



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

STANDARDS COMMITTEE

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES – MR CRAIG GRIFFITHS

14th October 2024

Matter for Decision

Wards Affected: All Wards

Attendance at NPT Council and Town/Community Council Meetings

Purpose of the Report:

To agree a protocol in respect of the observation of Neath Port Talbot Council meetings and Town and Community Council meetings and to provide an overview of dates of meetings

Background:

There are a number of roles and functions of the Standards Committee, one of which is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives of the Council.

As part of the Committee's work programme for the forthcoming year, members have identified that they wished to continue to observe proceedings at Council and Committee meetings and to give feedback and observations to help inform its work priorities.

To this end a list of Neath Port Talbot Council meetings is included at Appendix 2 of this report along with a list of Town and Community Council meetings that are

to take place throughout 2024/25 (Appendix 3) for members to identify if there would be any they wish to attend to observe.

Following attendance at each meeting, Standards Committee members will be asked to complete a feedback form, which is enclosed at Appendix 1, which will be brought before the Standards Committee for further discussion on a quarterly basis. A copy of the same will also be forwarded to any Town/Community Council that is visited.

In the event that members wish to attend, they should advise the Monitoring Officer who will assist in facilitating an invite.

Financial Impacts:

Members will be remunerated for attendance under the allowance scheme agreed by the Independent Remuneration Panel and the Council's Member Remuneration Policy.

Integrated Impact Assessment:

An Integrated Impact Assessment is not required for this report.

Valleys Communities Impacts:

No implications

Workforce Impacts:

No implications

Legal Impacts:

The Council has a duty to establish and maintain a Standards Committee as defined by legislation as set out in the Standards Committees Rules and Regulations 2001 and the Standards Committee (Wales) Amendment Regulations 2006. The role of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor Representatives.

Consultation:

There is no requirement for external consultation on this item

Recommendations:

That Members approve the draft feedback form for usage contained at Appendix 1 and note the timetable of meetings that take place.

Appendices:

Appendix 1- Draft Feedback Form
Appendix 2 – List of meetings

List of Background Papers:

None

Officer Contact:

Mr Craig Griffiths
Head of Legal and Democratic Services
Telephone 01639 763767
Email: c.griffiths2@npt.gov.uk

Appendix 1

Council Name	
Name of Meeting i.e. Full Council / Cabinet/ Scrutiny Committee	
Meeting Date	

Please provide feedback on the following areas:

Question	Commentary
Were you able to access the meeting either virtually or in person and were there any difficulties?	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Not able to access or attend the meeting • Accessed/attended the meeting but difficulties viewing and hearing matters • Accessed/attended the meeting and was able to view and observe without difficulty <p><u>Comment</u></p>
Were you able to identify the status of individuals in the meeting i.e. officer or member?	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Not possible to determine the status of individuals in the meeting • Determination of some individuals but not all • Able to identify all members and officers and present

	<p><u>Comment</u></p>
<p>Were you able to access an agenda or copies of reports prior to the meeting?</p>	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Access to agenda and reports not provided • Access to agenda only • Access to both agenda and all public papers under discussion <p><u>Comment</u></p>
<p>How was the meeting managed?</p>	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Serious concerns that meeting did not function appropriately and no controls in place. • Some concerns about manner of meeting and the general conduct of business • No concern and meeting managed appropriately

	<p><u>Comment</u></p>
<p>Were you able to understand the decisions that were being at the meeting and was there clarity in the process?</p>	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Not able to understand decision being taken and the process followed • Able to understand decision making but process seemed confusing • No concerns and able to understand decision making and process <p><u>Comment</u></p>
<p>Did you have any concerns relating to standards or ethics?</p>	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> • Significant concerns that will require future consideration by members of the Standards Committee and the Town/Community Council • Some concerns but these were addressed by the Clerk or Councillors themselves and no further action necessary. • No concerns <p><u>Comment</u></p>

--	--

I agree that my feedback can be shared both with the Standards Committee and the Council to whom this feedback relates.

Signed:

Date:



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Appendix 2

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
All Members Seminar - 10:00AM Thursday	9 th 23 rd	6 th 20 th	4 th 18 th		12 th 26 th	10 th 24 th	7 th 21 st	5 th 19 th	16 th 30 th	13 th 27 th	13 th 27 th	10 th 24 th	8 th 22 nd
Annual Meeting of Council – 2.30PM Monday	15 th												
Cabinet Members Briefing 2.00pm Tuesday	21 st	10 th	2 nd 16 th		3 rd 24 th	15 th	5 th 26 th		7 th 28 th	18 th	11 th	1 st 22 nd	13 th
Cabinet – 2.05pm Wednesday	8 th 29 th	19 th	10 th 24 th		11 th	2 nd 23 rd	13 th	4 th	15 th	5 th 26 th	19 th	9 th 30 th	21 st
CBC/ Community Councils Liaison Forum 10.00am													6 th
Community, Finance and Strategic		14 th	18 th		5 th	17 th	28 th		9 th	20 th		3 rd	15 th

Leadership Scrutiny Committee – 2.00PM Thursday													
Corporate Directors Group - 9:15AM Wednesday	1 st , 8 th , 15 th , 22 nd 29 th	5 th 12 th 19 th 26 th	3 rd 10 th 17 th 24 th 31 st	7 th 14 th 21 st 28 th	4 th 11 th 18 th 25 th	2 nd 9 th 16 th 23 rd 30 th	6 th 13 th 20 th 27 th	4 th 11 th 18 th 25 th	8 th 15 th 22 nd 29 th	5 th 12 th 19 th 26 th	5 th 12 th 19 th 26 th	2 nd 9 th 16 th 23 rd 30 th	7 th 14 th 21 st
Corporate Parenting Panel - 1:00PM Thursday	30 th				5 th		14 th			6 th			8 th
Council - 2:00PM Wednesday	12 th		31		4 th	16 th	27 th		8 th	19 th		2 nd	14 th
Democratic Services Committee – 2PM Monday			22 nd				11 th			3 rd		28 th	
Education Skills and Wellbeing Scrutiny Committee - 2:00PM Thursday		13 th	25 th		12 th	24 th		5 th	16 th		6 th	10 th	22 nd
Environment, Regeneration	3 rd		5 th		20 th		8 th	6 th	31 st		14 th		2 nd

and Streetscene Scrutiny Committee - 10:00AM Friday													
Governance and Audit Committee - 10:00AM Friday			12 th		6 th		29 th			21 st			16 th
Licensing and Gambling Acts Committee - 10:00AM Monday	13 th	3 rd 24 th	15 th	5 th 19 th	16 th	7 th	18 th	9 th	20 th	10 th	3 rd 24 th		12 th
Licensing and Gambling Acts Sub Committee - 10:05AM Monday	13 th	3 rd 24 th	15 th	5 th 19 th	16 th	7 th	18 th	9 th	20 th	10 th	3 rd 24 th		12 th
Margam Crematorium Joint Committee - 2:00PM Tuesday		17 th				29 th		10 th	14 th			15 th	
Neath Port Talbot/Youth Council		5 th				2 nd				5 th			

Liaison Forum - 6:00PM Wednesday													
Personnel Committee - 2:00PM Monday		4 th			2 nd		18 th			10 th	10 th		
Planning Committee - 10:00AM Tuesday	21 st	11 th	2 nd 23 rd	13 th	3 rd 24 th	15 th	5 th 26 th	17 th	28 th	18 th	11 th	1 st 22 nd	13 th
Public Services Board - 2:00PM Tuesday			11 th			1 st 17 th			28 th	6 th		29 th	8 th
Registration and Licensing Committee - 10:00AM Monday	13 th	10 th	8 th	5 th	2 nd 30 th	28 th	25 th		20 th	17 th	17 th	14 th	12 th
School Standards Partnership Group - 1:00PM Monday			15 th			7 th			20 th		24 th		
Shadow Cabinet - 3:00PM Monday	27 th	3 rd	15 th		9 th	21 st		2 nd	13 th	24 th		7 th	19 th

Social Services, Housing and Community Safety Scrutiny Committee - 2:00PM Thursday	2 nd	27 th			19 th		7 th	12 th	23 rd		13 th		1 st
South West Wales, Corporate Joint Committee – Economic Wellbeing and Regional Economic Development Sub-Committee - 2:00PM Monday			22 nd		23 rd				20 th				6 th
South West Wales, Corporate Joint Committee – Energy Sub Committee -	13 th		29 th		30 th				27 th			28 th	

2:00PM Monday													
South West Wales, Corporate Joint Committee – Overview and Scrutiny Committee	16 th		16 th		3 rd	14 th	21 st		9 th		11 th		
South West Wales, Corporate Joint Committee – Regional Transport Sub – Committee - 2:00PM Monday			2 nd			8 th					4 th		
South West Wales, Corporate Joint Committee – Strategic Planning Sub- Committee - 2:00PM Monday		24 th				7 th					3 rd		12 th

South West Wales, Corporate Joint Committee - 10:00AM Tuesday	23 rd		30 th		12 th	22 nd		3 rd	21 st		18 th		
Special Appointments Committee	8 th	3 rd	17 th										
Staff Council - 10:00AM Monday	14 th				9 th		4 th		27 th			28 th	
Standards Committee - 10:00AM Monday		17 th	22 nd			14 th			13 th			7 th	
Swansea Bay City Region Joint Scrutiny Committee - 2:00PM Tuesday		25 th			17 th			3 rd			18 th		13 th
Tata Steel Joint Consultative Group - 10:30AM Tuesday	28 th				10 th		12 th			4 th		29 th	
UK Shared Prosperity	10 th	13 th			19 th			12 th			20 th		1 st

Fund Member Briefing – 10.00am Thursday													
Voluntary Sector Liaison Forum			9 th				12 th				25 th		
Wildfox Liaison - 12:00PM Thursday		20 th			12 th			5 th		27 th			

Appendix 3



Town/Community Council	Dates of Meeting
Blaengwrach Community Council	Face to Face or Zoom 18:30 On <ul style="list-style-type: none"> • 19th September • 17th October • 21st November • 16th January • 20th February • 20th March • 17th April
Blaenhonddan Community Council	Face to Face or Virtual 18:30 On <ul style="list-style-type: none"> • 16th September • 21st October • 18th November • 9th December • 20th January • 17th February • 17th March • 14th April
Briton Ferry Town Council	Face to Face or Zoom 18:00 On <ul style="list-style-type: none"> • 25th September • 30th October • 27th November • 18th December • 29th January • 26th February • 26th March • 30th April • 21st May • 28th May
Cilybebyll Community Council	Face to Face or Zoom 18:00 On <ul style="list-style-type: none"> • 3rd September • 5th November

	<ul style="list-style-type: none"> • 3rd December • 7th January • 4th February • 4th March • 1st April
Clyne and Melincourt Community Council	<p>Face to Face 18:00</p> <p>On:</p> <ul style="list-style-type: none"> • 23rd September • 28th October • 25th November • 27th January • 24th February • 24th March
Coedffranc Town Council	<p>Face to Face or Virtual 18:30</p> <p>On:</p> <ul style="list-style-type: none"> • 18th September • 16th October • 20th November • 18th December • 15th January • 19th February • 19th March • 23rd April
Crynant Community Council	<p>Face to Face 18:30</p> <p>On:</p> <ul style="list-style-type: none"> • 26th September • 31st October • 28th November • 30th January • 27th February • 27th March • 24th April
Cwmllynfell Community Council	<p>Face to Face or Virtual 18:00</p> <p>On</p> <ul style="list-style-type: none"> • 19th September • 17th October • 21st November

	<ul style="list-style-type: none"> • 19th December • 16th January • 20th February • 20th March • 17th April • 22nd May
Dyffryn Clydach Community Council	<p>Face to Face 18:30 On:</p> <ul style="list-style-type: none"> • 10th September • 8th October • 12th November • 10th December • 14th January • 11th February • 11th March • 8th April • 13th May
Gwaun Cae Gurwen Community Council	<p>Face to Face 18:30 On</p> <ul style="list-style-type: none"> • 9th September • 7th October • 11th November • 9th December • 6th January • 10th February • 10th March • 14th April • 12th May • 26th May
Neath Town Council	<p>Face to Face or Virtual 18:00 On</p> <ul style="list-style-type: none"> • 5th September • 3rd October • 7th November • 5th December • 6th February • 6th March

	<ul style="list-style-type: none"> • 3rd April • 8th May
Onllwyn Community Council	<p>Face to Face 19:00</p> <p>On:</p> <ul style="list-style-type: none"> • 9th September • 14th October • 9th December • 13th January • 10th February • 10th March • 14th April • 12th May
Pelenna Community Council	To be confirmed
Pontardawe Town Council	<p>Virtual via Zoom 18:45</p> <p>On:</p> <ul style="list-style-type: none"> • 9th September • 14th October • 11th November • 9th December • 13th January • 10th February • 10th March • 14th April • 12th May
Resolven Community Council	<p>Face to Face 18:00</p> <p>On:</p> <ul style="list-style-type: none"> • 5th September • 3rd October • 7th November • 5th December • 6th February • 6th March • 3rd April • 8th May
Seven Sisters Community Council	<p>Face to Face 18:30</p> <p>On:</p> <ul style="list-style-type: none"> • 2nd September

	<ul style="list-style-type: none"> • 7th October • 4th November • 2nd December • 6th January • 3rd February • 3rd March • 7th April • 5th May
Tonna Community Council	<p>Face to Face 19:00 On:</p> <ul style="list-style-type: none"> • 10th September • 8th October • 12th November • 10th December (Commences at 18:30) • 14th January • 11th February • 11th March • 8th April • 13th May
Ystalyfera Community Council	To be confirmed