amendments</b>
<b>Service Area: Legal and Democratic Services</b>
<b>Directorate: Chief Executives</b>

### 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				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Disability		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Gender Reassignment		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Marriage/Civil Partnership		X				As this decision is to record administrative and

						governance arrangements alone there are no protected characteristics impacted on.
Pregnancy/Maternity		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Race		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Religion/Belief		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Sex		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.
Sexual orientation		X				As this decision is to record administrative and governance arrangements alone there are no protected characteristics impacted on.

#### 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				As this decision is to record administrative and governance arrangements alone there are is no impact on welsh language. Documents are translated so are available in welsh for members of the public to access in accordance with our Welsh Language Standards.
Treating the Welsh language no less favourably than English		X				As this decision is to record administrative and governance arrangements alone there are is no impact on welsh language. Documents are translated so are available in welsh for members of the public to access in accordance with

						our Welsh Language Standards.
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**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				There are no impacts on biodiversity.
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				There are no impacts on the resilience of ecosystems

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**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 amended constitution will allow the Council to meets its legal obligations and ensure decision making is accurately recorded with increased transparency of decision making for members of the public.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	X		The amended constitution will allow the Council to meets its legal obligations and ensure decision making is accurately recorded with increased transparency of decision making for members of the public.

<b>Involvement</b> - how people have been involved in developing the initiative	X		A Task and Finish Group was established by Democratic Services Committee to review the Constitution and to ensure it was fit for purpose and met all legal obligations.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	X		A Task and Finish Group was established by Democratic Services Committee to review the Constitution and to ensure it was fit for purpose and met all legal obligations.
<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	X		The amended constitution will allow the Council to meets its legal obligations and ensure decision making is accurately recorded with increased transparency of decision making for members of the public.

**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	
As this decision is to record administrative and governance arrangements alone there are is no impacts on biodiversity, protected characteristics and welsh language and will ensure compliance with the sustainable development principle	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Signed off by	Craig Griffiths	Head of Service	C.Griffiths	30 <sup>th</sup> June 2021

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### DEMOCRATIC SERVICES COMMITTEE

9<sup>th</sup> September 2021

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

Matter for Decision

#### **Wards Affected:**

All Wards

#### **MEMBERS' ICT REFERENCE GROUP**

#### **Purpose of Report**

To Review the Authority's Members' ICT Reference Group.

#### **Background**

The Members ICT Group was established by the Democratic Services Committee to provide a structured and focussed opportunity for Members to be included in the continual service improvement of Members ICT. That includes the consideration and scoping of which ICT equipment, support arrangements and training will meet Members' changing demands.

The Members ICT Group will be instrumental in trialling, planning and testing several new service improvements over the remainder of the civic year such as Zoom and Hybrid Meetings as well as offering invaluable insight to the ICT and Democratic Services Teams in the planning of the ICT elements of the Member Induction Programme 2022.

The terms of reference for the Group has been amended for Member's approval (see Appendix 1 attached) and the Committee are asked to endorse its reestablishment for the purposes outlined above.

All political groups were asked to nominate Members to participate and their views are reflected in the amended Terms of Reference

### **Financial Impact**

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

### **Integrated Impact Assessment**

There is no requirement for an integrated impact assessment for this report.

### **Workforce Impacts**

There are no significant workforce impacts associated with this report.

### **Legal Powers**

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

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

### **Risk Management**

There are no significant risks associated with this report.

### **Consultation**

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

### **Recommendation**

It is recommended that

- (a) the Terms of Reference for the Members ICT Reference Group be approved; and
- (b) the Membership of the IT Reference Group be confirmed and that a date be arranged for the first meeting.

## **Reason for Decision**

To amend the Terms of Reference of the Members' IT Reference Group

## **Implementation of Decision**

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

## **Appendices**

Appendix 1 – Terms of Reference

## **List of Background Papers**

Local Government Measure Wales 2011 -

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

## **Officer Contacts**

Craig Griffiths - Head of Legal and Democratic Services  
e-mail: [c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

Stacy Curran - Democratic Services Manager  
e-mail: [s.curran@npt.gov.uk](mailto:s.curran@npt.gov.uk)



**Members IT Reference Group**  
**Terms of Reference.**

**Members**

Cllr J D Morgan (Chair)
Cllr M Protheroe
Cllr S.Pursey
Cllr R.L.Taylor
Cllr A.J.Taylor
Plaid Group Member
Independent Group Member

**Purpose:**

- To provide a structured and focussed opportunity for Members to be included in the continual service improvement of Members ICT. That includes the consideration and scoping of which ICT equipment, support arrangements and training will meet Members' changing demands.
- To provide a structured mechanism to shape the use of the Committee Administration System Modern.Gov to best suit Members' needs.

**Support Arrangements:**

Support will be provided by the appropriate members of Digital Services and Charlotte Davies from the Democratic Services Team.

**Reporting Arrangements:**

The Group will report to the Democratic Services Committee.

The focus, membership and objectives of the Group will be reviewed in 12 months (September 2022.)

**THIS IS NOT A DECISION MAKING GROUP**



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**Democratic Committee Services**  
**Forward Work Programme 2021/22**

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Comments</b>	<b>Contact Officer</b>
9 September 2021	Report of the Constitution Review Task & Finish Group	Decision	Topical (Special Meeting)	Craig Griffiths
	Hybrid Meeting Arrangements and Equipment	Decision	Topical	Craig Griffiths/Stacy Curran
	Head of Democratic Services	Decision	Topical	Karen Jones/Craig Griffiths
	Members ICT Ref Group Report	Decision	Topical	Stacy Curran/Spencer Blewett
11 October 2021	Assessment of Resources for the Democratic Services Committee	Decision	Annual	Karen Jones/Caryn Furlow Harris /Stacy Curran
	Member Induction Programme – T&F Report	Decision	Topical. (Special Dem Services may be required)	Craig Griffiths/Stacy Curran
	Public Speaking Protocol	Decision	Topical	Craig Griffiths/Stacy Curran
	E-Petitions	Decision	Topical	Craig Griffiths/Stacy Curran
	<b>PRE ELECTION PERIOD STARTS MID MARCH</b>			
11 April 2022	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