

Document	Suggested Amendments	Comments
AM and MP Protocol	<ul style="list-style-type: none"> • 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). • To confirm that the protocol applies to all categories of elected representatives. • To clarify what is defined as a 'sensitive issue.' • To clarify what constitutes a local issue? i.e. if the issue straddles a number of wards. 	<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"> • Members should have available both electronic and paper forms to submit any declarations of gifts/hospitality • There should be no threshold attached to disclosure, but Council should operate a full disclosure policy • Members agreed training would be required on this policy to ensure clarity on its application. 	<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"> • To include positive encouragement for Members to undertake work electronically/remotely where possible to discourage unnecessary travel 	<p>Wording has been inserted to reflect this requirement</p>

Protocol on Member/Officer Relations	<ul style="list-style-type: none"> Members agreed training would be required on this policy to ensure clarity on its application. 	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"> Members agreed there is a need to provide a simplified version of the do's and don'ts Members suggested the requirement for a separate seminar on the Code of Conduct as part of Members induction. Training is required on processes, procedures and examples associated with the Code. Consideration to produce an 'easy read' version of the document. 	<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"> To provide a practical example e.g. a flow chart, to show options available to Members. 	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"> No amendments 	
Member Absence Protocol	<ul style="list-style-type: none"> No amendments. 	
Access to Information Rules	<ul style="list-style-type: none"> Training to be provided with regards to restricted information 	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"> No amendments 	
Democratic Services Committee (Procedural Rules)	<ul style="list-style-type: none"> No amendments to procedural rules. (consideration to future training requirements of members). 	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"> • Training requirement for Chairs/Vice-Chairs • Suggestions of involvement from Town & Community Councils to participate in scrutiny. • To be proactive in trying to seek out best practice from other Council with regards to training element of scrutiny 	<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"> • No amendments 	An amendment has been made to reflect recent appointments made.
Employee Code of Conduct	<ul style="list-style-type: none"> • No amendments 	
Contract Procedure Rules	<ul style="list-style-type: none"> • No amendments 	
Council Procedure Rules	<ul style="list-style-type: none"> • Training to be provided with regards to how to raise a 'point of order' • To have a ban on e-cigarettes during a meeting and remotely when on screen. • 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. • General consensus that attendance (i.e. leave half way through, arrive late etc.) should be recorded in minutes of a meeting. 	<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"> Should clearly set out what the processes and powers are of elected Councillors. 	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"> No amendments 	
Article 2 – Members of Council	<ul style="list-style-type: none"> No amendments 	
Article 3 – Citizens Rights	<ul style="list-style-type: none"> To remind Members of the public that they can stand for election if they meet the eligibility criteria 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. 	<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"> No amendments 	
Article 5 – Chairing the Council	<ul style="list-style-type: none"> No amendments 	
Article 6 – Role of Scrutiny Committees	<ul style="list-style-type: none"> No amendments 	
Article 7 – Role of Leader and Cabinet	<ul style="list-style-type: none"> No amendments 	
Article 8 – List of Regulatory Committees	<ul style="list-style-type: none"> No amendments 	
Article 9 – Standards Committee	<ul style="list-style-type: none"> No amendments 	
Article 10 – Joint Arrangements	<ul style="list-style-type: none"> No amendments 	
Article 11 – Office	<ul style="list-style-type: none"> No amendments 	

Structure		
Article 12 – Decision Making	<ul style="list-style-type: none"> • No amendments 	
Article 13 – Finance/Contracts/Legal Matters	<ul style="list-style-type: none"> • No amendments 	
Article 14 – Duty to Review the Constitution	<ul style="list-style-type: none"> • No amendments 	
Article 15 – Suspension of the Constitution	<ul style="list-style-type: none"> • 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. 	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"> • No amendments. 	