



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

STANDARDS COMMITTEE

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

13th June 2023

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

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 identified in their Annual Report 2022/2023 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 will be forwarded to all Standard Committee members along with a list of Town and Community Council meetings that are to take place throughout 2023/2024 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.

It would be hoped that a representative of the Standards Committee will attend every Town and Community Council in the Neath Port Talbot area during the course of this coming year and the Monitoring Officer will assist in facilitating a list of those councils that have been visited to aid in preparation and identifying dates.

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 agree the protocol for members of the Standards Committee in respect of the observation of Neath Port Talbot Council meetings and Town and Community Council meetings contained in this report and approve the draft feedback form for usage contained at Appendix 1.

Appendices:

Appendix 1- Draft Feedback Form

List of Background Papers:

None

Officer Contact:

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
STANDARDS COMMITTEE
OBSERVATION OF MEETINGS
FEEDBACK FORM**

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?	
Were you able to identify the status of individuals in the meeting i.e. officer or member?	
Were you able to hear and see all aspects of the meeting?	

Were you able to access an agenda or copies of reports prior to the meeting?	
How was the meeting managed?	
Were you able to understand the decisions that were being at the meeting and was there clarity in the process?	
Did you have any concerns relating to standards or ethics?	

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

Signed:

Date: