

Agenda

Newport City Council

Date: Tuesday, 4 April 2017
Time: 5.00 pm
Venue: Council Chambers - Civic Centre
To: **All Members of the City Council**

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| Item | Wards Affected |
|---|-----------------------|
| 1. <u>Agenda Welsh Version- Cymraeg</u> (Pages 5 - 8) | |
| 2. <u>Apologies</u> | |
| 3. <u>Declarations of Interest</u> | |
| 4. <u>Preliminaries</u> | |
| 5. <u>Minutes</u> (Pages 9 - 22) | All Wards |
| 6. <u>Appointments</u> | |
| 7. <u>Police Issues</u> | |
| 8. <u>Welsh Language Strategy</u> (Pages 23 - 52) | All Wards |
| 9. <u>Pay and Reward Policy</u> (Pages 53 - 76) | All Wards |

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|-----|--|-----------|
| 10. | <u>National Non-Domestic Rates: High Street Relief Scheme 2017-18</u> (Pages 77 - 86) | All Wards |
| 11. | <u>Independent Remuneration Panel - Annual Report 2017</u> (Pages 87 - 96) | All Wards |
| 12. | <u>Scheme of Delegation for Chief Officers</u> (Pages 97 - 150) | All Wards |
| 13. | <u>Mayoralty</u> (Pages 151 - 156) | All Wards |
| 14. | <u>Framework Member Role Descriptions and Person Specifications</u> (Pages 157 - 214) | All Wards |
| 15. | <u>Questions to the Chair of the Cabinet</u> | All Wards |

To provide an opportunity for councillors to ask questions to the Chair of the Cabinet in accordance with the Council's Standing Orders.

Process:

No more than 30 minutes will be allocated at the Council meeting for oral questions to the Leader

If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned

- | | | |
|-----|-------------------------------------|-----------|
| 16. | <u>Questions to cabinet members</u> | All Wards |
|-----|-------------------------------------|-----------|

To provide an opportunity to pose Questions to Cabinet Members in line with Standing Orders

Process:

No more than 10 minutes will be allocated at the Council meeting for questions to each Cabinet Member.

Members will have needed to submit their proposed questions in writing in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting and not directly to the person being questioned.

Questions will be posed to cabinet members in the following order:

- Deputy Leader and Cabinet Member for Environment Sustainability and Transport
- Cabinet Member for Education & Young People
- Cabinet Member for Finance and Resources
- Cabinet Member for Community Services, Work and Skills
- Cabinet Member for Regulatory Functions
- Cabinet Member for Regeneration & Investment
- Cabinet Member for Adult Social Services & Housing
- Cabinet Member for Culture, Leisure and Sport

For Information: A digest of recent decision schedules issued by Cabinet, Cabinet Members and Minutes of recent meetings of Committees has been circulated electronically to all Members

17. Questions to Chairs of Committees

All Wards

To provide the opportunity to pose questions to the Chairs of the Committees in the following order:

I. Scrutiny Committees

- Community Planning and Development
- Learning, Caring and Leisure
- Street Scene, Regeneration and Safety

II. Planning Committee

III. Licensing Committee

IV. Democratic Services Committee

Process:

No more than 10 minutes will be allocated at the Council meeting for questions to each Chair.

Members will have needed to submit their proposed questions in writing in accordance with Standing Orders. If members are unable to ask their question orally within the allocated time, remaining questions will be answered in writing. The question and response will be appended to the minutes.

The question must be addressed through the Mayor or the person presiding at the meeting

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Agenda



Cyngor Dinas Casnewydd

Dyddiad: 04/04/17

Amser: 5.00 pm

Lleoliad: Siambrau'r Cyngor - Canolfan Ddinesig

At sylw: **Pob Aelod o'r Cyngor Dinas**

HYSBYSIAD GWE-DDARLLEDU

Gall y cyfarfod hwn gael ei ffilmio ar gyfer darllediad byw neu ddarllediad wedi hynny trwy wefan y Cyngor.

Ar ddechrau'r cyfarfod, bydd y Maer, Cadeirydd neu'r Person sy'n Llywyddu yn cadarnhau os yw cyfan neu ran o'r cyfarfod yn cael ei ffilmio. Efallai y bydd y delweddau a recordiad sain yn cael eu defnyddio hefyd at ddibenion hyfforddiant o fewn y Cyngor.

Yn gyffredinol, nid yw'r ardaloedd eistedd cyhoeddus yn cael eu ffilmio. Fodd bynnag, wrth fynd i mewn i'r ystafell gyfarfod a defnyddio'r ardal seddau cyhoeddus, rydych yn rhoi caniatâd i chi gael eich ffilmio a defnydd posibl o rhai delweddau a recordiadau sain ar gyfer gwe-ddarlledu a/neu ddibenion hyfforddiant.

Os oes gennych unrhyw ymholiadau ynghylch hyn, cysylltwch â Phrif Swyddog Gwasanaethau Democrataidd.

Eitem

- 1. Agenda Cymraeg**
- 2. Ymddiheuriadau am absenoldeb.**
- 3. Datganiadau o fuddiant personol**
- 4. Cyhoeddiadau**
- 5. Cofnodion**
- 6. Penodiadau**
- 7. Materion yr heddlu**
- 8. Strategaeth iaith Gymraeg**

9. Cyflog a gwobrwyo polisi

10. Cynllun rhyddhad

11. Y Panel annibynnol ar gydnabyddiaeth ariannol: Adroddiad blynyddol

12. Cynllun dirprwyo

13. Maer

14. Disgrifiadau rôl ar gyfer cynghorwyr

15. Cwestiynau i Gadeirydd y Cabinet

I roi'r cyfle i gynghorwyr ofyn cwestiynau i Gadeirydd y Cabinet yn unol â Rheolau Sefydlog y Cyngor.

Proses: Ni chaiff mwy na 30 munud eu cadw yng nghyfarfod y Cyngor ar gyfer cwestiynau llafar i'r Arweinydd

Os nad yw'r aelodau yn gallu gofyn eu cwestiwn ar lafar o fewn yr amser a glustnodwyd, bydd y cwestiynau sy'n weddill yn cael eu hateb yn ysgrifenedig. Bydd y cwestiwn ac ymateb yn cael eu hatodi i'r cofnodion.

Rhaid i'r cwestiwn cael sylw drwy'r Maer neu'r sawl sy'n llywyddu yn y cyfarfod ac nid yn uniongyrchol at y person a holir

16. Cwestiynau i Aelodau Cabinet

I roi'r cyfle i ofyn cwestiynau i Aelodau'r Cabinet yn unol â Rheolau Sefydlog

Proses: Ni chaiff mwy na 10 munud eu cadw yng nghyfarfod y Cyngor ar gyfer cwestiynau i bob Aelod Cabinet unigol.

Bydd angen i'r Aelodau cyflwyno eu cwestiynau arfaethedig yn ysgrifenedig yn unol â'r Rheolau Sefydlog. Os nad yw'r aelodau yn gallu gofyn eu cwestiwn ar lafar o fewn yr amser a glustnodwyd, bydd y cwestiynau sy'n weddill yn cael eu hateb yn ysgrifenedig. Bydd y cwestiwn ac ymateb yn cael eu hatodi i'r cofnodion.

Rhaid i'r cwestiwn cael sylw drwy'r Maer neu'r sawl sy'n llywyddu yn y cyfarfod ac nid yn uniongyrchol at y person a holir

Bydd y cwestiynau yn cael eu gofyn i aelodau'r cabinet yn y drefn ganlynol:

- Dirprwy Arweinydd / Aelod Cabinet dros yr Amgylchedd, Cynaliadwyedd a Thrafnidiaeth
- Aelod Cabinet dros Addysg a Phobl Ifanc
- Aelod Cabinet dros Gyllid ac Adnoddau
- Aelod Cabinet dros Wasanaethau yn y Gymuned, Gwaith a Sgiliau
- Aelod Cabinet dros Swyddogaethau Rheoleiddio
- Aelod Cabinet dros Adfywio a Buddsoddi
- Aelod Cabinet dros Wasanaethau Cymdeithasol i Oedolion a Thai
- Aelod Cabinet dros Ddiwylliant, Hamdden a Chwaraeon

Er Gwybodaeth: Mae crynodeb o amserlenni penderfyniad diweddar a gyhoeddwyd gan y Cabinet, Aelodau Cabinet a Chofnodion cyfarfodydd diweddar y Pwyllgorau wedi cael ei gylchredeg yn electronig at bob Aelod o'r Cyngor.

17. Cwestiynau i Gadeiryddion Pwyllgorau

Bydd y cwestiynau yn cael eu gofyn i Gadeiryddion Pwyllgorau yn y drefn ganlynol:

I. Pwyllgorau Craffu

- Cynllunio a Datblygu Cymunedol
- Dysgu, Gofalu a Hamdden
- Gwasanaethau Stryd yn Un, Adfywio a Diogelwch

II. Pwyllgor Cynllunio

III. Pwyllgor Trwyddedu

IV. Pwyllgor Gwasanaethau Democrataidd

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Minutes



Council

Date: 2 March 2017

Time: 5.00 pm

Present: Councillor D Fouweather (Deputy Mayor in the Chair); Councillors M Al-Nuaimi, T Bond, J Cleverly, P Cockeram, M Cornelious, E Corten, K Critchley, D Davies, C Evans, M Evans, C Ferris, G Giles, J Guy, D Harvey, R Jeavons, C Jenkins, M Kellaway, M Linton, D Mayer, S Mlewa, R Mogford, A Morris, R Poole, J Mudd, M Rahman, J Richards, M Spencer, C Suller, T Suller, H Thomas , K Thomas, R Truman, Townsend, T Watkins, M Whitcutt, R White, K Whitehead, D Wilcox and D Williams

Apologies: The Mayor (Cllr D Atwell); Councillors O Ali, R Bright, V Delahaye, E Garland, P Hannon, I Hayat, P Huntley, R Hutchings and C Maxfield

1. Preliminaries

The Deputy Mayor informed Council of the sad news of the death of the sister of Councillor Christine Jenkins who was also the Sister in Law to Councillor Harvey.

Members and officers passed on their condolences to the family and friends of both councillors.

2. Minutes

The minutes of the meeting held on 31 January 2017 were confirmed as a true record by Council and were signed by the Deputy Mayor.

3. Appointments

The following appointments were agreed:

Governors:

- Eveswell Primary – Janet Morgan
- Lliswerry Primary – Maggie Bain
- Llanwern High – Chris Humphrey

4. Police Issues

The Deputy Mayor welcomed Superintendent Matthew Williams to the meeting. Superintendent Williams explained that he was the new Lead Officer for East Gwent policing area.

Superintendent Williams passed on thanks from Superintendent Glyn Fernquest for the support given by local members in Newport

Superintendent Williams updated elected members on recent police activity to address criminal activities, some of which had been significant. He also reported operations focussing on specific problems and antisocial behaviour

Councillor Truman raised issues around parking. He applauded the recent concentrated efforts in the city centre but asked for the problem to be addressed in other areas. Superintendent Williams explained that issues around decriminalisation were work in progress. He stated that he would do what was possible through the 'Your Voice' initiative and he would feed concerns back to local inspectors.

Councillor Rahman referred to concerns about match days parking in the Rodney Parade area, which had been exacerbated by new developments. He also mentioned local issues of drug use and antisocial behaviour in specific areas of the ward. Superintendent Williams agreed to discuss these issues with local officers.

Superintendent Williams agreed to discuss with local officers issues raised by Councillor Whitehead about parking in Bettws.

Councillor Critchley praised operations such as Operation Ironside, saying that they helped build public confidence. Superintendent Williams assured members that the police will address priorities proactively and in operations such as this as necessary.

Councillor Morris was concerned that young people make heroes of young criminals. Superintendent Williams agreed that all agencies needed to look at ways of making provision for young people. Councillor Morris was of the view that proceeds of crime could be used to help make provision to encourage young people.

Superintendent Williams assured Councillor Jenkins that her difficulties in setting up a meeting with local inspectors would be addressed

Superintendent Williams agreed with Councillor Guy that there was an increase in the use of technology to commit crimes. He explained that work was in place to provide proactive online policing

Superintendent Williams agreed to discuss with local officers issues raised by Councillor Linton about off road bikes in Ringland

Superintendent Williams agreed to discuss with local officers issues raised by Councillor White about parking issues in Marshfield.

Superintendent Williams agreed to discuss with local officers issues raised by Councillor Cornelious about drug use close to a local school

Superintendent Williams agreed to discuss with local officers issues raised by Councillor Jeavons about speeding HGV's in the ward

Councillor Suller was concerned about the lack of continuity in the community policing teams. Superintendent Williams agreed the shape of policing and the availability of resources had changed in the recent years but every effort was made to maintain continuity in teams as much as possible.

Councillor C Evans and Cleverly passed on thanks to local officers in the respective wards.

5. 2017/18 Budget & Medium Term Financial Plan

The Leader of the Council introduced a report which brought together all the relevant strands of the Council's financial management including the recommended increase in Council Tax, the consequential overall revenue budget, capital budget, treasury management and the Medium Term Financial Plan.

The Leader initially referred to the treasury management strategy, saying that it had been reviewed by the Audit Committee and in essence, the strategy was unchanged from that which had been in place for a number of years which is; to defer actual long term borrowing to fund our capital programme as long as possible and utilise our surplus cash wherever possible. This is more cost effective and reduces investment risk and is a strategy used by most Council's and recommended by the Council's Treasury Advisers.

The completion of the current work on the sale of the Friar's Walk development would have a significant impact on the strategy and proceeds would be used to repay loans taken out for this purpose or if not sold, to re-finance those loans.

In practical terms, the strategy should mean, outside of the Friars Walk loans, that no new long term loans will need to be taken out in 2017/18, we will hold relatively minimal cash holding for most of the year and use short term loans and investments to manage our day to day cash requirements.

The Leader then referred to the capital programme which is a key driver to the treasury management strategy. The Leader stated that a new 5 year programme, starting in 2018/19 would be developed over the next few months, and given the pressure on revenue funds, there were no easy solutions to expand the capital programme through additional borrowing, though demand for capital resources, as usual, is high.

The Leader was pleased to report that the Council had been successful in the last few years in investing in schools and the city centre as well as the usual cyclical investments in ICT. The Leader welcomed the securing of Welsh Government funding, matched with Council funds, to expand the 21st Century schools programme in particular. The Leader stated that the Council could now look forward to new, exciting and much needed schools and buildings over the next 1 – 2 years.

In terms of the proposed overall budget and Council Tax, the Leader stated that the budget continues to be challenging. The revenue support grant would reduce by 0.4%, approximately £900k in cash terms. The Council also had new pressures and responsibilities and when these were included, the reduction was 0.7%, nearly £1.5m. The Leader explained that this grant makes up some 80% of the Council's current total funding

There were other unfunded significant financial pressures to be faced such as:

- Funding the increasing costs of the new National Living Wage, which will see our social care community care costs increased by nearly £450k in 2017/18 and around £2m over the next 4 years
- Funding of the new Apprenticeship Levy at nearly £320k

These came with no additional funding and were outside of the Council's control, although of course supported by the administration.

Ongoing pressures on the budget, such as inflationary pressures and the on-going costs of demand on social care services also needed to be addressed

The Leader informed members that the draft budget which was offered for consultation, included over £8m of savings over the medium term, with nearly £6m for next year. This included a Council Tax increase of 4% and significant investment in services of over £5m.

The final outcome of the settlement allowed little flexibility but the Cabinet had listened very carefully to the various responses to the consultation it had received, in particular with the public and Cabinet was conscious of the significant issues within the schools area of the budget. The Leader was pleased to announce:

- An increase funding to schools at £1.1m, a 1.2% increase.
- The removal of the out-sourcing of the care staff at the Linc extra care scheme saving proposal
- A reduction in the proposed Council Tax rise to 3.5%, which is what is required to balance the Cabinet's budget

The Leader considered that even in a very challenging position, the Cabinet had dealt with most of the key areas of concern.

The Leader announced that Cabinet was finalising details on some one-off investments in key areas of, mainly, infrastructure. These would be funded mainly from the current years forecasted underspend, and the review of reserves

The Leader stated that there would be an announcement at the March Cabinet meeting. This would further add to other investments in the revenue and capital budgets which the Cabinet had already agreed for 2017/18 and showed a commitment to our key priorities.

As to Council Tax, the Leader stated that a 3.5% increase was recommended and that she and her cabinet considered this as a fair and balanced recommendation, because:

- This percentage increase is about the average for Wales for 2017/18
- Newport's tax is already low and even with this increase, will retain its position as the second lowest rate in Wales, and amongst the lowest across UK unitary councils
- In cash terms, it will be lower than most as our starting point is lower than virtually all other Councils
- It will still see the Council spending less than the Standard Spending Assessment – the amount Welsh Government deems is needed to fund a 'standard level of services', by around £7 million.
- This Council will continue to provide good value in what it does
- It allows the Council to continue to invest in its schools, a commitment to the National Living Wage and social justice and provide funding to other key areas of the budget

Whilst balancing this up with savings of approximately £5.5m for 2017/18

The Leader considered it to be a fair balance between delivering savings and increasing Council Tax on the one hand to offset lower revenue grant and key budget pressures on the other.

The Leader informed members that increase recommended would produce an average Band D Council Tax of £1,008.72, an increase of £34.11 per year, or 65p per week. The Council's overall budget would be just over £266m.

The Leader stated that the Cabinet continues in its ambition to protect services and seek social justice and that she was very proud of what the administration had achieved over the last 5 years, under difficult financial challenges.

She stated that the capital investment in schools and the city centre, revenue investments in schools and social care, introduction of the living wage to Council employees and care providers, the various ambitious change projects over the last four years was testament to this and the confident manner in which the administration continues to steer a path through these difficult times

The Cabinet Member for Finance and Resources seconded the budget proposals saying that the Leader had been quite right in referring to the challenge in setting the budget this year and the continuing difficulties as the grant from Welsh Government who in turn received its budget from the UK government. There were unfunded policy changes that impacted on the budget. He was pleased at the increased level of responses to the consultation and was pleased that the Cabinet had listened to the responses when finalising its proposals. He stated that the administration would always put people first. Meeting financial challenges needed a strategic approach as difficulties continued.

Members speaking against the proposals stated:

- They had concerns about the funding proposals and the potential impact on schools, inclusion services and school staff
- There would be an impact on local people as Council tax rises without improved services
- There is a need to make use of reserves ; collaborate and share Chief Officers
- There is a need to collaborate and reform the way our structures work
- The potential impact of a removal of a subsidy for the X16 bus service in the Marshfield area
- The budget did not put people first as evidenced by previous decisions
- Welsh Government took decisions as to allocation of their budget as allocated by the UK Government

Members speaking in favour of the proposals stated:

- The Administration had increased spending on schools year on year over the past five years and over and above the Welsh Government pledge. This year, the budget provided a £1.1m increase in schools' budgets, despite a reduction in Welsh Government grant.
- Schools received excellent support as reflected in recent results and Governors and School staff deserved praise
- A significant amount of money was spent in England on a relatively small number of Free Schools
- The Council continued to suffer from the decreasing grant aid being received from central government but the Cabinet had made the best possible use of available funds
- The Cabinet had listened to the main issues raised during the consultation process and addressed most of the issues raised
- The Deputy Leader explained that meetings were taking place to discuss what could be done to alleviate the impact of the removal of the subsidy for the X16 service and also explained that the route had previously received subsidy from Caerphilly Council which had announced its intention to remove the subsidy owing to limited use.
- The cash level of Council tax remained low despite the position in relation to SSA
- The proposals put people first and considered the impact on vulnerable people, listening to people's comments and acting on them.
- Despite the significant pressures which impacted on the adult social services budget, services to vulnerable older people had been preserved and in terms of disabled facilities grants the waiting times had improved significantly

The Leader of the Opposition stated that if the Administration had listened to previous suggestions, there would have been some significant savings; including making “Newport Matters” a cost – neutral publication; and reducing the number of Cabinet Members. He asked the Cabinet to consider using underspending and other available funds to invest £250,000 on school buildings; £250,000 on economic development schemes, ensuring Friar’s Walk is the start of regeneration, including the Market; and £ 250,000 on Streetscene, including zero tolerance on fly tipping. He mentioned the significant cost of highway claims that could be avoided by this investment. The Leader of the Opposition considered the proposed budget lacked innovative ideas.

The Leader of the Council in conclusion stated that she had listened carefully to all comments. She would do all that she could to protect the education budget but was disappointed that the public realm was shrinking as the UK government was not providing enough funding for the Welsh Government.

The Leader was very proud of the achievements of the Cabinet, which continued to protect services and seek social justice despite the very challenging budgets over the past five years.

The Leader of the Council stated that there would be capital investments in schools; there had been city centre regeneration; revenue investment had been made in schools and in social care; the living wage had been introduced and there were ambitious change projects as evidenced by the development of the Welsh Secondary School.

The Leader of the Council referred to investment projects and stated that the Cabinet would be discussing implementing capital projects for schools; community centres; Streetscene; disability facilities grants; play; the CAB; the market; and the details would be provided to the next cabinet meeting. This added to £2.5m and provided an ambitious range of projects after substantial research.

The required number of elected members sought a recorded vote.

The Monitoring Officer reminded elected members that the Council had a legal requirement to set a balanced budget.

The following members voted in favour of the proposals:

Councillors Al Nuaimi; Bond; Cockeram; Corten; Critchley; Davies; Giles; Guy; Harvey; Jeavons; Jenkins; Linton; Mayer; Mlewa; Morris; Mudd; Poole; Rahman; Richards; Spencer; C Suller; H Thomas; K Thomas; Truman; Whitcutt and Wilcox- A total of 26 votes

The following members voted against the proposals:

Councillors Cleverly; Cornelious; C Evans; M Evans; Ferris; Fouweather; Kellaway; Mogford; T Suller; White; Whitehead; and Williams- A total of 12 votes

Abstained from voting: Councillor Townsend.

The motion was therefore passed

RESOLVED

Revenue budget and Council Tax 17/18 (paragraphs 4-32)

- i. To note that an extensive consultation exercise has been completed on the medium term change/efficiency programme, including the 2017/18 budget proposals and that Cabinet have taken these into account in recommending final details of the programme and the resulting 2017/18 overall revenue budget recommended to this Council;
- ii. To note the Head of Finance's recommendations that minimum General Fund Balances be maintained at £6.5million;
- iii. To note that, in line with the requirements of the Local Government Act 2003, the Head of Finance confirms the robustness of the estimates underlying the proposals and the adequacy of the General Reserves in the context of other earmarked reserves and a revenue budget contingency of c£1,500k;
- iv. To approve the total revenue budget, shown in Appendix 1 of the report;
- v. To approve a Council Tax increase for Newport City Council of 3.5%, a band D tax of £1,008.72;
- vi. To approve the formal Council Tax resolution, included in Appendix 5 of the report which incorporates The Police and Crime Commissioner for Gwent & Community Council precepts; and as set out below:

PRECEPTS/ COUNCIL TAX

The funding required from Council Tax for the recommended draft 2017/18 budget is an increase of 3.50%. The tables below show all the figures involved in that calculation.

The tax base

This is the number of properties that attract Council Tax for the year, expressed as if they were all in Band D. In practice, Band A properties only pay 66% of the Band D Council Tax whilst a Band I property pays 233% of the Band D Council Tax. For 2017/18, the tax base is 57,619.96 (2016/17 – 56,145.64).

Calculation of the Council Tax – Newport City Council

The calculation of the Council Tax follows the process shown below

| | £000 |
|---|-------------|
| Net budget requirement | 266,372 |
| Less WAG funding | 208,250 |
| Equals that which needs funding from Council Tax | 58,122 |
| | £ |
| Divided by tax base (57,619.96) gives a Council Tax at Band D | 1,008.72 |

Calculation of the Council Tax – The Police and Crime Commissioner for Gwent & Community Councils

The final Council Tax also incorporates other demands (precepts) that the Council collects on behalf of other bodies. These bodies are The Police and Crime Commissioner for Gwent (PCC for Gwent) and the Community Councils within the City's boundary. Of these, The Police and Crime Commissioner for Gwent is the largest and for 2017/18, has set a precept of £13,185,752.00.

| Authority | Budget requirement / Precept from Council Tax (£'000) | Tax Base | Council Tax at Band D | | % Change |
|---------------|---|-----------|-----------------------|---------|----------|
| | | | 2017/18 | 2016/17 | |
| Newport City | 58,122 | 57,619.96 | £1,008.72 | £974.61 | 3.50% |
| PCC for Gwent | 13,186 | 57,619.96 | £228.84 | £220.06 | 3.99% |

The table below lists the precepts and Band D Council Tax for the Community Councils within Newport City boundary, for which the Council collects Council Tax

| Community Council | Council Tax Base | 2017/18 Precept (£) | Council Tax at Band D | | % Change |
|-------------------------|------------------|---------------------|-----------------------|---------|----------|
| | | | 2017/18 | 2016/17 | |
| Bishton | 754 | 9,053.64 | 12.00 | 10.90 | 10.1% |
| Coedkernew | 982 | 2,945.52 | 3.00 | 3.00 | - |
| Goldcliff | 185 | 2,966.56 | 16.00 | 15.00 | 6.7% |
| Graig | 2,866 | 55,632.94 | 19.41 | 18.49 | 5.0% |
| Langstone | 1,897 | 39,456.56 | 20.80 | 20.80 | - |
| Llanvaches | 242 | 6,044.75 | 25.00 | 25.00 | - |
| Llanwern | 595 | 7,500.00 | 12.61 | 17.00 | -25.8% |
| Marshfield | 1,514 | 27,243.36 | 18.00 | 18.00 | - |
| Michaelstone - Y - Fedw | 168 | 3,635.62 | 21.70 | 21.70 | - |
| Nash | 135 | 1,239.70 | 9.20 | 9.20 | - |
| Penhow | 449 | 11,552.77 | 25.73 | 21.22 | 21.3% |
| Redwick | 113 | 2,734.19 | 24.16 | 24.16 | - |
| Rogerstone | 4,847 | 90,589.50 | 18.69 | 18.36 | 1.8% |
| Wentloge | 353 | 4,247.95 | 12.04 | 12.00 | 0.3% |

The Council Tax payable by households is the total of the Newport City Council, The Police and Crime Commissioner for Gwent and, where relevant, the Community Council taxes payable in the above tables. As already noted, the actual Council Tax payable by households will vary from the figures above as they represent those at the Band D only. The tables included in section 5 of the Council Tax Resolution at Appendix 5 show the actual Council Tax for each Band.

RESOLUTION TO SET COUNCIL TAX LEVELS

1. That the revenue estimates for 2017/2018, as recommended by the Cabinet on 20th February 2017 be approved.
2. That it be noted that the Council at its meeting on 20th February 2007 delegated the setting of the tax base to the Head of Finance and that on 03 November 2016, the Head of Finance acting in accordance with that delegation calculated the following amounts for the year 2017/2018 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:-

(a) Council Tax Base

57,619.96 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for the year;

(b) Council Tax base for parts of the Council's Area

| Area | Tax base |
|--------------|----------|
| Bishton | 754 |
| Coedkernew | 982 |
| Goldcliff | 185 |
| Graig | 2,866 |
| Langstone | 1,897 |
| Llanvaches | 242 |
| Llanwern | 595 |
| Marshfield | 1,514 |
| Michaelstone | 168 |
| Nash | 135 |
| Penhow | 449 |
| Redwick | 113 |
| Rogerstone | 4,847 |
| Wentlooge | 353 |

3. That the following amounts be now calculated by the Council for the year 2017/2018 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-
 - (a) £405,509,221.11 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act (**Gross Expenditure**).
 - (b) £138,871,714.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act (**Gross Income**).
 - (c) £266,637,507.11 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year (**Budget + Community Council precepts**).

- (d) £208,250,266.00 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant or additional grant **(RSG + NNDR)**.
- (e) £1,013.32 being the amount at 3(c) above less the amount at 3(d) above, all divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year **(Average Band 'D' Tax for NCC including Community Councils)**.
- (f) £264,843.06 being the aggregate amount of all special items referred to in Section 34(1) of the Act and detailed below **(Community Council precepts)**.

| Area | Special Item £ |
|--------------|-------------------|
| Bishton | 9,053.64 |
| Coedkernew | 2,945.52 |
| Goldcliff | 2,966.56 |
| Graig | 55,632.94 |
| Langstone | 39,456.56 |
| Llanvaches | 6,044.75 |
| Llanwern | 7,500.00 |
| Marshfield | 27,243.36 |
| Michaelstone | 3,635.62 |
| Nash | 1,239.70 |
| Penhow | 11,552.77 |
| Redwick | 2,734.19 |
| Rogerstone | 90,589.50 |
| Wentlooge | 4,247.95 |
| | 264,843.06 |

- (g) £1,008.72 being the amount at 3(e) above less the result given by dividing the amount at 3(f) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates **(NCC Band 'D' Council Tax)**.

(h) Council Tax level for parts of the Council's Area

| Area | Basic Council Tax £ |
|--------------|------------------------|
| Bishton | 1,020.72 |
| Coedkernew | 1,011.72 |
| Goldcliff | 1,024.72 |
| Graig | 1,028.13 |
| Langstone | 1,029.52 |
| Llanvaches | 1,033.72 |
| Llanwern | 1,021.33 |
| Marshfield | 1,026.72 |
| Michaelstone | 1,030.42 |
| Nash | 1,017.92 |
| Penhow | 1,034.45 |
| Redwick | 1,032.88 |
| Rogerstone | 1,027.41 |
| Wentlooge | 1,020.76 |

Being the amounts given by adding to the amount at 3(g) above, the amounts of the special item or items in 3(f) divided by the amount at 2(b) for the specified area of the council. These amounts are calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

| NCC + Community Councils | Valuation Bands | | | | | | | | |
|-----------------------------------|-----------------|--------|--------|----------|----------|----------|----------|----------|----------|
| | A | B | C | D | E | F | G | H | I |
| | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p |
| Bishton | 680.48 | 793.89 | 907.31 | 1,020.72 | 1,247.55 | 1,474.37 | 1,701.20 | 2,041.44 | 2,381.68 |
| Coedkernew | 674.48 | 786.89 | 899.31 | 1,011.72 | 1,236.55 | 1,461.37 | 1,686.20 | 2,023.44 | 2,360.68 |
| Goldcliff | 683.15 | 797.00 | 910.86 | 1,024.72 | 1,252.44 | 1,480.15 | 1,707.87 | 2,049.44 | 2,391.01 |
| Graig | 685.42 | 799.66 | 913.89 | 1,028.13 | 1,256.60 | 1,485.08 | 1,713.55 | 2,056.26 | 2,398.97 |
| Langstone | 686.35 | 800.74 | 915.13 | 1,029.52 | 1,258.30 | 1,487.08 | 1,715.87 | 2,059.04 | 2,402.21 |
| Llanvaches | 689.15 | 804.00 | 918.86 | 1,033.72 | 1,263.44 | 1,493.15 | 1,722.87 | 2,067.44 | 2,412.01 |
| Llanwern | 680.89 | 794.37 | 907.85 | 1,021.33 | 1,248.29 | 1,475.25 | 1,702.22 | 2,042.66 | 2,383.10 |
| Marshfield | 684.48 | 798.56 | 912.64 | 1,026.72 | 1,254.88 | 1,483.04 | 1,711.20 | 2,053.44 | 2,395.68 |
| Michaelstone | 686.95 | 801.44 | 915.93 | 1,030.42 | 1,259.40 | 1,488.38 | 1,717.37 | 2,060.84 | 2,404.31 |
| Nash | 678.61 | 791.72 | 904.82 | 1,017.92 | 1,244.12 | 1,470.33 | 1,696.53 | 2,035.84 | 2,375.15 |
| Penhow | 689.63 | 804.57 | 919.51 | 1,034.45 | 1,264.33 | 1,494.21 | 1,724.08 | 2,068.90 | 2,413.72 |
| Redwick | 688.59 | 803.35 | 918.12 | 1,032.88 | 1,262.41 | 1,491.94 | 1,721.47 | 2,065.76 | 2,410.05 |
| Rogerstone | 684.94 | 799.10 | 913.25 | 1,027.41 | 1,255.72 | 1,484.04 | 1,712.35 | 2,054.82 | 2,397.29 |
| Wentlooge | 680.51 | 793.92 | 907.34 | 1,020.76 | 1,247.60 | 1,474.43 | 1,701.27 | 2,041.52 | 2,381.77 |
| All Other Parts of the City | 672.48 | 784.56 | 896.64 | 1,008.72 | 1,232.88 | 1,457.04 | 1,681.20 | 2,017.44 | 2,353.68 |

Being the amounts given by multiplying the amounts at 3(g) and 3(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that

proportion is applicable to dwellings listed in the valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted for the year 2017/2018, that The Police and Crime Commissioner for Gwent has stated the following amount in precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

| The Police and Crime Commissioner for Gwent | Valuation Bands | | | | | | | | |
|---|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | A | B | C | D | E | F | G | H | I |
| | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p |
| All Parts of the City | 152.56 | 177.99 | 203.41 | 228.84 | 279.69 | 330.55 | 381.40 | 457.68 | 533.96 |

5. That having calculated the aggregate in each case of the amounts at 3(i) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2017/2018 for each of the categories of dwelling shown below:-

| Total Council Tax Demand | Valuation Bands | | | | | | | | |
|-----------------------------|-----------------|--------|----------|----------|----------|----------|----------|----------|----------|
| | A | B | C | D | E | F | G | H | I |
| | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p | £.p |
| Bishton | 833.04 | 971.88 | 1,110.72 | 1,249.56 | 1,527.24 | 1,804.92 | 2,082.60 | 2,499.12 | 2,915.64 |
| Coedkernew | 827.04 | 964.88 | 1,102.72 | 1,240.56 | 1,516.24 | 1,791.92 | 2,067.60 | 2,481.12 | 2,894.64 |
| Goldcliff | 835.71 | 974.99 | 1,114.27 | 1,253.56 | 1,532.13 | 1,810.70 | 2,089.27 | 2,507.12 | 2,924.97 |
| Graig | 837.98 | 977.65 | 1,117.30 | 1,256.97 | 1,536.29 | 1,815.63 | 2,094.95 | 2,513.94 | 2,932.93 |
| Langstone | 838.91 | 978.73 | 1,118.54 | 1,258.36 | 1,537.99 | 1,817.63 | 2,097.27 | 2,516.72 | 2,936.17 |
| Llanvaches | 841.71 | 981.99 | 1,122.27 | 1,262.56 | 1,543.13 | 1,823.70 | 2,104.27 | 2,525.12 | 2,945.97 |
| Llanwern | 833.45 | 972.36 | 1,111.26 | 1,250.17 | 1,527.98 | 1,805.80 | 2,083.62 | 2,500.34 | 2,917.06 |
| Marshfield | 837.04 | 976.55 | 1,116.05 | 1,255.56 | 1,534.57 | 1,813.59 | 2,092.60 | 2,511.12 | 2,929.64 |
| Michaelstone | 839.51 | 979.43 | 1,119.34 | 1,259.26 | 1,539.09 | 1,818.93 | 2,098.77 | 2,518.52 | 2,938.27 |
| Nash | 831.17 | 969.71 | 1,108.23 | 1,246.76 | 1,523.81 | 1,800.88 | 2,077.93 | 2,493.52 | 2,909.11 |
| Penhow | 842.19 | 982.56 | 1,122.92 | 1,263.29 | 1,544.02 | 1,824.76 | 2,105.48 | 2,526.58 | 2,947.68 |
| Redwick | 841.15 | 981.34 | 1,121.53 | 1,261.72 | 1,542.10 | 1,822.49 | 2,102.87 | 2,523.44 | 2,944.01 |
| Rogerstone | 837.50 | 977.09 | 1,116.66 | 1,256.25 | 1,535.41 | 1,814.59 | 2,093.75 | 2,512.50 | 2,931.25 |
| Wentlooge | 833.07 | 971.91 | 1,110.75 | 1,249.60 | 1,527.29 | 1,804.98 | 2,082.67 | 2,499.20 | 2,915.73 |
| All Other Parts of the City | 825.04 | 962.55 | 1,100.05 | 1,237.56 | 1,512.57 | 1,787.59 | 2,062.60 | 2,475.12 | 2,887.64 |

Capital Programme and 2017/18 budget (paragraphs 43–56)

To approve the 2017/18 capital budget, this being the final year of the current 4 year programme as set out in Appendix 6 of the report

Treasury Management and Investment strategies, Minimum Revenue Provision Policies, Prudential Indicators and Reserves Policy (paragraphs 57-90)

- i. To approve Treasury Management Policies in line with the detail contained in Appendix 7 of the report ;
- ii. To approve the Annual Investment Strategy in line with the detail contained in Appendix 7;

- iii. To approve the Council's Counterparty list (external bodies for Council investments) in line with the detail contained in Appendix 7;
- iv. To approve the Prudential Indicators in line with the detail contained in Appendix 7
- v. To approve the Minimum Revenue Provision policy in line with the detail contained in Appendix 7;
- vi. To approve the Reserves Policy in Appendix 9c of the report

Medium Term Financial Plan and Capital programme (paragraphs 1 – 3 and 43 - 56)

- i. To note the MTFP and the challenging financial climate over the medium term.
- ii. To note Cabinets approval of the implementation of the full 4 year change and efficiency programme, including all budget investments and saving options (Appendices 2 - 3), as summarised within the Medium Term Financial Plan (Appendix 8) and the final year of the current capital programme (Appendix 6). Noting they are subject to on-going review and updating.

6. Social Services and Wellbeing Act: Population Needs Assessment

The Leader of the Council stated that at the last meeting of the Council, she had informed members that the Social Services and Wellbeing Act places a duty on the Council, the four local authorities across the region and the Health Board to produce a regional Population Needs Assessment (PNA)

The Population Needs Assessment has to be formally agreed by the individual local authorities and Health Board before being forwarded to WG by 1st April 2017.

The Leader informed members that the document presented to Council sets out the regional joint priorities across health and social care; and is the foundation for partnership working, joint commissioning, health social care integration and preventative working.

The summary of feedback during the development of the Population Needs Assessment had been set out in the report

The Leader informed Council that if members agreed this version, the Assessment will be published on the Council's website.

The cabinet member for Adult Social Services and Housing paid tribute to those involved in the development of the assessment and mentioned specifically the work of Mr Phil Diamond.

Resolved

To approve the Population Needs Assessment report, priorities and suggested actions so that in accordance with statutory requirements, the final PNA can be approved before March 31st and then the PNA will subsequently be published on the Newport City Council website.

7. Questions to the Chair of the Cabinet

There were no questions to the Leader on this occasion

8. Questions to cabinet members

There were no questions to the cabinet members on this occasion

9. **Questions to Chairs of Committees**

There were no questions to the Committee Chairs on this occasion

10. **Standards Committee**

The minutes of the meeting of the Standards Committee held on 16 February 2017 were received by the Council

The meeting terminated at 19:15



Report

Newport City Council

Part 1

Date: March 2017

Item No: see above

Subject: 5 Year Welsh Language Strategy for Newport

Purpose: To agree a 5 Year Welsh Language Strategy for Newport, as required by the Welsh Language (Wales) Measure 2011 and Welsh Language Standards.

Author: Head of People and Business Change
Corporate Policy and Diversity Officer

Ward: All

Summary: In accordance with the Welsh Language (Wales) Measure 2011 the Council is required to produce, and publish on our website, a 5-year strategy that sets out proposals to promote the Welsh language and to facilitate the use of the Welsh language more widely in the area.

The strategy is attached to this report. The strategy was developed through active consultation with our partners and the community.

The Cabinet considered the report and policy at its meeting held on 20 March 2016 and recommended its adoption to Council

Proposal: To adopt the Strategy and publish it on the Council's website

Action by: Head of People and Business Change

Timetable: Immediate

This report was prepared after consultation with:

- Corporate Directors
- Heads of Service
- Members
- Cabinet Member for Finance and Resources
- The council's Welsh Language Implementation Group
- Members of the Newport Welsh Education Forum (WESP)
- Existing stakeholders in the Welsh language community

Background

The last year and a half (from September 2015) has been a time of transition from implementing Welsh language requirements under the Welsh Language Act 1993 to implementing the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

This report considers the requirement in the standards to develop a five year strategy to promote Welsh language in the area and publish this on the Council's website. Cabinet previously approved a draft Strategy in October 2016 for consultation. If approved by Cabinet, the strategy will be considered by Council. We will put monitoring and reporting systems in place to ensure that this strategy does in fact facilitate the intended outcome: greater use of the Welsh language.

The Standards that NCC relating to the strategy as follows:

Standard 145 (Promotion)

You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters)

- (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and*
- (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).*

Standard 146 (Promotion)

Five years after publishing a strategy in accordance with standard 145 you must:

- (a) assess to what extent you have followed that strategy and have reached the target set by it, and*
- (b) publish that assessment on your website, ensuring that it contains the following information –*
 - (i) the number of Welsh speakers in your area, and the age of those speakers;*
 - (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.*

5 Year Welsh Language Strategy for Newport

This strategy is Newport City Council's responsibility, however many other organisations and people are active in using and promoting the Welsh language in Newport and our role is to pull these efforts together so that we have the best possible outcomes for the people of Newport. Engaging people is key to the success of this strategy, both in terms of forming and delivering a Welsh language vision for Newport.

The Welsh language is one of Wales' treasures. It is part of that which defines us as a people, and is increasingly an integral part of our everyday lives. The Welsh Government (WG) launched their strategy in 2016 for 'A Million Welsh Speakers by 2050.' Newport City Council's Strategy will aim to support the Welsh Government's target for growth by setting our own target for Welsh speakers and own vision for the Welsh language in Newport.

The promotion of the Welsh language is a long term aim. The council has set a 5 year target for increasing the number of children attending Welsh medium education. However we also recognise that a comprehensive strategy also needs to increase everybody's opportunities to use Welsh in Newport. As such this strategy is not only about increasing the number of Welsh speakers in Newport. It is also about inspiring and supporting Welsh learners and everybody who is on the continuum of speaking Welsh, from those who can say 'bore da' to those who are Welsh language poets. We want to foster a Newport identity where people love the Welsh language and feel confident in using it in all parts of life.

The Council is subject to the Welsh Language Standards: we promote ourselves as a bilingual organisation, offering bilingual services. The Wellbeing of Future Generations places sustainable development the central organising principle in Welsh public life. One of the act's 7 wellbeing goals is 'A Wales of vibrant cultures and thriving Welsh language.' This means that there is already a duty on the council to achieve this goal in the long term. This strategy and objectives will be considered in forming Newport City Council's Wellbeing Objectives for March 2017 and the Public Service Board's Wellbeing Plan, March 2018.

The council is in the early days of promoting the Welsh language and working in partnership to promote the Welsh language. This strategy will be revised annually to reflect progress and to respond to the national Welsh language agenda. Any changes that we make to the strategy will have appropriate governance and community involvement.

We have identified a vision, a target for increasing the number of Welsh speakers, 3 Welsh language themes, and a number of Welsh language objectives and actions detailing the steps we will take to achieve the objectives.

Our vision

'The people of Newport can use Welsh in all parts of life...'

5 year target for increasing or maintaining the percentage of Welsh speakers

To increase the number of Newport pupils in Welsh medium education from 892 in 2016/17, to 1,250 or more in 2022/23.

This represents a growth from 4.0% of the school age population to 5%. The target is based on filling the reception classes of the 3 Welsh medium primary schools to their capacity of 107 places a year, for the next 5 years beginning in 2017/2018.

Welsh Language Strategy Themes and Objectives

The themes and objectives will support us in not only meeting our target of increasing the number of pupils in Newport engaged in Welsh medium education, but will help us support the use of Welsh within the city itself. They are:

1. Increase the numbers of Welsh speakers
2. Council Policy and Workforce Planning
3. Promote Welsh in all parts of life

Further work will be required in the city to increase the number of Welsh speakers in line with national targets. The target setting requirement poses a challenge for Newport as Census figures may overstate the numbers of Welsh speakers, and furthermore, we do not have census figures at the beginning and end of the term of the Strategy (2017-2022). Because of this we propose to set a target of growth in children and young people attending Welsh medium education.

Consultation

NCC consulted on this 5 Year Welsh Language Strategy for two months, starting early December and ending late January. This consultation process happened concurrently with the consultation for the Welsh in Education Strategic Plan for Newport, and the Welsh Government's consultation on their Welsh Government Draft Strategy – 1 Million Welsh Speakers by 2050. The Strategy sets out how we are going to 'to promote the Welsh language and to facilitate the use of the Welsh language.'

During the consultation period we engaged with the people of Newport via our online consultation where we received 100 responses, with the main local stakeholders like Menter Iaith and the Welsh Language Forum, and held a number of meetings with council Members.

The draft strategy attracted a wide range of comments which have been considered in the final Strategy attached to this report. Three main themes emerged from the consultation process, some respondents suggested that we were not going far enough to promote growth in the Welsh language, and we should have set ourselves a more demanding target for growth. The more negative comments focused on fears that the development of Welsh in Newport would be to the detriment of English speakers and/or that Welsh should not be a priority at a time of economic austerity.

There was broad agreement from all respondents that the strategy should have a more community focus, and not just focus on the numerical targets. As a result of this feedback the final strategy has placed greater emphasis on Welsh in the community through theme 2 and 3 of the strategy.

"If Newport is the Gateway to Wales couldn't it also be the Gateway to Welsh?!"

Quote from NCC Member

Monitoring

Certain governance arrangements are already in place for implementing the Welsh Education Strategic Plan (the WESP) through the Newport Welsh Education Forum and for implementing the Welsh Language Standards. Governance arrangements will be put in place for this Strategy for an initial period, which will also link to strategic equalities objectives.

We will review these arrangements to mainstream them within the governance arrangements for the council's Wellbeing Objectives in 2017, and the Public Service Board's Wellbeing Plan in 2018.

A full review will be required after five years in line with the statutory requirements.

Financial Summary

The cost of implementing Welsh language requirements is largely met out of existing budgets by each relevant service area or other public sector organisations. An additional £280,000 was put into the 2016/17 base budgets to deliver the Welsh Language Standards, currently allocated to translation and support services, further monitoring will be required to determine the ongoing requirement.

There is also a reserve set aside for the initial and one-off implementation costs for Welsh language standards and the development and promotion of the Strategy, this will be closely monitored.

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|--|--------------------------------------|---------------------------------------|---|---|
| That the Council is not compliant with the Welsh Language Standards in publishing the 5 year strategy. | H | L | Governance of the WL Scheme / Standards and Equalities is strengthened through the Strategic Equalities Group and annual report to Cabinet. This report proposes a draft strategy which can be further updated following consultation. | Head of People and Business Change |
| That the proposals in the strategy are not delivered. | M | L | Monitoring arrangements to be put in place, for further report to Cabinet. Work with partners will be developed to support the strategy. | Head of People and Business Change |

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

The council's commitments under the Welsh Language Standards are integrated into the authority's planning documents including the Strategic Equality Plan, the Improvement Plan and in the work emerging from the Wellbeing of Future Generations (Wales) Act 2015.

Options Available

The options available are:

1. To recommend the strategy to Council.
2. To amend the strategy and recommend to Council.

Preferred Option and Why

Option 1 is the preferred option – to agree the draft strategy and recommend to Council, and monitor progress as part of the annual monitoring process.

Comments of Chief Financial Officer

As highlighted in the financial summary there were additional resources provided to deliver the Welsh Language Standards in the 2016/17 budget and this continues in 2017/18. There is also a £240k earmarked reserve to fund the early implementation and one-off costs of the standard.

Comments of Monitoring Officer

The Council has a statutory duty in accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards to produce, and publish, a 5-year strategy that sets out proposals to promote the Welsh language and to facilitate the use of the Welsh language more widely in the area.

The strategy must include targets for increasing or maintaining the numbers of Welsh speakers in the area and the delivery of the strategy must be kept under review. This is also consistent with the well-being goals and the sustainability objectives of the Well-being of Future Generations Act. The proposed strategy meets the requirements of the Standards and focuses, in particular, on Welsh language education, building on the existing principles of the Welsh in Education Strategic Plan.

The draft Strategy has been subject to consultation and the responses were broadly supportive but, where appropriate, minor changes have been made to reflect the comments received and, in particular, to make the strategy more community focussed.

Staffing Implications: Comments of Head of People and Business Change

This development of the Welsh Language Strategy for the City which has been informed by the recent consultation sets the strategic direction for the next 5 years. The strategy sets out the draft objectives for cabinet building on existing work to develop Welsh language as evidenced in the annual reports.

Development of Welsh language also forms part of our corporate and equalities priorities, and is a key element of the wellbeing objectives of the Well-being of Future Generations Act.

Comments of Cabinet Member for Finance and Resources

The strategy sets the vision for the city for development of the Welsh language for the next five years. The target reflects the current work to develop and support Welsh medium education in the city and provides a good framework for developing the use of Welsh language in Newport.

Comments of Cabinet Member for Education and Young People

The Cabinet Member endorses this Welsh language strategy which is aligned to the Welsh education strategic plan.

Local issues

No impact on individual wards.

Scrutiny Committees

Not applicable.

Equalities Impact Assessment

The proposal does not require a Fairness and Equalities Impact Assessment.

Children and Families (Wales) Measure

Not applicable.

Consultation

Comments received from wider consultation have been incorporated into the strategy.

Wellbeing of Future Generations (Wales) Act 2015

The strategy supports the Wellbeing of Future Generations (Wales) Act 2015 through the positive steps it takes to secure “a Wales of vibrant culture and thriving Welsh language” one of the Wellbeing Objectives contain within the act.

Background Papers

Newport City Council 5 Year Welsh Language Draft Strategy 2017–2022

<http://www.newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/DRAFT-Five-Year-Welsh-Language-Strategy-2017-2022.pdf>

Newport City Council: Compliance Notice Section 44 Welsh Language (Wales) Measure 2011

[http://www.comisiynyddygyymraeg.cymru/English/Publications%20List/20160920%20Hysbysiad%20Cydydffurfio44%20Cynqor%20Dinas%20Casnewydd%20\(en\).pdf](http://www.comisiynyddygyymraeg.cymru/English/Publications%20List/20160920%20Hysbysiad%20Cydydffurfio44%20Cynqor%20Dinas%20Casnewydd%20(en).pdf)

Welsh Language Annual Monitoring Report 2015-16

<http://www.newport.gov.uk/documents/Council-and-Democracy/Equalities-and-Welsh-language-/Annual-Welsh-Language-Monitoring-Report-2015-2016-Report-to-CM.pdf>

Welsh in Education Strategic Plan 2017–2020 <http://www.newport.gov.uk/documents/Schools-and-Education/Welsh-in-Edication/WESP-Welsh-in-Education-Strategic-Plan-2017.pdf>

Dated: 27th February 2017

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Newport City Council 5 Year Welsh Language Strategy 2017-2022

A Welsh language vision for Newport

Newport City Council

DRAFT

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DRAFT

Introduction

This 5 Year Welsh Language Strategy for Newport sets out how we, as a local authority, are going to promote and facilitate the use of the Welsh language. This strategy is Newport City Council's responsibility, however many other organisations and people are active in using and promoting the Welsh language in the city. Our role is to pull these efforts together so that we have the best possible outcomes for the people of Newport. Engaging people is key to the success of this strategy, both in terms of forming and delivering a Welsh language vision for Newport.

The Welsh language is one of Wales' treasures. It is something that defines us as a people, and is increasingly an integral part of our everyday lives. In 2016 the Welsh Government (WG) launched their strategy for 'A Million Welsh Speakers by 2050.' This strategy aims to support the Welsh Government's ambitious target for growth by setting our own for Newport, accompanied by Newport specific themes, objectives and actions which emerged from our consultation.

The promotion of the Welsh language is a long term aim. The council has set a 5 year target for increasing the number of children attending Welsh medium education. However we also recognise that a comprehensive strategy needs to increase everybody's opportunities to use Welsh. As such this strategy is not only about increasing the number of Welsh speakers in Newport. It is also about inspiring and supporting Welsh learners and everybody who is on the continuum of speaking Welsh, from those who can say 'bore da' to those who are Welsh language poets. We want to foster a Newport identity where people love the Welsh language and feel confident in using it in all parts of life.

In order to help us meet our strategic objectives, we have identified 3 Welsh language themes, under which sit a number of Welsh language objectives. Attached to these objectives are actions detailing the steps we will take to achieve the targets.

The Council is subject to the Welsh Language Standards: we promote ourselves as a bilingual organisation, offering bilingual services. The Wellbeing of Future Generations places sustainable development the central organising principle in Welsh public life. One of the act's 7 wellbeing goals is 'A Wales of vibrant cultures and thriving Welsh language.' This means that there is already a duty on the council to achieve this goal in the long term.

The council is in the early days of promoting the Welsh language and working in partnership to promote the Welsh language. This strategy will be revised to reflect progress and to respond to the national Welsh language agenda. Any changes that we make to the strategy will have appropriate governance and community involvement.

A Vision for the Welsh Language in Newport

'The people of Newport can use Welsh in all parts of life...'

A 5 year target for increasing the percentage of Welsh speakers

Our target is:

To increase the number of Newport pupils in Welsh medium education from 934 in 2016/17, to 1,250 or more in 2022/23.

This represents a growth from 4% of the school age population to 5%.

This is based on filling the reception classes of the 3 Welsh medium primary schools to their capacity of 107 places a year, for the next 5 years beginning in 2017/2018.

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Welsh Language Strategy Themes and Objectives

We have identified 3 themes which we feel will help us deliver our Welsh language vision for Newport. Below these themes sit 10 objectives which will further help us target our efforts and measure our outcomes. They themes and objectives will support us in not only meeting our target of increasing the number of pupils in Newport engaged in Welsh medium education, but will help us support the use of Welsh within the city itself.

1. Increase the numbers of Welsh speakers
2. Council Policy and Workforce Planning
3. Promote Welsh in all parts of life

1 Increase the numbers of Welsh speakers

- 1.1 Language transition in families
- 1.2 Access to local Welsh Language Education
- 1.3 Welsh in Further and Higher Education- Bilingual Skills for all
- 1.4 Access to learning Welsh for adults

2 Council policy and workforce planning

- 2.1 Planning and language policy
- 2.2 Welsh in the council workforce

3 Promote Welsh in all parts of life

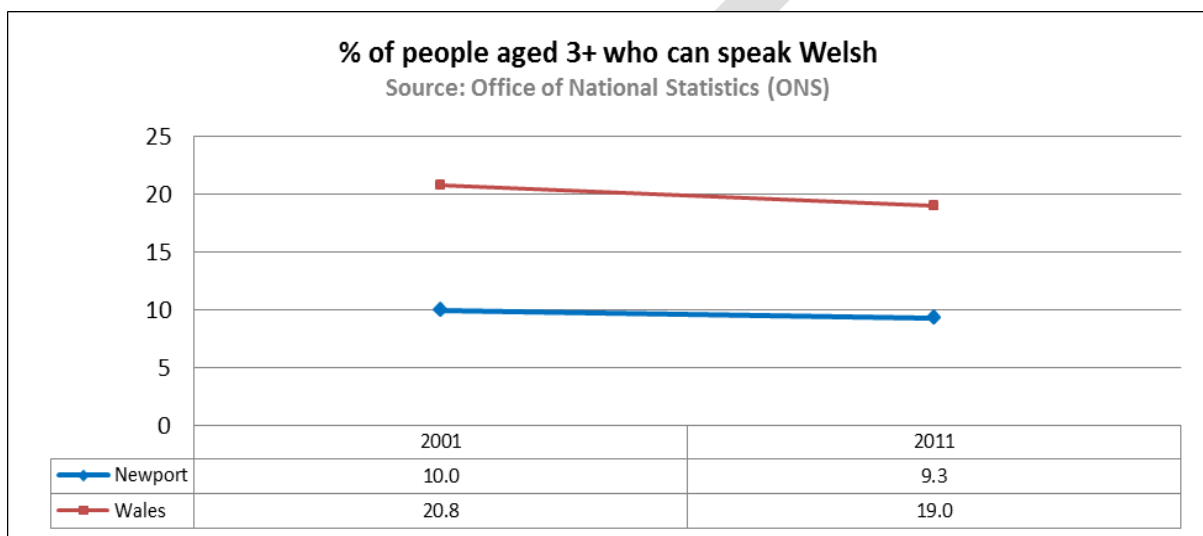
- 3.1 Using Welsh as a citizen
- 3.2 Using Welsh socially
- 3.3 Using Welsh digitally

The Welsh Language in Newport

How many Welsh speakers are there in Wales, how many in Newport?

There are different datasets on how many Welsh speakers we have in Newport and the results from these vary greatly. The census data is the most frequently cited dataset and gathers information from the whole population, whilst others datasets such as National Survey for Wales (NSfW) use smaller samples.

The percentage of people aged 3+ years who could speak Welsh at the time of the last Census (2011) in Newport was 9.3%, compared to 19.0% for Wales. Between the 2001 Census and the 2011 Census there was a decrease of 0.7 percentage points in Newport, this compares with a 1.8 percentage point decrease for Wales.



If we look at the table overleaf the good news is that all the age groups between 20 and 39 show an increase in the proportion of Welsh speakers. All the age groups 40 and over show a reduction in the proportion of Welsh speakers. It is clear that Welsh language skills are significantly different by age group. Whilst we have reason to question the validity of the census data on children and young people we have no basis to question the adult data.

However, there is evidence to suggest that Census data over estimates the prevalence of Welsh speakers in some age groups in Newport.

It is possible to suggest that parents overestimated their children's ability to speak Welsh. In 2011, parents completing the census said that 42% of children and young people aged 11-14 speak Welsh. The figure was 46% in 2001. In tracing that cohort from the 2001 to 2011 the figure drops from 46% of 10-14 year olds to 7.8% of 20-24 year olds speaking Welsh over a decade later. It is unlikely that individual skill levels would change this significantly over a decade and brings into question the validity of the data.

Furthermore, the 2011 Welsh in Education Strategic Plan (WESP) figures suggest that about 4% of the 24,000 pupils in Newport sought education through the medium of Welsh. This contradicts the figure of 34.8% of total 5-9 year olds which the 2011 census claim speak Welsh within the local authority area.

In summary, it is likely that both the 2001 and 2011 census overestimates the number and proportion of Welsh speakers in Newport, primarily due to parents over estimating the ability of their children.

| % of people who can speak Welsh by age | | | | |
|---|---------------|---------------|---------------|----------|
| | 2001 % | 2011 % | % Diff | |
| Age 3 – 4 | 9.2 | 14.0 | +4.8 | ↑ |
| Age 5 – 9 | 36.3 | 34.8 | -1.5 | ↓ |
| Age 10 – 14 | 46.1 | 42.0 | -4.1 | ↓ |
| Age 15 – 19 | 21.4 | 23.0 | +1.6 | ↑ |
| Age 20 – 24 | 3.8 | 7.8 | +4.0 | ↑ |
| Age 25 – 29 | 3.4 | 4.9 | +1.5 | ↑ |
| Age 30 – 34 | 2.8 | 3.3 | +0.5 | ↑ |
| Age 35 – 39 | 2.6 | 3.1 | +0.5 | ↑ |
| Age 40 – 44 | 2.7 | 2.6 | -0.1 | ↓ |
| Age 45 – 49 | 2.8 | 2.4 | -0.4 | ↓ |
| Age 50 – 54 | 2.7 | 2.4 | -0.3 | ↓ |
| Age 55 – 59 | 2.6 | 1.9 | -0.7 | ↓ |
| Age 60 – 64 | 2.1 | 1.8 | -0.3 | ↓ |
| Age 65 – 69 | 2.9 | 1.7 | -1.2 | ↓ |
| Age 70 – 74 | 2.3 | 1.4 | -0.9 | ↓ |
| Age 75 – 79 | 2.6 | 2.0 | -0.6 | ↓ |
| Age 80 + | 2.2 | 1.8 | -0.4 | ↓ |
| Total | 10.0 | 9.3 | -0.7 | ↓ |

The older age groups are either losing their skills or moving away. The people in the younger age groups are either gaining skills in Newport, or have benefitted from a Welsh medium education, or are moving into Newport with Welsh language skills. If this trend continues in the long term it will result in a growth in the number and proportion of Welsh speakers in Newport.

A more accurate snapshot of the current number of Welsh speakers in the city can likely be found in the 2015 National Survey for Wales (NSfW) which asks ability to speak Welsh. In this data only 6% of the sampled population stated that they could speak Welsh. This figure is closer to the figure of 4% of the total population in school provided by the WESP.

Projected figures for pupils in Welsh medium education in Newport

The table below combines the most up to date data from our school census figures from the Autumn 2016/17 with the most recent school projection figures from the PLASC (June 2016). Our current projection figures suggest there will be slight reduction in Primary Schools pupils over the next 5 years, with overall growth being made up for by strong secondary school growth. However, given that our more recent census figures for the academic year 16/17 are already higher than our projections for the year 17/18, there is increasing evidence to suggest that our projections may underestimate the demand for Welsh medium education in Newport.

| | 2016/17* | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 |
|------------------------------|----------|-------|-------|-------|-------|-------|
| Ysgol Gymraeg Casnewydd | 305 | 290 | 288 | 284 | 284 | 282 |
| Ysgol Gymraeg Ifor Hael | 186 | 168 | 163 | 158 | 153 | 147 |
| Ysgol Gymraeg Bro Teyrnnon | 128 | 146 | 164 | 163 | 174 | 181 |
| Primary Pupil Totals | 619 | 604 | 615 | 605 | 611 | 610 |
| Ysgol Gyfun Gwent Is Coed ** | 81 | 135 | 210 | 303 | 396 | 463 |
| Ysgol Gyfun Gwynllyw | 234 | 217 | 179 | 149 | 92 | 50 |
| Secondary Pupil Totals | 315 | 352 | 389 | 452 | 488 | 513 |
| Pupil Totals | 934 | 956 | 1004 | 1057 | 1099 | 1123 |

*2016/17 are based on Newport City Council's Autumn 2016 school census

**Adjusted to account for pupils coming from Monmouthshire

Proposed target for increasing the number of Welsh speakers in Newport

To ensure that we do not see growth in Welsh medium education plateau over the next five years, we have set a target to increase the number of Newport pupils in Welsh medium education from 934 in 2016/17, to 1,250 or more in 2022/23.

This is based on filling the reception classes of the 3 Welsh medium primary schools to their capacity. The chart below demonstrates how the target looks to improve on our current cohort size. By 2022 this strategy, working in conjunction with the Welsh in Education Strategic Plan (WESP), looks to increase the number of children in Welsh medium primary schools by 19.1% over the current cohort population.

This represents a growth from 4% of the school age population to 5%.

Projections and target for pupils in Welsh medium education

| Pupil number | 2016/17 | Projection 2021/22 | Target 2021/22 |
|--|---------|--------------------|----------------|
| Welsh Medium Primary Schools | 619 | 610 | 737 |
| % Welsh Medium Primary Schools | 4.7% | | 5.3% |
| Welsh Medium Secondary Schools | 315 | 513 | 513 |
| % Welsh Medium Secondary Schools | 3.2% | | 4.5% |
| Welsh Medium Primary and Secondary Schools | 934 | 1123 | 1250 |
| % Welsh Medium Primary and Secondary Schools | 4.0% | | 5.0% |

Emerging Welsh language themes and objectives

This strategy has identified three key themes which encompass Newport City Council's vision and the target for the Welsh language. Below these themes are a number of objectives and attached actions which will allow us to better focus our efforts and measure our outcomes. This section will introduce the themes, outline why they are significant and detail the actions we will look to achieve over the lifetime of this strategy. This is followed by an action plan which clearly sets out how we will achieve these and who we will look to partner with.

The themes we have identified are;

- Increasing the number of Welsh speakers in Newport
- Council Policy and Workforce Planning,
- Promotion of Welsh in all Parts of Life

Following the public consultation of our strategy, it was clear that we needed to take a more holistic approach to the Welsh Language in Newport. Whilst increasing the number of Welsh speakers is important, it is only a constituent part of the solution. As you can see, these themes are not just about increasing the numbers of Welsh speakers, but also about how the Welsh Language is used, and about what we can do to promote the opportunities the public has to use Welsh and maintain their language skills within their communities.

Theme 1: Increasing the number of Welsh speakers in Newport

This theme is not only closely linked to achieving the target of the strategy, but it also feeds into the ambitious goal set out by the Welsh Government of achieving 1 Million Welsh speakers by 2050. The objectives covered under this theme seek to encourage engagement with the Welsh language at all points of an individual's life.

The objectives identified under this theme are:

- Promoting Language transition in families
- Access to local Welsh language education
- Welsh in Further and Higher education – Bilingual skills for all
- Access to learning Welsh for Adults

1.1 Promoting Language transition in families

It is often assumed that parents who speak Welsh all pass on the language to their children. This is often the case but not always.

According to Menter Iaith's Welsh Language Profile, in Wales, the rate at which the Welsh language is passed on to children by two Welsh speaking parents is 82%. In Newport the rate is 77%. In 2001 this figure was 47% showing a very encouraging increase (p.15 Menter Iaith Casnewydd (MIC) WL Profile 2016).

The same report also notes an increase in Newport households where one parent speaks Welsh – from 19% in 2001 to 38% in 2016 (p.15 Menter Iaith Casnewydd WL Profile 2016). These parents are less likely to pass on the language to their children than families in which both parents speak Welsh.

Newport City Council will, over the lifetime of this strategy, look to work positively with partners to identify ways in which the Welsh language and Welsh medium education can be actively and effectively promoted within families in Newport. This ongoing promotion campaign will include the creation and distribution of leaflets demonstrating the benefits of bilingualism, and will also engage with common concerns that parents have about Welsh medium education.

1.2 Access to local Welsh language education

Newport City Council's commitment to the promotion of the Welsh language in childcare and educational settings has been laid out in detail within the Welsh in Education Strategic Plan 2017-20 (WESP), launched alongside this 5 Year Welsh Language Strategy.

The vision set out in the WESP 2017-20 is as follows:

“Newport City Council acting as a member of the South East Wales Consortia will participate in the development of Welsh standards in education to equip a bilingual Wales with a skilled bilingual workforce, supporting the Welsh Government's vision for Welsh in Education.”

Over the last 10 years there has been a steady growth in the council's provision of Welsh medium education. The city now has three Welsh medium primary schools and as of September 2016, one Welsh medium secondary school, Ysgol Gyfun Gwent Is Coed.

Over the next five years the council will need to rise to the challenges of population growth in a sustainable way. The WESP commits the council to improving the process of measuring the demand for Welsh-medium provision and to respond to any growth in demand. The document also commits the local authority to design and implement a 'Learning & Working in Welsh' portal on the council's website as a resource for Welsh learners of all ages which , will also feed into the overarching campaign of promoting the Welsh language in Newport.

Pupils in English medium schools learn Welsh formally and informally until Year 11. However, the majority of parents of pupils in both English and Welsh medium education do not speak Welsh, and pupils need the chance to use the Welsh language in other aspects of life, including play and sporting activities etc. In the action plan we look at positive initiatives for all pupils to use the language, through joint working between schools, partners including the Urdd and Menter Iaith Casnewydd and implementing initiatives such as the Siarter Iaith.

The Welsh language, and its use in Newport, needs to be inclusive and open. As Welsh gains equal status in Wales, knowledge of both the English and Welsh languages will become increasingly important and an asset in the future Welsh economy.

A recurring theme from our consultation was that a Welsh Language Strategy for Newport needed to reflect the population of the city. The Council will work with partners to ensure that the promotion of the Welsh language engages with all of Newport's communities. This means reaching out to communities who have previously under-engaged with the Welsh.

1.3 Welsh in Further and Higher Education- Bilingual Skills for all

Further and higher education through the medium of Welsh is key to providing students with the skills they will need in a bilingual workforce. At present the three providers of further and higher education in Newport are Ysgol Gyfun Gwynllyw, Coleg Gwent and the University of South Wales.

Over the lifetime of this strategy, Newport City Council will meet with stakeholders to discuss how Welsh Medium further and higher education can be promoted across the local authority area. This group will also look at how Newport City Council can play a positive and constructive role in increasing the number of Welsh speaking teachers, youth workers, and early years practitioners to help facilitate the expansion of Welsh in post-16 education.

1.4 Access to learning Welsh for adults

Increasing the number of Welsh speakers in Newport means we should make learning the Welsh language more accessible to everyone. Currently the main provider of Welsh Language courses aimed at adults is Coleg Gwent, whose figures for the academic year 2015-2016 state that there were 154 Adult Welsh learners from the Newport Area. The promotion of adult education will be included in the 'Welsh Education Portal' described above, and the authority will engage with partners including Coleg Gwent to identify ways in which we can work together to increase adult learner figures.

Theme 2: Council Policy and Workforce Planning

Under this theme Newport City Council reflects on the statutory obligations it has to the Welsh language, how it can be championed through everyday functions already carried out by the authority and how it can be promoted within the council workforce. As a result the two objectives under this theme are:

- Mainstream the Welsh language in council policy
- Welsh in the council workforce

Under the first objective, this means that we must continue to ensure that we share good practice, both internally via groups such as the Welsh Language Implementation Group, but also increasingly with external partners. We must also continue to ensure that due consideration via our Fairness and Equality Impact Assessments is given to the Welsh language. Under our second objective, we need to better engage the workforce in Welsh language awareness and in learning the language or using little phrases of Welsh in the workplace.

2.1 Mainstream the Welsh language in council policy

We want to ensure that the Welsh language is an essential part of Newport's identity and image. The council's corporate identity is bilingual as is our Newport identity through the Cardiff Capital City Region, Newport City of Democracy, Great Western Cities and other regional initiatives.

At present the authority has systematic assessments in place to ensure that the Welsh language is appropriately considered when new policies are created or amended. However as services carried out on our behalf are now required to meet the same Standards there is an opportunity to positively affect people's ability to use Welsh and create a more Welsh language aware environment.

As other Newport statutory organisations implement Welsh Language Schemes and begin to come under Welsh Language Standards, there will be an increasing need to work in partnership with organisations like Aneurin Bevan Health Board, University of South Wales, across all sectors, to ensure that we not only share good practice, but we explore the possibility of coordinating our efforts in promoting and implementing Welsh language services, minimising waste and maximising impact.

2.2 Welsh in the council and workforce

Newport City Council is actively promoting Welsh language awareness and use of the Welsh language in the council, for the benefit of staff as well as our customers. Our Welsh language communication plan focuses on using the language and engagement with the Welsh language as well as compliance with the Welsh Language Standards.

Newport City Council delivers Welsh language awareness training for staff and language learning programmes - from training people to use bilingual greetings to encouraging staff to take up long term Welsh language learning through the council.

Over the lifetime of this strategy we will be looking to further develop the support we offer staff when it comes to improving their Welsh language skills, particularly staff members who already have intermediate or higher Welsh skills.

Theme 3: Promote Welsh in all parts of life

To promote Welsh in all parts of life Newport City Council recognises not only the role it has to play in normalising the use of the Welsh language through the provision of Welsh language services, but also appreciates that Welsh is a living language and must be promoted within the wider community. Under this theme we will focus not only on the promotion of the Welsh language services that we offer, but also on how we can facilitate the use of Welsh outside the areas of our direct influence through closer collaboration with relevant stakeholders.

The strategic objectives under this theme are:

- Using Welsh as a citizen
- Using Welsh socially
- Using Welsh digitally

3.1 Using Welsh as a citizen

The Welsh Language Standards give people the right to use Welsh in public life. The Council is the first local public body to be subject to the Standards, and given the large scope of council functions, this has created a large area of public life with a positive Welsh language offer. As the standards expand to include other organisations, the council has a role to play in increasing public confidence in our own Welsh language services and in working in partnership with organisations who will also have to offer bilingual services in the future.

Over the course of this strategy's lifetime the council will aim to better promote its own bilingual services, working towards increasing public awareness and confidence in using Welsh with public institutions in South East Wales.

In our leadership role in Newport, we will have a conversation with partner organisations like Newport Live, sports organisations such as Newport Gwent Dragons and the Football Association of Wales, and other sectors about increasing the visibility of the Welsh language in Newport. We will consider how best to help community organisations to access translation services for the purpose of creating bilingual publicity materials in Newport, as the Welsh language standards only allow us to display bilingual materials.

3.2 Using Welsh socially

For a language to thrive it has to be used socially. Currently in Newport there are issues with learners not having the opportunity to socialise in Welsh and use the language outside the classroom, primarily due to the low number of Welsh speakers in the city. There are very few situations in which a person feels free to start a conversation in Welsh in Newport if they choose to.

Organisations like Menter Iaith Casnewydd promotes informal sessions, such as Siop a Siarad where people speak and practice their Welsh socially. The council will, over the next five years, take steps to map social activities available to adults, young people and children, and share information about the events online.

We will also take positive steps to promote the Welsh language within the community by partnership working and looking for funding opportunities available across organisations.

3.3 Using Welsh digitally

As the council pushes to expand its online presence and encourage public engagement online, it is crucial that we ensure that the Welsh language is a fundamental part of this expanding provision.

Newport City Council is increasing use of multi-media platforms and is aware of the need to have a fully bilingual presence. The authority is already actively working to improve the bilingual functionality of our website, improving the services we offer to Welsh speakers.

We will work with partners to create original Welsh language materials, and look at any gaps in the provision of materials relevant to Newport and children and young people, and where we can contribute.

In adhering to the Welsh Language Standards the authority will play a role in creating demand for software which had a bilingual or multilingual capacity. This will contribute to creating a market is more positive about the Welsh language and conscious of the needs of bilingual organisations and Welsh speakers.

Newport City Council 5 Year Welsh Language Strategy 2017-2022

Action Plan

(Names and abbreviations of partner organisations are on page 18 below.)

| 1 Increase the numbers of Welsh speakers | | |
|--|--|---|
| Objective | Action | Council and potential partners |
| 1.1 Language transition in families | <p>1.1.1 Convene a group of to look at how best to promote Welsh language transition in families in Newport, targeting families and professionals</p> <p>1.1.2 Create and publish information to demonstrate the benefits of bilingualism</p> | <p>Education Services</p> <p>MIC, MYM, CiB, Education Services</p> |
| 1.2 Access to local Welsh language education | <p>1.2.1 Develop a 'Learning, Playing and Working' in Welsh portal on the council's website as an access tool to all things Welsh in Newport</p> <p>1.2.2 Increase the number of Welsh medium childcare places and promote</p> <p>1.2.3 Identify any underrepresented groups in Welsh medium education and target promotional activities through a multi-agency communications campaign linked to the benefits of bilingualism information</p> <p>1.2.4 Maintain an immersion provision for latecomers, i.e. children who wish to join Welsh medium education after year 3</p> <p>1.2.5 Convene a group to look at how best to inform professionals about the benefits of bilingualism, and removing barriers in perception such as bilingualism or multilingualism as a barrier to child development</p> <p>1.2.6 Support the Welsh Government Siarter Iaith initiative in Welsh medium schools to encourage the use of Welsh in all aspects of life, and explore possibilities of rolling out to English medium schools in Newport</p> | <p>Education Services</p> <p>Education Services, Flying Start, MYM</p> <p>Education Services, Flying Start, MYM, MIC, SEWREC</p> <p>Education, the Welsh medium schools</p> <p>MIC, Yr Urdd, CiB, MIM</p> <p>Education, EAS</p> |
| 1.3 Welsh in Further and Higher Education- Bilingual Skills for all | <p>1.3.1 Promote Welsh Medium as a natural post-16 or further education choice through the Learning, Playing and Working in Welsh portal and associated campaigns</p> | <p>Education, Coleg Gwent, Welsh Medium Schools</p> |

| | | |
|--|---|---|
| | <p>1.3.2 Support the use of Welsh in the community and in English medium education through partnerships with the Welsh medium schools in Newport</p> <p>1.3.3 Convene a Group to look at partnership approaches to increase number of Welsh speaking teachers, early years practitioners, youth workers and care workers etc.</p> | <p>Education, the Welsh medium schools</p> <p>Education, the Welsh medium schools</p> |
| <p>1.4 Access to Learning Welsh for Adults</p> | <p>1.4.1 Promote learning Welsh for adults through the Learning, Playing and Working in Welsh portal, and in the Newport City Council workplace, and with partners through the Public Service Board.</p> | <p>Coleg Gwent</p> |

| 2 Council Policy and Workforce Planning | | |
|--|--|--|
| Objective | Action | Council and potential partners |
| <p>2.1 Mainstream the Welsh language in council policy</p> | <p>2.1.1 Normalise the Welsh language in council decision making through the use of Impact Assessments</p> <p>2.1.2 Share good practice on assessing the impact on the Welsh language with partners in the Public Services Board (PSB)</p> <p>2.1.3 Ensure that the Welsh language is an essential part of the Newport brand through the City Region, Newport City of Democracy, Great Western Cities and other regional initiatives etc.</p> | <p>All service areas</p> <p>NCC, PSB</p> <p>NCC, PSB</p> |
| <p>2.2 Welsh in the council workforce</p> | <p>2.2.1 Promote staff engagement with the Welsh language through Welsh language awareness training and through a communications plan to normalise the use of accidental Welsh in the workplace</p> <p>2.2.2 Mainstream the planning of staff Welsh language skills through the council's Workforce Development Plan</p> <p>2.2.3 Design a training and development plan around staff with intermediate and advanced level Welsh language skills for each individual to have the opportunity to improve their skills</p> | <p>All service areas</p> <p>Human Resources</p> <p>Human Resources</p> |

| | | |
|--|---|---------------------------------------|
| | 2.2.4 Design a training and development plan around frontline staff for each individual to have the opportunity to develop their skills | Customer Services and Human Resources |
|--|---|---------------------------------------|

| 3 Promote Welsh in all parts of life | | |
|---|---|---|
| Objective | Action | Council and potential partners |
| 3.1 Using Welsh as a citizen | <p>3.1.1 To normalise the Welsh language in community events the council will consider giving partner and community organisations limited access to transition services for publicity materials</p> <p>3.1.2 Increase public confidence and make it normal for people to choose Welsh language services at Newport City Council by promoting Welsh language services</p> <p>3.1.3 Engage interested partner organisations in a conversation about increasing the visibility of the Welsh language in Newport e.g. the FAW, Gwent Dragons, Newport LIVE, the Transporter Bridge, attractions such as Newport Wetlands.</p> | <p>NCC</p> <p>NCC, MIC</p> <p>NCC and partners</p> |
| 3.2 Using Welsh socially | <p>3.2.1 Convene a group to map the range of activities available in Welsh for children and young people across the range of providers. Look for opportunities to expand the provision though joint working, other funding opportunities etc. and promote widely.</p> <p>3.2.1. Make the Welsh language more visible in the City Centre, by identifying front line Welsh speakers and shops/ cafes where Welsh is spoken by staff and using the orange 'Cymraeg' logos.</p> <p>3.2.3 Investigate further use of Welsh language place names locally</p> | <p>NCC Play Development, MIC, Yr Urdd,</p> <p>NCC, MIC, Coleg Gwent, Friars Walk</p> <p>NCC, Welsh Language Commissioner Community Councils</p> |
| 3.3 Using Welsh digitally | <p>3.3.1 Influence providers by committing only to buy only software and hardware systems etc. which facilitate language choice and Welsh language use</p> <p>3.3.2 Support any community initiatives to create and distribute Welsh language digital materials relevant to Newport, or materials which promote the use of Welsh in Newport, in order to make it relevant to people in Newport</p> | All service areas |

Local Partners

In order to achieve the objectives laid out in the action plan above we will need to work closely with relevant stakeholders across Newport. Newport City Council sees the following partners as key to fulfilling the authority's vision.

Menter Iaith Casnewydd (MIC)

The main aim of Menter Iaith Casnewydd is to increase opportunities for people of all ages and backgrounds to use or learn the Welsh language within their local community. Menter Iaith have developed a number of innovative projects around the local authority area which help stimulate community development around the Welsh language.

The Urdd

The Urdd, as a Welsh medium youth organisation, is focused on giving young people the opportunity to develop as well rounded individuals. Within Newport, the Urdd works closely with our Welsh medium schools, offering a range of activities to pupils throughout the year. The Urdd is the principle organiser of the annual Eisteddfod, but also organises residential and sporting activities for young people.

Fforwm Iaith / Welsh Language Forum

Fforwm Iaith Casnewydd is made up a range of key stakeholders from across the public and voluntary sectors. The group aims to create a forum for partnership working and the dissemination of good practice. The forum was used by Newport City Council as a focus group to discuss this strategy, and many of their constructive comments have been worked into this final version.

Coleg Gwent

Coleg Gwent is Newport's only FE college and the main provider of adult Welsh medium education within the county. Newport City Council works in partnership with the college to deliver our Welsh language classes, and we will likely look to the body to develop other more bespoke classes aimed at our intermediate and advanced Welsh speakers in the future.

Mudiad Meithrin (MYM)

Mudiad Meithrin is a voluntary organisation and the main provider of Welsh Medium early years care and education in the voluntary sector in Wales. Its aim is to give every young child in Wales the opportunity to benefit from early years and education experiences. The organisation employs 200 staff nationally, and an additional 1500 staff work in Cylchoedd Meithrin (Welsh Medium playgroups) throughout Wales.

Cymraeg i Blant (CiB)

Cymraeg i Blant are a new project funded by Welsh Government and coordinated by Mudiad Meithrin. The project focuses on increasing the number of nursery age children that are able to speak Welsh. It shares information, advice and offers support to parents on the benefits of bilingualism, the importance of introducing Welsh to children as early as possible and the advantages of Welsh medium education.

Engagement

Consultation on the Strategy took place from 30 October to 31st of January 2017 Newport City Council closed the consultation on the Council's draft 5 Year Welsh Language Strategy. This consultation was carried out using a mixture of face-to-face and online consultations with the former being hosted on Newport City Council's website and promoted via Newport City Council's Twitter and Facebook pages.

The online consultation received 99 total responses and asked respondents a series of yes-no questions regarding whether they supported/agreed with the vision and themes of the strategy. The consultation then provided them with an opportunity to expand on their answers and give more qualitative responses.

Two face-to-face consultation events were conducted with Newport City Council's Welsh Language Implementation Group and Forum Iaith Casnewydd. The former is made up of Welsh Language representatives from various service areas across the local authority who are supporting the implementation of Welsh language standards in their respective areas. The latter group is made up of various key stakeholders who promote the Welsh language including Menter Iaith Casnewydd, the Urdd, the 4 local Welsh medium schools' head teachers, Coleg Gwent, Aneurin Bevan Health Board, Mudiad Ysgolion Meithrin, and a number of other local Welsh language social groups.

Members were given the opportunity to attend two consultation events, or attend individual meetings.

The consultation responses informed this Strategy and action plan. Respondents told us of the need to be inclusive in promoting the language across communities, to create more Welsh speaking opportunities and in the need to normalise the language around Newport.

Governance

Certain governance arrangements are already in place for implementing the Welsh Education Strategic Plan (the WESP) through the Newport Welsh Education Forum and for implementing the Welsh Language Standards. Governance arrangements will be put in place for this Strategy for an initial period. We will review these arrangements to mainstream them within the governance arrangements for the council's Wellbeing Objectives in 2017, and the Public Service Board's Wellbeing Plan in 2018.

Implementation and Review

This Strategy includes themes, objectives and actions. Many of those actions will be the responsibility of Newport City Council but some will be for other organisations or for us in partnership, and as such will have to be agreed with them. Cabinet receive an annual report on Welsh Language progress.

Evaluation

In line with Welsh language standards we produce an Annual Report each year. Five years after publishing a strategy we will assess to what extent we have followed that strategy and have reached the target set by it. It will contain the following information, to the best available information:

- (i) the number of Welsh speakers in your area, and the age of those speakers;
- (ii) a list of the activities arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

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Report

Newport City Council

Part 1

Date: 4 April 2017

Item No: see above

Subject Pay and Reward Statement 2017/18

Purpose For Cabinet to consider the updated Pay and Reward Policy for 2017/18 and recommend to Council

Author Rhys Cornwall, Head of People and Business Change

Ward All

Summary The Localism Act 2011 required English and Welsh local authorities to produce a “pay policy statement”, initially for the financial year 2012-13, and then on an annual basis. The legislation outlined a number of statutory requirements which must be included in any pay policy statement.

In March 2012, Council approved a Pay and Reward Policy which, as well as meeting the statutory requirements, widened the scope of the policy beyond that required by the Localism Act 2011 to cover the pay arrangements of all Council employees, including those in schools.

The Pay and Reward Policy has been updated to take account of revised guidance from the Public Services Staff Commission’s report on senior pay which was published in December 2016. In addition minor revisions have been made to the body of the Policy to better reflect the purpose, scope and application.

The cabinet considered this report at its meeting on 20 March and approved the updated Pay and Reward Policy in order to meet the statutory requirement for a pay policy statement to be approved and published by Council on an annual basis

Proposal To adopt the Pay and Reward Policy

Action by Chief Executive/Head of People and Business Change

Timetable Immediate

This report was prepared after consultation with:

- Chief Executive
- Head of Law and Regulation
- Head of Finance
- HR Manager

Background

The Localism Act 2011 required English and Welsh local authorities to produce a 'pay policy statement,' initially for the 2012-13 financial year, and then on an annual basis. Items which must be included in the statutory pay policy statement are as follows:

- A local authority's policy on the level and elements of remuneration for each chief officer
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of 'lowest-paid employees' and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additional to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

The Act also specifies that the pay policy statement:

- must be approved on an annual basis formally by the full Council meeting (the responsibility cannot be delegated to Cabinet or a sub-committee)
- can be amended in-year
- must be published on the authority's website (and in any other way the authority chooses)
- must be complied with when the authority sets the terms and conditions for a chief officer.

The Act requires an authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State or Welsh Ministers. The Welsh Government issued statutory guidance on "*Pay Accountability in Local Government in Wales*" in March 2012 and the Public Services Staff Commission published further supplementary guidance in December 2016.

Pay and Reward Policy

The Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public; but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

In particular the Council recognises that senior management roles in local government are complex and diverse functions in a highly politicised environment where national and local pressures often conflict. Newport's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to retain its current high performance levels and to deliver for local people.

The Council's Pay and Reward Policy, initially approved in March 2012, was developed to meet the statutory requirements contained in the Localism Act 2011. However, in the spirit of transparency, the Council took the opportunity to take a wider view and include information relating to school based employees.

Local authority schools are specifically excluded from the Localism Act's statutory requirements. However, as employees in community maintained and voluntary controlled schools are employees of the Council, reference has been made to school based employees within the Pay and Reward Policy. It is recognised that the pay decisions for these employees are delegated to school Governing Bodies by legislation and that each school is responsible for publishing its own Pay Policy. For the avoidance of doubt, the relevant school Pay Policies are the definitive version of policy for school based staff engaged by the governing body of the respective school.

Updates since April 2016

Council received and approved a report (Review of Senior Pay) in September 2016 proposing to:

1. Acknowledge the outcome of a recent job evaluation exercise for Heads of Service and move three identified posts to HDS02 in line with the outcome of that exercise
2. Note the ongoing recruitment and retention issues for this staffing group due to market rate values being inconsistent with NCC's current pay levels

The proposals were agreed and as a result changes to the Head of Service pay bands took effect, moving three posts into the HDS02 pay range.

Subject to approval by full Council, to meet the requirements of the Localism Act, this Pay and Reward Policy will be published on the Council's Website. In addition, in accordance with the provisions of Accounts and Audit (Wales) Regulations 2005, the Council's Annual Statement of Accounts will include a note setting out salary and remuneration information for Council posts where the full time equivalent salary is at least £60,000.

Pay Relativities within the Council

The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures set out in the Pay and Reward Policy. The Council's lowest paid employee is paid on spinal point 8 of the NJC for Local Government Workers. As at 1 April 2017, this is £15,246 per annum (based on a full-time equivalent of 37 hours per week). This rate increased to **£16,257** on application of the living wage supplement.

As part of its commitment to pay transparency, and following the recommendations of the Hutton Review, the Council will publish information on pay relativities on an annual basis in the Pay and Reward Policy. This information for **2017-18** is as follows:

| Multiple of Salary | Ratio |
|--|---------|
| • the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio | 1 : 8:6 |
| • the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio | 1 : 5:7 |
| • the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio | 1 : 6:5 |
| • the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio | 1 : 4:3 |

Note:

- i) Column A provides the pay ratio as per the requirement of the Localism Act 2011
- ii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- iii) These figures exclude remuneration for joint appointments where the Council is not the employer

In relation to the gender pay gap, the Council's Strategic Equality Plan 2015/16 outlines the gender pay gap between men and women in the Council.

Financial Summary

There are no financial implications contained in the updated *Pay and Reward Policy*, as the policy confirms the current pay and reward arrangements in place in the Council.

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|---|--------------------------------------|---------------------------------------|---|--|
| Failure to comply with statutory requirement to approve and publish a "pay policy statement" on an annual basis | H | L | Produced an updated <i>Pay and Reward Policy</i> which meets the statutory requirements and which is recommended for approval by Cabinet and full Council | Chief Executive / Head of People and Business Change |

* Taking account of proposed mitigation measures

Links to Council Policies and Priorities

The Pay and Reward Policy forms a key part of the Council's People Plan. The People Plan underpins the Council's Corporate Plan and Strategic objectives - how employees are rewarded for their contribution is directly linked to the delivery of the council's key aims. The updated Pay and Reward Policy will ensure, when approved, that the Council complies with the statutory requirement to publish a "pay policy statement" on an annual basis.

Options Available

The options available are as follows:

1. For Cabinet to agree to recommend the updated Pay and Reward Policy to full Council for approval.
2. For Cabinet not to agree to recommend the updated Pay and Reward Policy to full Council for approval.

Preferred Option and Why

For the Cabinet to agree to recommend the updated Pay and Reward Policy to full Council for approval in order to meet the statutory requirements for a 'pay policy statement' to be published on an annual basis.

Comments of Chief Financial Officer

The Council's Budget is based on the overall pay structures in place, as outlined in the updated Pay and Reward Policy. There are therefore no direct financial implications contained in the report.

Comments of Monitoring Officer

The Council has a statutory duty under Section 38 of the Localism Act 2011 to approve and publish its Pay Policy on an annual basis. The proposed Pay and Reward Policy has been prepared in accordance with the legislation and Welsh Government Guidance. The policy has to be approved by full Council on an annual basis, in order to comply with the statutory requirements. Therefore, Cabinet will need to make a recommendation to full Council to approve and adopt the final Pay and Reward Policy. This revised Policy has been updated to take account of revised guidance from the Public Services Staff Commission Report on senior pay published in December 2016, the changes agreed to Chief Officers Pay grades in September 2016 and other minor revisions to better reflect the nature and scope of the policy. Once adopted, the Pay and Reward Policy will need to be published and the Annual Statement of Accounts will also need to include details of the remuneration of individual Chief Officers, to comply with the requirements of the Audit (Wales) Regulations.

Staffing Implications: Comments of Head of People and Business Change

Author of report, comments contained within main body of the report.

Comments of Cabinet Member

Council previously approved the Pay and Reward Policy in April 2016. The updated policy reflects the current position in relation to pay arrangements for employees of the Council, including changes approved during the past 12 months. I have agreed that the updated policy be presented to the Cabinet for consideration, and subject to Cabinet's approval, be recommended to full Council.

Local issues

N/A

Scrutiny Committees

N/A

Equalities Impact Assessment

N/A

Children and Families (Wales) Measure

N/A

Consultation

As outlined within the report.

Background Papers

Pay and Reward Statement 2017

Dated: 13 March 2017

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Introduction

Newport City Council recognises the importance of remuneration decisions that are appropriate, transparent, provide value for money and reward employees fairly for the work that they perform. This policy statement sets out the Council's key approaches to pay and reward for our employees.

Aims of the Policy

To outline Newport City Council's approach to the pay and reward of its employees in the interests of openness and transparency.

Scope

To provide the public with the Council's policy on all aspects of pay and reward, including senior posts and the lowest paid posts, explaining the relationship between remuneration for senior post holders and other groups.

To be read in conjunction with

Annual Statement of Accounts 2016/17
Job Evaluation Scheme
School Teachers' Pay and Conditions Document/School Pay Policies
Market Supplement Guidance
Early Retirement and Redundancy Payments Guidance
Out of Hours/Additional Duties/Detriment Schemes
Travel and Subsistence Policy

1. Principles

This is Newport City Council's 2017/18 annual Pay and Reward Policy for the period 1st April 2017 to 31st March 2018.

This Pay and Reward Policy provides the framework for decision making on pay and in particular decision making on senior pay.

The Council recognises that there is public interest in public sector pay and therefore the importance of being transparent in its decisions relating to pay. It is recognised that senior posts in the Council are accountable for delivering the current strategic objectives of the organisation, including demonstrating value for money and the role that senior leadership plays in the quality of service delivery. The context of managing resources effectively and appropriately is of importance to the Council and transparency on pay is therefore appropriate to publish for public scrutiny.

In accordance with the requirements of Section 38 of the Localism Act 2011 and of the Revised Guidance issued by the Welsh Government in December 2015, Newport City Council is required to publish a Pay Policy Statement for each financial year detailing:

- a) The Council's definition of senior posts
- b) The Council's definition of lowest paid employees
- c) Reasons for adopting these definitions
- d) The relationship between the remuneration of senior posts and that of the lowest paid employees

In addition to this Pay and Reward Policy, remuneration reporting is included in the Council's Annual Statement of Accounts. The 2015/16 information can be found [here](#).

The Council's senior posts are defined as:

Chief Executive
Strategic Director – People
Strategic Director – Place
Chief Education Officer
Head of Finance (Section 151 Officer)
Head of Law and Regulation (Monitoring Officer)
Head of People and Business Change
Head of Childrens' Services
Head of Adults' Services
Head of Regeneration, Investment and Housing
Head of Streetscene and City Services

2.0 Legislative Framework

2.1 General

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act (2010), Part Time Employment (Prevention of Less Favourable Treatment) Regulations (2000), the Agency Workers Regulations (2010), Transfer of Undertakings (Protection of Employment) Regulations (2006) where relevant, and the National Minimum Wage Act (1998).

With regard to Equal Pay requirements contained within the Equality Act, the Council aims to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

2.1 Pay in schools

Employees who are appointed and directly managed by Head teachers and/or Governing Bodies are not required to be included within the scope of Pay Policy Statements as the provisions in the Localism Act (2011) only apply to employees appointed and directly managed by the Council. This reflects the requirements contained within the Staffing of Maintained Schools (Wales) Regulations (2006) where schools based staff are considered to be employees of the Council, yet the appointment and management of this staff group is discharged to the Governing Body.

In the interests of consistency and transparency the pay related data set out within this Pay Policy Statement includes information relating to those who are appointed and managed by Head teachers/Governing Bodies. Schools are required to develop their own Pay Policy and Welsh Government are considering the position with regards to the publication of school pay policies.

3.0 Responsibility for Pay Decisions

3.1 Responsibility for the Approval of the Pay and Reward Policy

The Council's Pay and Reward Policy incorporates the statutory provisions of the Localism Act (2011) in relation to pay policy statements. Approval of this statement and of any amendments to it is therefore a matter for full Council, and cannot be delegated to any sub-committee.

3.2 Responsibility for Council Pay Structure and Employment Terms and Conditions

As per the Council's constitution, overall responsibility for Council policy in relation to pay and grading structures, and employment terms and conditions rests with the Cabinet, with specific policy decisions delegated to the Cabinet Member for Finance and Resources.

The exception to this is the matter of senior pay structures, where any proposed changes are a matter for full Council.

3.3 Delegated Authority

Managers should be aware of their delegated levels of authority. Delegations for decisions on pay cannot be further delegated below these levels:

| Decision | Delegated level of Authority |
|--|---|
| Salary packages above £100,000 per year | Full Council |
| Starting pay above grade minimum for the Chief Executive, Strategic Directors and Heads of Service | Appointments Committee |
| Market Supplement for the Chief Executive, Strategic Directors and Heads of Service | Appointments Committee |
| Performance related pay increases for the Chief Executive | Leader and Deputy Leader of the Council in consultation with the Head of People and Business Change |
| Performance related pay increases for the Strategic Directors | Leader, Deputy Leader and Chief Executive in consultation with the Head of People and Business Change |
| Pay progression through Head of Service grade | Strategic Directors in consultation with the Head of People and Business Change |
| Starting pay above grade minimum for all grades below Head of Service | Head of Service in consultation with Human Resources |
| Market Supplement for posts below Head of Service | Head of Service in consultation with the Head of Law and Regulation, Head of Finance and Head of People and Business Change |
| Pay progression through all grades below Head of Service | Head of Service in consultation with Human Resources |
| Additional duties payments below Head of Service | Head of Service in consultation with Human Resources |
| Individual grading including re-grading applications | Head of Service with Human Resources* |
| Salary detriment | Head of Service* |
| Early release of pension | Head of Service* |
| Planned overtime payments | Head of Service |

Decisions marked with * are subject to a formal business case and consultation with either Human Resources in the case of re-grading requests, or the Head of Law and Regulation, Head of Finance and Head of People and Business Change in the case of salary detriment or early release of pension. Any dispute will be determined by a Strategic Director.

The Head of People and Business Change is responsible for ensuring that the Council's Job Evaluation Scheme (where applicable) and pay processes have been applied. Human Resources is responsible for overseeing any decision on pay to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay and Reward Policy.

4.0 Terms and Conditions of Service

The Council’s employees are employed on a number of different terms and conditions dependent on the role that they fulfil:

| Employee Group | Terms and Conditions |
|---|--|
| Chief Executive | Joint National Council for Chief Executives terms and conditions except for pay which is determined by a local performance related pay arrangement |
| Strategic Directors and Heads of Service | Joint National Council for Chief Officers’ terms and conditions. Strategic Director pay is determined by a local performance related pay arrangement, Head of Service pay is subject to annual incremental movement through the grade |
| School Teachers | Head, Deputy, Assistant Head teachers and all other classroom teachers employed directly by the Council (as opposed to those employed by the Governing Body of a voluntary aided school) are paid in accordance with the School Teachers’ Pay and Conditions Document (STPCD). |
| School Improvement Professionals and Education Psychologists | The Soulbury Committee determine pay arrangements and National Joint Council for Local Government Service Employees terms and conditions apply for all other contractual entitlements |
| All other employees (including schools based staff other than teachers) | National Joint Council for Local Government Service Employees apply, supplemented by the Newport City Council Single Status Pay and Grading arrangements |

5.0 National pay bargaining arrangements

The Council uses nationally negotiated pay spines for the relevant groups of employees as the basis for its local pay structures. The Council remains committed to adherence with national pay bargaining in respect of the national pay spines and any increases negotiated in the pay spine.

Employees on all terms and conditions will receive a pay award where this is negotiated nationally by the relevant negotiating committee.

6.0 Process for grading posts

The Council utilises the Newport City Council Job Evaluation scheme as the basis for its local grading structure. This determines the salaries of the large majority of employees including non-teaching staff in schools. The pay and grading structure was achieved through a collective agreement with the recognised trade unions and implemented with effect from 1st April 2015.

The pay grade of posts on Soulbury and Teachers’ pay will be determined in accordance with the national and local agreed terms.

The Council’s senior pay structure has historically been designed with the Hay job evaluation scheme. In

September 2016 the Independent Remuneration Panel for Wales (IRPW) gave approval to a proposal to revise the pay grade for three Heads of Service as a result of a revised job evaluation exercise undertaken by the Hay Group ([click here](#)). Full Council gave approval to change the pay grades on 27th September 2016 ([click here](#))

7.0 Senior Management Remuneration

For the purpose of the Council's Pay and Reward Policy, senior management means 'Chief Officers' as defined within Section 43 of the Localism Act (2011). The posts within the Council's structure identified by the statutory definition are set out below:

- Chief Executive
- Strategic Director – People
- Strategic Director – Place
- Chief Education Officer
- Head of Childrens' Services
- Head of Adults' Services
- Head of Law and Regulation
- Head of Finance
- Head of People and Business Change
- Head of Regeneration, Investment and Housing
- Head of Streetscene and City Services

The current salary ranges for these posts can be found in Appendix B.

7.1 Recruitment and appointment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own Recruitment Policy and Procedures, Job Security and Diversity Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements. Any substantive chief officer appointment made under a contract for service is subject to the approval of full Council in accordance with the provisions of the Council's Constitution.

7.2 The role of the Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the organisation. The organisation has a turnover of £401m and is responsible for a wide range of services employing some 6000 staff.

The role of the Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointed by the Council's Appointments Committee.

As head of the paid service, the Chief Executive works closely with elected members to deliver Newport's corporate plan – aspiring to be a caring city, a fairer city, a learning and working city, a greener and healthier city and a safer city, thereby improving people's lives.

The Chief Executive routinely works evenings as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning requirements.

7.3 Chief Executive Pay

The salary for the Chief Executive is set out in Appendix B, and the Chief Executive may receive additional payments for any of the elections where he is the Returning Officer.

Details of the Chief Executive's pay, including any additional payments are published on page 98 of the annual accounts of the Council and can be accessed [here](#).

The Chief Executive is a member of the LGPS pension scheme and details are disclosed in the remuneration report. There have been no increases or enhancements to the pension outside of standard arrangements.

The notice period for the role is 3 months.

7.4 Proposals to change the Chief Executive's salary

Where the Council proposes to change the Chief Executive's salary level and the proposed change is not commensurate with a change to the salaries of the authority's other employees, it will consult the Independent Remuneration Panel for Wales (IRPW) about the proposed change. The Council will provide the IRPW with all relevant information regarding its proposed change, and will have due regard to any IRPW recommendations on the proposals.

The Council is required to declare whether or not any referrals have been made to the IRPW. To date there have been no referrals made to the IRPW regarding any aspects of the Chief Executive's salary in the Council's Pay and Reward Policy.

The Council will have regard to any recommendation received from the IRPW when performing its functions under section 38 or 39 of the Localism Act 2011. This may include any recommendations from the IRPW in relation to a policy within the Council's Pay and Reward Policy regarding severance packages.

7.5 Joint Appointments

The Council's intention is to continue to develop collaborative working on a planned and strategic basis with local authority partners and also with other public sector organisations. Therefore when senior vacancies arise, including at Chief Officer level, the views of elected Members will be sought as to whether consideration of a joint appointment would be appropriate. If Members are supportive, discussions will take place with partners and neighbouring authorities to determine whether the posts can be reconfigured as a joint appointment, instead of automatically being filled on a like for like basis.

If a decision is made to progress with a joint appointment, both parties will need to reach agreement on the salary and overall remuneration package for the post, and the proportion to this which each party will pay. Where the Council will be the employer of the joint appointee, the determination of salary and other pay arrangements will be in accordance with this Pay and Reward Policy.

Any joint appointments at Chief Officer level will be made in accordance with the provisions of the Officer Employment Procedure Rules contained in the Council's Constitution.

8. Pay Relativities within the Council

The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy. A copy of the Council's grades for NJC posts is published on the external

webpage [here](#).

The 'lowest paid' persons employed under a contract of employment with the Council are employed at spinal column point 8 through to 10 of the National Joint Council pay spine for Local Government Services.

As at 1 April 2017, all employees paid at spinal column point 8 through to 10 of the NJC pay spine for Local Government Services employees are paid at a living wage rate of £8.45 per hour or £16,258 (full time equivalent earnings) per annum for a standard 37 hour, 52 week a year contract. The rate is paid by way of a supplement to basic pay.

The Council employs Apprentices (and other trainees) who are not included within the definite of 'lowest paid employees' as they are not employed under Contracts of Employment.

The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy.

The salary utilised for the Chief Officer calculations of all the pay multiple data is £137,345.

As part of its commitment to pay transparency, and following the recommendations of the Hutton "Review of Fair Pay in the Public Sector" (2011), the Council will publish information on pay relativities on an annual basis. The information for 2017-2018 is as follows:

| Multiple of Salary | Ratio |
|--|---------|
| • the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio | 1 : 8:6 |
| • the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio | 1 : 5:7 |
| • the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio | 1 : 6:5 |
| • the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio | 1 : 4:3 |

Note:

- i) Column A provides the pay ratio as per the requirement of the Localism Act 2011
- ii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- iii) These figures exclude remuneration for joint appointments where the Council is not the employer

In relation to the gender pay gap, the Council's [Strategic Equality Plan 2015/16](#) outlines the gender pay gap between men and women in the Council.

9. Starting Pay

New appointments will normally be made at the minimum of the relevant grade for the post. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment. Exceptional reasons may include the need to secure the best candidate and / or having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.

All requests to appoint above the minimum of the grade must be agreed by the relevant Head of Service, in consultation with their HR Business Partner before any salary offer is made to the candidate. In the case of Chief Officers, all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

In addition, all salary packages for Chief Officers with a value of £100,000 or more must be approved by the full Council. The salary package will include salary, performance related pay, fees or allowances and any benefits in kind.

10. Annual Pay Progression arrangements

Pay structures for the all employee groups are attached at the appendices as follows:

Appendix A: NCC NJC Salary Structure with Effect from 1 January 2016 (Applicable to National Joint Council for Local Government Employees)

Appendix B: Chief Officer Pay Scales

Appendix C: Soulbury Pay Scale

Appendix D: School Teachers' (Qualified and Unqualified) Pay Ranges and Leadership Group Pay Spines

The pay progression arrangements for the relevant employee groups are outlined below.

10.1 NJC for Local Government Employees

Increments will be paid on 1st April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1st April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

10.2 Chief Officers – Chief Executive and Strategic Directors

The Chief Executive and Strategic Directors will not be paid any annual increment. Any progression within these salary ranges will be based solely on performance in accordance the agreed performance related pay arrangements.

10.3 Chief Officers – Heads of Service

Increments will be paid to Heads of Service on 1 April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1 April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

10.4 Employees on Soulbury salary scales

Increments will be paid on 1 September each year until the maximum of the level is reached subject to the following:

- (i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources
- (ii) Employees with less than six months' service in the grade by 1 September shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 September.
- (iii) Structured Professional Assessment points will be paid in accordance with the provisions of the Soulbury Committee and the Council's Soulbury Guidance note.

The small group of employees who remain subject to the local agreement reached in June 2005 for employees within school improvement posts are employed on 'spot points' and are therefore not entitled to receive annual increments.

10.5 Withholding an increment

For all employees in posts subject to incremental progression, an increment may be withheld due to poor performance. This will only apply where formal capability procedures are being followed in accordance with the Council's Capability Policy. Any increment withheld may be paid subsequently if the employee's performance improves.

10.6 Teachers and School Leaders

Progression for teachers paid on the main or upper pay ranges will be in accordance with the provisions of the STPCD 2015; any pay movement, where awarded, applies from 1 September each year. Teachers employed on the Leadership spine (Head Teachers, Deputies and Assistant Head Teachers) are eligible to progress within the pay range for their post on 1 September each year until the maximum point is reached. Progression is subject to meeting the requirements for movement set out in the STPCD. More detailed information and guidance can be found in the Council's Teachers' Pay Policy.

11. Pay on Promotion or Transfer

11.1 Move to a new post at the same level

Where an employee moves to a new permanent post at the same level, they will normally be appointed on the same salary point and retain the incremental date (where this is relevant) from their original post.

11.2 Pay on promotion

Where an employee receives a promotion they will normally be appointed on the minimum point for the new post (unless the provisions of Section 10 are utilised) subject to them receiving a minimum of one increment above their current spinal point in their pre-promotion post.

All requests to appoint above the minimum of the level must be agreed by the relevant Head of Service, in consultation with their HR Business Partner before any salary offer is made.

In the case of Chief Officers, all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

12. Allowances: Overtime, Bank Holiday Working, Night Work, Standby etc

Employees on all terms and conditions, other than Chief Officers and teachers, may be paid allowances, where appropriate, in accordance with the relevant provisions of their terms and conditions of employment as supplemented by local agreement.

Chief Officers and teachers are not eligible for such allowances but are expected to undertake duties outside their contractual hours and working patterns as is commensurate with their salary level without additional payment.

13. Additional Payments – All Employees

Employees on all terms and conditions may be eligible for the following additional payments unless otherwise stated:

13.1 Additional Duties Scheme

There may be occasions when an employee is asked to carry out additional duties at a higher level to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Additional Duties Scheme, which can be found [here](#).

N.B. Under the School Teachers' Pay and Conditions Document (STPCD), there are no provisions which allow for the payment of honoraria to teachers.

13.2 Professional Fees

The Council does not pay or reimburse professional / registration fees.

13.3 Market Supplements

Within a diverse workforce encompassing highly skilled professional and technical roles the Council recognises there may be occasions where market forces produce a situation where, in exceptional circumstances, the Council may offer an additional temporary supplement to the pay of a post.

The Council has a Market Supplement Scheme for Local Government Service employees to ensure that requirement for any market pay supplements is objectively justified. With the exception of teachers, the Scheme may apply to other posts within the council.

With effect from 1 April 2015, the council pays a Living Wage supplement lifting the pay of the lowest paid workers to a minimum of £7.85 per hour paying the difference between the relevant Spinal Column Point (SCP 6 to 10), as a supplement. This supplement is included in the hourly rate as pensionable pay and is demonstrated in the NCC NJC Salary Structure provided in Appendix A.

Supplements are subject to regular review and can be withdrawn where no longer considered justifiable.

13.4 Additional Payments under the STPCD

The STPCD makes provision for the following additional allowances / payments for teachers, subject to the necessary criteria being met:

- Teaching and Learning Responsibility Allowances
- Special Educational Need Allowances
- Recruitment or Retention Incentives and Benefits
- Payments for participation in continuing professional development undertaken outside the school day, out-of-school hours learning activities, activities relating to the provision of initial teaching training and / or additional responsibilities and activities
- learning activities

Where the Council has centrally employed teaching staff, it may make use of the above allowances, subject to meeting the relevant provisions of the STPCD.

13.5 Travel and Subsistence Expenses

The Council's Travel and Subsistence Policy seeks to ensure that no employees will be financially

disadvantaged whilst undertaking duties which take them from their normal place of work. Employees will be reimbursed additional travelling or subsistence expenses incurred in the course of their work in accordance with this policy, subject to evidence of expenditure being produced. Details of the current rates for travelling and subsistence expenses can be found [here](#).

14. Additional Payments to Chief Officer posts

The Council has a ‘Block Car Allowance’ scheme which applies to all Chief Officers. On appointment, Chief Officers are able choose whether to accept the block allowance or to claim their mileage as and when undertaken as per the Council’s Travel and Subsistence Policy. The Block Car Allowance provides a fixed annual payment to cover all return journeys undertaken on Council business, where each individual journey is less than 70 miles in total. For journeys of more than 70 miles in total, reimbursement is in accordance with the Travel and Subsistence Policy.

| CHIEF OFFICER POST | PRE-DEFINED ANNUAL MILEAGE | ANNUAL ALLOWANCE |
|--|-----------------------------------|-------------------------|
| Chief Executive Strategic Director – People Strategic Director – Place | 2,000 | £900 |
| Head of Childrens’ Services Head of Regeneration, Investment and Housing | 2,400 | £1,080 |
| Chief Education Officer Head of Adults’ Services Head of Streetscene and City Services Head of People and Business Change | 1,500 | £675 |
| Head of Law and Regulation Head of Finance | 1,000 | £450 |

14.2 Returning Officer

The Council has agreed that the Chief Executive undertakes the role of Returning Officer in respect of local, national and European elections.

The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Other Council staff may undertake duties on behalf of the Returning Officer, e.g. polling clerks, count supervisors, etc. They will receive separate payments for these duties based on their role in any election process.

15. Employee Benefits

In addition to an employee’s salary, the Council is able to offer a comprehensive range of benefits designed to enhance the work / life balance of our employees. The current benefits include:

- the Local Government / Teachers’ Pension Schemes as applicable
- generous annual leave entitlements in addition to bank holiday entitlement
- The option to purchase up to one week of additional annual leave

- learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, such as Care First
- childcare vouchers
- cycle-to-work scheme
- car lease scheme (due to be implemented in April 2017)
- discounted gym and leisure membership
- use of the Vectis card scheme to provide retail discounts

16. Detriment Arrangements

16.1 All employees except Teaching staff

The Council has a non-contractual Detriment Scheme for those employees whose posts are downgraded as a consequence of implementing structural change. This can be found on the Council's Intranet. Detriment arrangements will not apply where the move to a lower graded post is voluntary.

16.2 Teaching Staff

There are specific statutory arrangements in place for teachers whose posts are downgraded as a result of implementing structural change or because of the implementation of school reorganisations. These provisions are outlined in the STPCD.

17. Termination of Employment

17.1 Payments on Termination

Where an employee's employment is brought to an end on grounds of redundancy or early retirement, they will receive payment on termination of their employment in accordance with the Council's Redundancy Payments and Early Retirement Guidance and discretions relating to the Local Government Pension Scheme policy. This guidance sets out the Council's approach to statutory and discretionary payments on termination of employment of all employees, prior to reaching normal retirement age. It includes the Council's discretions in accordance with the following statutory regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, The Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014
- The Teachers' Pension Scheme Regulations 2010 and Teachers (Compensation for Redundancy and Premature Retirement) Regulations.

Chief Officer severance packages above £100,000 must be agreed by full Council. The severance /redundancy package includes any redundancy payment, contractual notice period and full cost of early release of pension (as required under Regulation 68 (2) of the Local Government Pension Scheme).

Payments to the Chief Executive falling outside these provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader and Deputy Leader.

Other payments to other Chief Officers falling outside these provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader and the Cabinet Member for Human Resources and Assets.

17.2 Re-employment following termination

Employees who have left the Council's employment on grounds of redundancy or early retirement will not normally be re-employed by the Council in the same capacity unless there is an exceptional business

reason to do so. For all posts except Chief Officer posts, this will be determined by the Chief Executive, in consultation with the Head of People and Business Change. Where a former employee is re-employed at Chief Officer level, the appointment will be subject to the approval of full Council in accordance with the provisions of the Council's Constitution.

18. Confidentiality

The application of this Pay and Reward Policy will be undertaken in an open and transparent way but the salary details of individual members of staff shall remain confidential. Where the Council is required to publish salary information in accordance with the provisions of the Accounts and Audit (Wales) Regulations 2005, this information is published on an anonymised basis due to the requirements of the Data Protection Act 1998.

19. Workforce Information

It is recognised that accurate workforce data is critical to the management of the Council's most valuable and costly resource, its employees, and to the implementation of this Pay and Reward Policy. People and Business Change will be responsible for analysing the data that is currently collected in order to inform any future proposed changes to this policy/related policies and in order to fully understand the financial context.

20. Partnership with Trades Unions

The Council will endeavour to maintain the joint working approach that it has developed with its recognised Trade Unions and will continue to work closely with them on pay related matters. There has been consultation with representatives of the recognised Trade Unions during the development of this Pay and Reward Policy. Collective bargaining processes will be followed as appropriate for any proposed changes to pay and/or allowances.

21. Publication

Following approval by the full Council, and in accordance with the requirements of the Localism Act, this Pay and Reward Policy will be published on the Council's Website.

In addition, for posts where the full time equivalent salary is at least £60,000, in accordance with the provisions of Accounts and Audit (Wales) Regulations 2005, the Council's Annual Statement of Accounts will include a note setting out:

- the total amount of salary, fees or allowances paid to or receivable by the postholder in the current and previous year
- any bonuses so paid or receivable by the postholder in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above.

25. Policy Review

This Pay and Reward Policy outlines the current position in respect of pay and reward within the Council. It will be reviewed and reported to Council on an annual basis to ensure it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

This Pay and Reward Policy is an update to the statement initially approved by Council in March 2012, and updated and approved by Council in subsequent years. This statement will come into immediate effect once fully endorsed by Council at its meeting in April 2017.

**Appendix A: NJC FOR LOCAL GOVERNMENT WORKERS SALARY RATES
- 1 APRIL 2017**

| Spinal Column Point | Annual Salary £ | Monthly Salary £ | Weekly Salary £ | Hourly Rate (37) £ | | |
|---------------------|-----------------|------------------|-----------------|--------------------|-----------------|-----------------|
| 8 | 15246 | 1,270.50 | 292.39 | 7.9024 | | |
| 9 | 15375 | 1,281.25 | 294.86 | 7.9692 | Grade 1 | |
| 10 | 15613 | 1,301.08 | 299.43 | 8.0926 | (210-253) | |
| 11 | 15807 | 1,317.25 | 303.15 | 8.1932 | | |
| 12 | 16123 | 1,343.58 | 309.21 | 8.3570 | | Grade 2 |
| 13 | 16491 | 1,374.25 | 316.26 | 8.5477 | | (254-297) |
| 14 | 16781 | 1,398.42 | 321.83 | 8.6980 | | |
| 15 | 17072 | 1,422.67 | 327.41 | 8.8488 | Grade 3 | |
| 16 | 17419 | 1,451.58 | 334.06 | 9.0287 | (298-341) | |
| 17 | 17772 | 1,481.00 | 340.83 | 9.2117 | | |
| 18 | 18070 | 1,505.83 | 346.55 | 9.3661 | | Grade 4 |
| 19 | 18746 | 1,562.17 | 359.51 | 9.7165 | | (342-397) |
| 20 | 19430 | 1,619.17 | 372.63 | 10.0711 | | |
| 21 | 20138 | 1,678.17 | 386.21 | 10.4380 | | |
| 22 | 20661 | 1,721.75 | 396.24 | 10.7091 | Grade 5 | |
| 23 | 21268 | 1,772.33 | 407.88 | 11.0237 | (398-453) | |
| 24 | 21962 | 1,830.17 | 421.19 | 11.3835 | | |
| 25 | 22658 | 1,888.17 | 434.54 | 11.7442 | | |
| 26 | 23398 | 1,949.83 | 448.73 | 12.1278 | | Grade 6 |
| 27 | 24174 | 2,014.50 | 463.61 | 12.5300 | | (454-509) |
| 28 | 24964 | 2,080.33 | 478.76 | 12.9395 | | |
| 29 | 25951 | 2,162.58 | 497.69 | 13.4511 | | |
| 30 | 26822 | 2,235.17 | 514.39 | 13.9025 | Grade 7 | |
| 31 | 27668 | 2,305.67 | 530.62 | 14.3410 | (510-565) | |
| 32 | 28485 | 2,373.75 | 546.29 | 14.7645 | | |
| 33 | 29323 | 2,443.58 | 562.36 | 15.1988 | | |
| 34 | 30153 | 2,512.75 | 578.28 | 15.6291 | | Grade 8 |
| 35 | 30785 | 2,565.42 | 590.40 | 15.9566 | | (566-621) |
| 36 | 31601 | 2,633.42 | 606.04 | 16.3796 | | |
| 37 | 32486 | 2,707.17 | 623.02 | 16.8383 | | |
| 38 | 33437 | 2,786.42 | 641.26 | 17.3312 | Grade 9 | |
| 39 | 34538 | 2,878.17 | 662.37 | 17.9019 | (622-677) | |
| 40 | 35444 | 2,953.67 | 679.75 | 18.3715 | | |
| 41 | 36379 | 3,031.58 | 697.68 | 18.8561 | | |
| 42 | 37306 | 3,108.83 | 715.46 | 19.3366 | | Grade 10 |
| 43 | 38237 | 3,186.42 | 733.31 | 19.8192 | | (678-743) |
| 44 | 39177 | 3,264.75 | 751.34 | 20.3064 | | |
| 45 | 40057 | 3,338.08 | 768.21 | 20.7625 | Grade 11 | |
| 46 | 41025 | 3,418.75 | 786.78 | 21.2643 | (744-809) | |
| 47 | 41967 | 3,497.25 | 804.84 | 21.7526 | | |
| 48 | 42899 | 3,574.92 | 822.72 | 22.2356 | | Grade 12 |
| 49 | 43821 | 3,651.75 | 840.40 | 22.7135 | | (810-875) |
| 50 | 44914 | 3,742.83 | 861.36 | 23.2801 | | |
| 51 | 46043 | 3,836.92 | 883.01 | 23.8652 | Grade 13 | |
| 52 | 47196 | 3,933.00 | 905.13 | 24.4629 | (876-941) | |

| | | | | | | |
|----|-------|----------|----------|---------|-----------------|-----------------|
| 53 | 48371 | 4,030.92 | 927.66 | 25.0719 | | |
| 54 | 49580 | 4,131.67 | 950.85 | 25.6986 | | Grade 14 |
| 55 | 50816 | 4,234.67 | 974.55 | 26.3392 | | (942-1007) |
| 56 | 52091 | 4,340.92 | 999.00 | 27.0001 | | |
| 57 | 53394 | 4,449.50 | 1,023.99 | 27.6755 | Grade 15 | |
| 58 | 54727 | 4,560.58 | 1,049.56 | 28.3664 | (1008+) | |
| 59 | 56090 | 4,674.17 | 1,075.70 | 29.0729 | | |

Appendix B: CHIEF OFFICER SALARY RATES – 1 APRIL 2017

| JOB TITLE | GRADE | SCALE | ANNUAL SALARY £ |
|----------------------------|-------|-------|-----------------|
| CHIEF EXECUTIVE | MD01 | 001 | 119,185 |
| | | 002 | 125,240 |
| | | 003 | 131,290 |
| | | 004 | 137,345 |
| STRATEGIC DIRECTORS | CD01 | 001 | 100,085 |
| | | 002 | 103,790 |
| | | 003 | 105,395 |
| | | 004 | 109,025 |
| HEADS OF SERVICE | HDS02 | 005 | 73,840 |
| | | 006 | 75,690 |
| | | 007 | 77,575 |
| | | 008 | 79,515 |
| | HDS01 | 009 | 82,260 |
| | | 010 | 85,150 |
| | | 011 | 88,035 |
| | | 012 | 90,920 |

Appendix C: SOULBURY SALARY RATES – 1 SEPTEMBER 2016

i) EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

| SPINE POINT | SALARY FROM 1.9.16 | SPINE POINT | SALARY FROM 1.9.16 |
|-------------|--------------------|-------------|--------------------|
| 1 | 33,730 | 26 | 62,291 |
| 2 | 34,938 | 27 | 63,367 |
| 3 | 36,078 | 28 | 64,457 |
| 4 | 37,234 | 29 | 65,551 |
| 5 | 38,383 | 30 | 66,643 |
| 6 | 39,533 | 31 | 67,725 |
| 7 | 40,741 | 32 | 68,824 |
| 8 | 41,902* | 33 | 69,924 |
| 9 | 43,256 | 34 | 71,050 |
| 10 | 44,463 | 35 | 72,173 |
| 11 | 45,655 | 36 | 73,329 |

| | | | |
|----|-----------|----|------------|
| 12 | 46,809 | 37 | 74,465 |
| 13 | 48,116** | 38 | 75,615 |
| 14 | 49,280 | 39 | 76,748 |
| 15 | 50,567 | 40 | 77,880 |
| 16 | 51,731 | 41 | 79,019 |
| 17 | 52,897 | 42 | 80,156 |
| 18 | 54,042 | 43 | 81,293 |
| 19 | 55,223 | 44 | 82,435 |
| 20 | 55,833*** | 45 | 83,574 |
| 21 | 57,005 | 46 | 84,715 |
| 22 | 58,027 | 47 | 85,860 |
| 23 | 59,152 | 48 | 86,995**** |
| 24 | 60,160 | 49 | 88,135**** |
| 25 | 61,239 | 50 | 89,275**** |

NOTES:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate employees.

* normal minimum point for EIP undertaking the full range of duties at this level

** normal minimum point for senior EIP undertaking the full range of duties at this level

*** normal minimum point for leading EIP undertaking the full range of duties at this level

**** extension to range to accommodate structured professional assessments.

ii) EDUCATIONAL PSYCHOLOGISTS

| EDUCATIONAL PSYCHOLOGISTS - SCALE A | |
|--|-------------------------------|
| SPINE POINT | SALARY FROM 1.9.16 |
| 1 | 35,377 |
| 2 | 37,173 |
| 3 | 38,969 |
| 4 | 40,764 |
| 5 | 42,558 |
| 6 | 44,353 |
| 7 | 46,044 |
| 8 | 47,734 |
| 9 | 49,317* |
| 10 | 50,902* |
| 11 | 52,380* |

NOTE:

*The 11-point scale A provides for up to 3 additional SPA points to be added to the postholder's entitlement on the appropriate 6-point range

ii) SENIOR EDUCATIONAL PSYCHOLOGISTS

| SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS (B) SALARY RANGE | | | |
|--|---------------------------|--------------------|---------------------------|
| SPINE POINT | SALARY FROM 1.9.16 | SPINE POINT | SALARY FROM 1.9.16 |
| 1 | 44,353 | 10 | 56,386 |
| 2 | 46,044 | 11 | 57,506 |
| 3 | 47,734* | 12 | 58,649 |
| 4 | 49,317 | 13 | 59,811 |
| 5 | 50,902 | 14 | 60,933** |
| 6 | 52,380 | 15 | 62,110** |
| 7 | 52,987 | 16 | 63,275** |
| 8 | 54,120 | 17 | 64,448** |
| 9 | 55,243 | 18 | 65,620** |

NOTES:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate employees.

* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

** Extension to range to accommodate discretionary scale points and structured professional assessments

Appendix D: TEACHERS' SALARY RATES – 1 SEPTEMBER 2016

Set out below are teachers' pay scales from 1 September 2016 for England and Wales.

i) TEACHER PAY RANGES

| QUALIFIED TEACHERS – pay rate from 1/9/16 – 31/8/17 | ENGLAND & WALES | UNQUALIFIED TEACHERS – pay rate from 1/9/16 – 31/8/17 | ENGLAND & WALES |
|--|----------------------------|--|----------------------------|
| MAIN RANGE | £ p.a. | | £ p.a. |
| Minimum | 22,467 | Minimum | £16,461 |
| Maximum | 33,160 | Maximum | £26,034 |
| UPPER PAY RANGE | £ p.a. | | |
| Minimum | 35,571 | | |
| Maximum | 38,250 | | |

NOTE:

From 1 September 2013, the qualified and unqualified teacher pay scales were replaced by the ability for the relevant body to pay such salary as it determines within the above Qualified and Unqualified Teacher Pay Ranges.

ii) ADDITIONAL ALLOWANCES / PAYMENTS

| TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS | ANNUAL SALARY £ | | ANNUAL SALARY £ | |
|--|------------------------|-----|------------------------|-------|
| TLR 3 BAND (fixed-term award only) | Minimum | 523 | Maximum | 2,603 |

| | | | | |
|---|----------------------|-------|---------|--------|
| TLR 2 BAND | Minimum | 2,640 | Maximum | 6,450 |
| TLR 1 BAND | Minimum | 7,622 | Maximum | 12,898 |
| SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES | ANNUAL SALARY | | | |
| | £ | | | |
| SEN RANGE | Minimum | 2,085 | Maximum | 4,116 |

iii) PAY SPINE FOR THE LEADERSHIP GROUP 1/9/2016 – 31/8/2017

(This spine applies to Headteachers, Deputy Headteacher, and Assistant Headteachers)

| LEADERSHIP PAY – 1/9/16 – 31/8/17 | |
|--|----------------------------|
| | ENGLAND & WALES |
| MAIN RANGE | £ p.a. |
| Minimum | 38,984 |
| Maximum | 108,238 |



Report

Council

Part 1

Date: 4 April 2017

Item No: Insert item number here

Subject **National Non-Domestic Rates: Discretionary Relief: High Street Relief Scheme 2017-18**

Purpose The purpose is for Council to resolve to adopt the Welsh Government's High Street Relief Scheme for 2017-18.

Author Head of Finance

Ward All

Summary The Welsh Government has made available grant funding for billing authorities to deliver in 2017-18 the High Street Rate Relief Scheme to reduce the rate burden on qualifying high street retail properties. The funding for 2017-18 amounts to a maximum of £573,500 and a number of businesses are expected to benefit from reduced rates by way of this Relief.

The qualifying ratepayers will fall into two categories, tier 1 who will receive up to £500, and tier 2 where up to £1500 will be awarded per qualifying property.

It is estimated that up to 758 ratepayers across the city could potentially benefit from reduced rate bills under this scheme.

Proposal It is proposed that the Council resolves to adopt the Welsh Government's Wales Retail Relief Scheme for 2017-18 by making the appropriate determination and decision, as required by Sections 47(1)(a) and 47(3) respectively of the Local Government Finance Act 1988, and set out in the Appendix to this report.

Action by Head of Finance to implement the Scheme and make discretionary awards using delegated powers.

Timetable Immediate

This report was prepared after consultation with:

- Head of Law & Regulation
- Head of People & Business Change
- Head of Regeneration, Investment & Housing

Signed

Background

The Welsh Government has made available funding to billing authorities deliver in 2017-18 the High Street Rate Relief Scheme. The Council's allocation of funding amounts to a maximum of £576,500. The Scheme sets out the various categories of retail premises that will benefit from relief. These are detailed in the Appendix, but broadly the premises included are those that have a rateable value of £50,000 or less; are occupied; and are wholly or mainly used as shops, restaurants, cafes and drinking establishments. (These categories are intended to cover premises that are being used for the sale of goods and/or services, or food and/or drink, to visiting members of the public). In addition the premises must be situated in a high street setting or similar and precludes retail properties situated in out of town developments or industrial estates.

The means of making the awards of Rate relief is the Council's discretionary powers under section 47 of the Local Government Finance Act 1988. The Council is required to make a formal determination (Section 47(1)(a)) and decision (Section 47(3)) to adopt the scheme so that this discretionary power may be exercised by the Head of Finance under delegated powers. The Council is reimbursed for the rates income foregone as a result of the Scheme when calculating monies to be paid over to the Welsh Government 'pool'.

The Wales High Street Rate Relief Scheme forms part of a package of Welsh Government measures available to support business. The High Street relief scheme for 2017-18 sits alongside other schemes, such as the extension of the Small Business Rates Relief Scheme until March 2018 and the Transitional relief scheme that is reducing the impact of the 2017 revaluation for some adversely affected businesses.

The Small Business Rate Relief Scheme (SBRR) completely removes payment of rates for businesses occupying premises with a rateable value of less than £6000, and provides tapered relief for those with premises with rateable values of between £6,000 and £12,000. This scheme has been temporarily extended to 31 March 2018 when Welsh Government intends to introduce a new rate relief scheme.

Following the 2017 revaluation a statutory transitional rate relief scheme has been introduced to cushion the effect of revaluation for those businesses that receive Small Business Rate Relief or did prior to the revaluation and no longer qualify. The scheme covers those businesses that now receive less SBRR or none at all, those that have to pay rates when previously they did not and those with a rateable value of £12,000 that is unchanged but face a monetary increase in what they have to pay due to the increased multiplier for 2017-18. The scheme will last for three years and in each year the rate increase is limited to 25% with the ratepayer eventually paying full rates from year 4. Transitional relief only applies to the occupier as at the 1st April 2017, subsequent occupiers will pay the full rates due.

Full details of the High Street Rate Relief Scheme and the guidance on the application of the scheme have only just been received from Welsh Government. The application process for ratepayers is more straightforward than for previous schemes however due to the number of excluded business uses and requirements to satisfy the state aid rules by way of a declaration from ratepayers it has not been possible to show the relief on the 2017-18 rate bills which have been issued to ratepayers. If Council resolves to adopt the scheme the rates bills of around 250 businesses will be recalculated and adjustment notices sent in time for April's instalment. The remaining potential qualifiers will be issued with an application form so that a determination on whether they meet the criteria of the scheme made and adjustment notices sent thereafter.

Although this scheme is new and therefore not planned in the work of the Section there are no staffing implications within Finance as it is anticipated that the work can be handled within existing resources.

Financial Summary

There are no direct financial implications to the Council in adopting the scheme. The full value of discretionary awards is reimbursed by the Welsh Government, along with a small administration grant to cover expenses such as printing and postages for the application and billing procedures.

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|---|--------------------------------------|---------------------------------------|--|---|
| Failure to implement the scheme will result in Newport ratepayers being financially disadvantaged | H | L | Adoption of the scheme will allow relief awards to be made and rate bills reduced. | Head of Finance |

Links to Council Policies and Priorities

The adoption of the schemes fits with the Council's aims to improve the local economy, and the well-being of its citizens

Options Available and considered

- Adopt the Wales High Street Relief Scheme
- Decide not to adopt the Scheme

Preferred Option and Why

Adopt the Scheme so that as many retailers as possible may benefit from reduced Rates bills.

Comments of Chief Financial Officer

There are no direct financial implications as the cost of the relief scheme is funded by Welsh Government.

Comments of Monitoring Officer

The proposed discretionary High Street Rate Relief Scheme is in accordance with the Council's statutory powers under Section 47 of the Local Government Finance Act 1988 and Welsh Government statutory guidance. This transitional relief for High Street shops and retailers is part of a package of measures introduced by Welsh Government to mitigate the financial effects on local businesses of the business rates revaluation and it is only available during 2017/18. The eligibility criteria and the nature of the rates relief is prescribed by the Guidance and the cost to the Council in terms of the reduced income is funded by Welsh Government grant under Section 31 of the Local Government Act 2003. However, for the scheme to be applied in Newport, the Council needs to formally resolve to adopt the scheme locally in exercise of its discretionary powers under section 47(1)(a) of the 1988 Act and the Head of Finance will then administer the scheme and make the necessary determinations in accordance with the officer scheme of delegation. Although the award of business rates relief can potentially constitute state aid, the amounts involved at both tier 1 and tier 2 levels are so small as to come within the de minimis block

exemption, but businesses receiving the reduction will need to declare any other public funding that they receive, to ensure that they do not exceed the relevant threshold.

Comments of Head of People and Business Change

The report notes that although this scheme is new and therefore not planned in the work of the Section, there are no staffing implications within Finance as it is anticipated that the work can be handled within existing resources

The Council has recently published its Well-being Objectives in accordance with the Well-being of Future Generations (Wales) Act. Adoption of the Welsh Government's High Street Relief Scheme for 2017-18 would support the Council's Well-being Objective to "Promote economic growth and regeneration whilst protecting the environment".

Comments of Cabinet Member

The Cabinet Member for Human Resources and Assets has approved this report for consideration by Council.

Local issues

None

Scrutiny Committees

N/a

Equalities Impact Assessment and the Equalities Act 2010

Once adopted, the Council is obliged to comply with the Welsh Government's rules in applying the Scheme. These are detailed on the Appendix.

Children and Families (Wales) Measure

n/a

Wellbeing of Future Generations (Wales) Act 2015

N/a

Crime and Disorder Act 1998

n/a

Consultation

n/a

Background Papers

The Welsh Government's Guidance on the 2017-18 Scheme is available here:



High Street Rates
Relief (HSRR) - Guidar

Dated: 20 March 2017

APPENDIX

Resolution

- (a) The Council determines that, unless hereditaments are excepted under (b) below, Section 47(1)(a) (discretionary relief) of the Local Government Finance Act 1988 will apply as regards the hereditaments described in 'The Scheme' in accordance with the rules described in relation to those hereditaments.

It is reasonable for the Council to make this decision having regard to the interests of persons liable to pay council tax set by the Council.

- (b) Relief is not available under this resolution in respect of any hereditament which is occupied by -
- the Welsh Ministers, a Minister of the Crown or government department,
 - any public authority (including any local authority),
 - the holder of any public office, or
 - the Crown
- (c) The Council decides, under Section 47(3) of the Local Government Finance Act 1988, that during the billing year 2015-16 'The Scheme' shall apply to the hereditaments described, and that the Head of Finance use his delegated powers to apply the relief.

The Scheme to be Adopted

Introduction

The relief is intended to be a temporary measure for 2017-18 only, aimed at high street retailers in Wales, for example shops, pubs, restaurants and cafes – including those retailers which have seen their rates increase as a result of the 2017 revaluation undertaken by the Valuation Office Agency.

The Welsh Government will provide two tiers of non-domestic rates relief, of up to £500 (Tier 1) or £1,500 (Tier 2), to eligible high street retailers occupying premises with a rateable value of £50,000 or less in the financial year 2017-18, subject to State Aid limits.

Properties that will benefit from this relief will be occupied high street properties such as shops, restaurants, cafes and drinking establishments, with a rateable value of £50,000 or less on 1 April 2017.

Two tiers of relief will be provided depending on the rateable value of the property, whether liability is increasing from 1 April 2017 as a result of the revaluation and whether the business is already entitled to other Welsh Government support.

Tier 1 – lower level of support: £500 (or the total remaining liability if this is less than £500)

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000* for the financial year 2017-18 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2017;
- and /or
- In receipt of Transitional Relief on 1 April 2017.

*There will be a small number of ratepayers whose properties have a rateable value of £12,000 or above who are in receipt of Transitional Relief. These ratepayers will also qualify for Tier 1 relief.

It is recognised that there may also be a small number of ratepayers whose properties have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the very upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

Tier 2 – higher level of support: £1,500

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2017-18 and who meet the following criteria:

- Not in receipt of SBRR or Transitional Relief on 1 April 2017; and
- Have an increase in their liability on 1 April 2017.

It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).

i. Premises that are being used for the sale of goods to visiting members of the public

Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)

Opticians

Pharmacies

Post offices

Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)

Car or caravan showrooms

Second hand car lots

Markets

Petrol stations

Garden centres

Art galleries (where art is for sale or hire)

ii. Premises that are being used for the provision of the following services to visiting members of the public

Hair and beauty services

Shoe repairs or key cutting

Travel agents

Ticket offices, eg. for theatre

Dry cleaners

Launderettes

PC, TV or domestic appliance repair

Funeral directors

Photo processing

DVD or video rentals

Tool hire

Car hire

Cinemas

Estate and letting agents

iii. Premises that are being used for the sale of food and / or drink to visiting members of the public

Restaurants
Drive-through or drive-in restaurants
Takeaways
Sandwich shops
Cafés
Coffee shops
Pubs
Wine Bars

To qualify for the relief a hereditament listed in (i) to (iii) should be wholly or mainly used as a shop, restaurant, café or drinking establishment. This is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

The list set out above is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist. There will also be mixed uses. However, it is intended to be a guide as to the types of uses that the Welsh Government considers should qualify for the High Street Rate Relief Scheme. Determinations will be required as to whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.

As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that to be appropriate, however it is highly unlikely that the Council would not wish an eligible business to benefit from the reduction in rates that the scheme affords.

There are certain business types that Welsh Government has specifically excluded from the scheme namely:

i. Premises that are being used for the provision of the following services:

Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
Post office sorting office
Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
Sports clubs
Children's play centres
Day nurseries
Outdoor activity centres
Gyms
Kennels and catteries
Show homes and marketing suites
Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the high street relief scheme:

ii. Premises with a rateable value of more than £50,000

Whilst It is recognised there are some high street retail businesses with rateable value above the £50,000 relief threshold who are also experiencing increases in their rateable values as a result of the 2017 Revaluation, these properties will not be eligible for this relief.

iii. Premises that are not reasonably accessible to visiting members of the public

If a business is not reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme.

iv. Premises situated in out-of-town retail parks or industrial estates

The scheme will only apply to business premises that are situated in a high street environment or similar, this includes town centre pedestrian shopping precincts or malls but specifically excludes those situated in out of town retail parks or industrial estates.

v. Premises that are not occupied

Properties that are not occupied on 1 April 2017 should be excluded from this relief. There are other statutory rate reliefs that provide reductions under certain circumstances for empty properties.

vi. Premises that are in receipt of mandatory charitable rates relief

Retail premises that already receive mandatory rate relief such as charity shops are excluded from receiving additional relief under the High Street Relief Scheme.

Other Considerations

Ratepayers that occupy more than one property will be entitled to High Street Rates Relief for each of their eligible properties, subject to State Aid de minimis limits.

Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2017. Changes to properties which occur after this date will have no impact on eligibility for this relief.

Empty properties becoming occupied after 1 April 2017 will not qualify for this relief.

If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will not qualify for the relief.

This treatment is intended to simplify the administration of the scheme but also reflects that the relief is to help support those affected by the revaluation. It is assumed that the rateable values for properties being occupied after 1 April 2017 will have been known in a

State Aid

Awards made under the High Street Rate Relief Scheme will in most instances count as state aid and the European Union regulates state funded support to businesses.

The De Minimis Regulation allows an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years).

To administer the scheme and comply with the De Minimis regulations it is necessary for the council to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. The threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).

To comply with the state aid rules all ratepayers will required to declare if they consider that they have exceeded the de minimis limits and will be sent a form for this purpose.

Further information on the state aid and de Minimis rules can be found at:

<http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

Section 2 – Calculation examples

SBRR – Small Business Rates Relief

TR – Transitional Relief

HSRR – High Street Rates Relief

| | £ |
|----------------------------------|---------|
| Rateable Value in 2010 | = 6,000 |
| 2010 Base liability @ 0.486 | = 2,916 |
| 2010 liability after SBRR | = 0 |
| Rateable Value in 2017 | = 8,000 |
| Base liability @ 0.499 | = 3,992 |
| Liability after SBRR | = 1,331 |
| Liability after TR | = 333 |
| Tier 1 HSRR | = 333 |
| 2017 liability after Tier 1 HSRR | = 0 |

| | £ |
|----------------------------------|----------|
| Rateable Value in 2010 | = 9,000 |
| 2010 Base liability @ 0.486 | = 4,374 |
| 2010 liability after SBRR | = 2,187 |
| Rateable value in 2017 | = 14,000 |
| Base liability @ 0.499 | = 6,986 |
| Liability after SBRR | = 6,986 |
| Liability after TR | = 3,387 |
| Tier 1 HSRR | = 500 |
| 2017 liability after Tier 1 HSRR | = 2,887 |

| | £ |
|----------------------------------|----------|
| Rateable Value in 2010 | = 15,000 |
| 2010 Base liability @ 0.486 | = 7,290 |
| 2010 liability after SBRR | = 7,290 |
| Rateable value in 2017 | = 24,000 |
| Base liability @ 0.499 | = 11,976 |
| Liability after SBRR | = 11,976 |
| Liability after TR | = 11,976 |
| Tier 2 HSRR | = 1,500 |
| 2017 liability after Tier 2 HSRR | = 10,476 |



Report

Newport City Council

Part 1

Date: 4 April 2016

Item No:

Subject **Members Scheme of Remuneration: Independent Remuneration Panel Annual Report**

Purpose This report highlights the remuneration options for the Members Scheme of Remuneration for 2017 - 2018 and asks the Council to determine the level of remuneration of those members receiving Special Responsibility Allowances and to determine any allowances for the City's Mayor and Deputy Mayor for the coming year.

Author Chief Democratic Services Officer

Ward No Wards / All members affected

Summary The Independent Remuneration Panel for Wales (IRPW) is the body tasked with setting the remuneration levels for Councils in Wales.

The Independent Remuneration Panel makes determinations in relation to Basic and Senior Salaries and also the rates and conditions for expenses paid by public authorities.

Until last year, the Council had no discretion to amend any of these values, with the exception of the payment bandings used to pay the mayor and deputy mayor. The Panel's report retains an element of flexibility to the Remuneration Panel's determinations as described below.

In summary the Remuneration Panel's report includes the following changes:

- **Basic Salaries** – a 'very modest increase of 0.75% to the basic salary' for councillors. This is the first increase for 3 years and 'follows the slight easing of restraint in the pay of public sector employees'. It represents a £100 increase in the Basic salary for councillors (to £13,400)
- **Senior Salaries** – No increase is determined for senior salaries. The Panel has continued to determine a two – tier system of payments. The Democratic Services Committee remains concerned at the two levels of payments for Cabinet Members and Committee Chairs created in February 2016 as expressed in response to the consultation on the IRP report last year. The Democratic Services Committee recommends no change in the position in Newport.
- **Sickness Absence for Senior Salary Holders** – this is proposed in response to feedback from members and authorities. The approach will operate in a similar way to the current 'family absence' provisions. This proposal was broadly welcomed by WLGA members

- **Care Allowances** – The IRP has been concerned for a number of years about the low take up of this allowance.

The IRP has renamed 'Care Allowances' as 'Reimbursement of costs of care' to try to separate it from being perceived as part of an individual councillors' salary or allowances.

As to timing, given the elections next May, the IRP's determinations (once finalised) will come into force as follows:

- Basic salary and senior salary holders - 8 May 2017, (subject to the member having signed the declaration of acceptance of office)

A table is set out below to assist discussions on the determinations.

Proposals

- To adopt the determinations of the Independent Remuneration Panel
- To determine that all Senior Salary holders (Cabinet Members and Chairs of Committees will continue to be paid at the higher level as described in the table 1 below
- To determine that the Mayor and Deputy Mayor shall be reimbursed at level 2 and as set out in the table below at 'Determination 3"
- To note the IRP has determined that Care allowances shall be renamed 'Reimbursement of Costs of care"

Action by Head of Democratic Services

Timetable In line with the deadline

This report was prepared after consultation with:

- Democratic Services Committee
- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

Background

The determinations are as follows:

| Number | Determination | Comments |
|-----------------|---|--|
| Determination 1 | <p>Basic Salary in 2017/18 for elected members of principal councils shall be £13,400.</p> <p>The cap on the number of Senior Salaries remains the same. In Newport this equates to a maximum of 18 senior salaries</p> | <p>This is a rise of £100.</p> <p>No change</p> |
| Determination 2 | <p>The Panel has determined that senior salary levels in 2017/18 for members of principal councils shall be as set out in the table below</p> | <p>The Democratic Services Committee remains concerned at the two levels of payments for Cabinet Members and Committee Chairs created in February 2016 as expressed in response to the consultation on the IRP report last year.</p> <p>In general, as Senior Salaries include the Basic Salary element, they have all raised by £100 in line with determination 1. There has been no further change to Senior Salaries.</p> |

Table 1: In general terms the payments are as follows

NB: All payments shown include the basic salary of £13,400.

| | 2016-2017 | 2017-2018 | Comments |
|--|---|---|--|
| Basic Salary | £13,300 | £13,400 | Increase by £100 per annum or 0.75% |
| No of eligible Senior salaries for Newport | 18 | | No change |
| Leader (In Newport) | £48,000 | £48,100 | No change other than the increase in basic salary |
| Deputy Leader (In Newport) | £33,300 | £33,400 | No change other than the increase in basic salary |
| Cabinet Members in Newport | £29,100 or £26,200 to be determined by Council | £29,100 or £26,200 to be determined by Council | No change other than the increase in basic salary Council determined last year that all Cabinet Members in Newport receive the full allowance of £29,000. No change is recommended by the Democratic Services Committee |
| Committee Chairs | Level 1 Chairs £22,000 or Level 2 Chairs: £20,000 | Level 1 Chairs £22,100 or Level 2 Chairs: £20,100 To be determined by Council | No change other than the increase in basic salary Council last year determined that in Newport all Chairs would receive the Level 1 payment No change is recommended by the Democratic Services Committee |

| | | | |
|--------------------------|---------|---------|--|
| Leader of the Opposition | £22,000 | £22,100 | No change other than the increase in basic salary |
| Leader of other Groups | £17,000 | £17,100 | To qualify for this, the individual must lead a group that comprises at least 10% of the total membership of the Council. In Newport that would be a group of 5 or more elected members. |

| | | |
|------------------------|--|--|
| Determination 3 | <p>The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.</p> <p>In Newport this would mean payment at level 2 and inclusive of basic salary would be:</p> <p>Mayor: £21,600 Deputy: £16,100</p> | <p>The Council maintains discretion on whether and what amount to pay the Mayor and Deputy.</p> <p>The Council has in the past determined to pay the Mayor and Deputy at level 2 of the IRP's table of responsibility levels. The Democratic Services Committee recommended that the position remains unchanged.</p> |
| Determinations 4 and 5 | These determinations do not apply in Newport | |
| Determination 6 | The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information. | This operates within Newport and Members of the Democratic Services Committee are provided with an annual report by the Head of Democratic Services. |
| Determination 7 | The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution toward the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members. | This operates within Newport |
| Determination 8 | The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current | The total number of senior salaries cannot exceed fifty percents of the membership. |

| | | |
|--|---|--|
| | Remuneration Framework. | <p>Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.</p> <p>There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.</p> <p>Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole</p> |
| Determinations 9, 10, 11, 12, 13, 14 , 15 and 16 | These proposed determinations relate to payments to Chairs and Deputy Chairs of Joint Overview and Scrutiny Committees; Sub Committees and Task and Finish Groups of Joint Committees. No changes are proposed from existing arrangements | This represents no change |
| Determination 17 | The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils. | This represents no change |
| Determinations 18, 19, 20, 21 22 and 23 | These proposed determinations relate to arrangements for payments relating to family absence | <p>The Democratic Services Committee made its view known on the whole issue of family absence last year. The view was that the existing 6-month rule is adequate.</p> <p>These determinations represent no change in the arrangements</p> |
| Determinations 24 to 37 | Determinations 24 to 30 relate to the National Parks Authorities and Determinations 31 to 37 relate to the Fire and Rescue Service | |
| Determination 38 | <p>Principal Councils, NPAs and FRAs must pay the following fees to Co-opted Members (who have voting rights)</p> <ul style="list-style-type: none"> • Chairs of Standards and Audit Committees £256 (4 hours and over) : £128 (up to 4 hours) • Ordinary members of Standards Committee who also Chair Standards Committees for Community/Town Councils £226 daily fee (4 hours and over) : £113 (up to 4 hours) | No change is proposed. |

| | | |
|------------------------|---|--|
| | <ul style="list-style-type: none"> • Ordinary members of Standards Committees; Education Scrutiny Committee, Crime and Disorder Scrutiny Committee and Audit Committee £198 (4 hours and over) : £99 (up to 4 hours) | |
| Determination 39 | Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting. | This represents no change. The Head of Law and Regulation has been appointed as the appropriate officer |
| Determination 40 | Travelling time to and from the place of the meeting can be included in the claims for payments made by Co-opted members (up to the maximum of the daily rate). | This represents no change |
| Determination 41 | The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed. | The Council has determined the Monitoring Officer as the appropriate officer. |
| Determination 42 | Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. | No Change is proposed. |
| Determination 43 | All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer. | <p>This represents no change but the Panel urges authorities to promote this reimbursement and encourage greater take-up of this support to facilitate participation amongst existing authority members and encourage diversity among future elected members.</p> <p>The IRP has determined to rename 'Care Allowances' as 'Reimbursement of costs of care' to try to separate it from being perceived as part of an individual councillors' salary or allowances.</p> |
| Determinations 44 - 51 | Determinations 44 - 51 relate to Community / Town Councils. | No comments offered |

Reimbursement of Travel and Subsistence costs

The Panel has determined that Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.

The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.

The Panel has determined that there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of Mileage Costs:

| | |
|---------------|---|
| 45 p per mile | Up to 10,000 miles in a year by car |
| 25 p per mile | Over 10,000 miles per year by car |
| 5p per mile | Per passenger carried on authority business |
| 24p per mile | Motor cycles |
| 20p per mile | Bicycles |

Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

| | |
|----------------|--|
| £28 per day | Day allowance for meals, including breakfast, where not provided in the overnight charge |
| £200 per night | London |
| £95 per night | Elsewhere |
| £30 per night | Staying with friends and/or family |

These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.

All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.

It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Monitoring compliance

The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:

- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5).
- (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable as and not later than 31 July in the year to which it applies.
- (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Financial Summary

The IRPW determination to increase Basic Salary by £100 per Councillor will add £5,000 per annum. This will need to be accommodated within existing budget resources.

Risks

The Council must deliver an increase in basic salaries of £100, adding £5,000 to the cost of members allowances. This will need to be met from existing resources.

Links to Council Policies and Priorities

There is no direct link to Newport's individual policies or plans as this is a national issue about payments to Councillors

Options Available

1. To adopt the determinations and the recommendations of the Democratic Services Committee
2. To amend the recommendations of the Democratic Services Committee

Preferred Option and Why

1. Members would wish to consider the proposals set out in this report and may wish to amend the proposed response.
2. Members may conclude to adopt the recommendations of the Democratic Services Committee which has made its representations to the panel.

Comments of Chief Financial Officer

The IRPW determination to increase Basic Salary by £100 per Councillor will add £5,000 per annum. This will need to be accommodated within existing budget resources.

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. The IRP has statutory power under Section 147 of the Local Government (Wales) Measure 2011 to set Members Allowances.

The Democratic Services Committee offered comments on their draft proposals for 17/18, with the revised basic salaries. Democratic Services Committee (DSC) have previously expressed the opinion that it would not be appropriate to comment on the amounts of basic and senior salaries being proposed by the IRP and have taken the view that all salaries should be prescribed by the IRP and not left to the discretion of individual councils.

The existing scheme does give an element of local discretion

The IRP has determined an increase in the basic salary by £100 to reflect the fact that salary levels have not kept pace with average earnings. However, the IRP recognises that the allowances have to be "affordable" in accordance with the Measure.

Despite the concerns expressed by DSC and the fact that no Welsh Councils pay differential salary levels to Cabinet Members, the IRP continues with two-tier level of payment, according to responsibility. However, all Cabinet Members in Newport continue to be paid at level 1.

They also continue with the two-tier system of salaries for Chairs of Committee. The Council has a discretion as to whether to pay these senior salaries to Committee Chairs and, if so, at what level.

The only two additional provisions relate to sickness absence and care costs. The proposal for senior salaries to be paid for up to 26 weeks in the event of extended sickness absence, and for an additional allowance to be paid to any substitute during this period, is equivalent to the existing family absence provision. In practice, the 6 months disqualification rule and internal cover arrangements may well render this unnecessary. Currently, care allowances are paid as part of the member's salary and the payment is identified in the annual statement of allowances. The IRP feel that this publicity may have

discouraged eligible councillors from claiming the payment and, therefore, considered that it should be paid as a separate reimbursement of care costs rather than as part of a member's salary.

Comments of Head of People and Business Change

There are no specific HR or equalities issues arising from the report as the appointment to posts attracting senior salaries is a political decision by the Council. There are no specific issues in the response in relation to the Wellbeing of Future Generations Act , although those appointed to Cabinet posts in particular will need to consider the principles of the Act as part of the decision making process.

Comments of Cabinet Member

No cabinet member is responsible for payments to elected members

Local issues

There are no local issues arising from the report as it affects all members of the Council.

Scrutiny Committees

The consideration of the proposals in this report fall to the Democratic Services Committee

Equalities Impact Assessment

No Equalities Impact Assessment was undertaken as the report is suggesting a response to proposed determinations that would affect elected members only

Children and Families (Wales) Measure

No part of this report impacts directly on Children and young people.

Consultation

The Democratic Services Committee was consulted on the draft report

Background Papers

Independent Remuneration report

Dated: 16 November 2016



Report

Newport City Council

Part 1

Date: 4 April 2017

Item No: 7

Subject **Scheme of Delegation**

Purpose To consider the outcome of a review of the Scheme of Delegation

Author Head of Democratic Services

Ward All wards

Summary The Democratic Services Committee had previously been informed that the Corporate Assessment contains a proposed action that states: "Reviewing and updating the Council's constitution ensuring that roles, responsibilities and accountabilities are clear, and that all members understand and apply their respective roles in relation to each other without compromising independence"

With this in mind the Committee agreed to review various aspects of the Constitution, one of which would be the Scheme of Delegation.

The Scheme of Delegation aims at making it clear where the distinction lies between the decision making responsibilities of elected members and Chief Officers within the Council

In July 2016 the Committee received an updated report on progress and viewed the Scheme of Delegation to elected members.

The Scheme that relates to officers has been amended and updated.

The Democratic Services Committee was informed that there are few 'new' delegations other than those arising from new legislation or Central Government requirements. There have been a number of changes in the Chief Officer Structure since the original scheme was drafted.

The Scheme of Delegation to officers has been amended incrementally in the past to take account of changes to the officer team and to any new responsibilities that have fallen to the Council owing to changes in legislation, policies or other factors

This report seeks to provide the Council with a scheme that reflects the existing structure. Inevitably incremental changes will need to be made over time as the Council has to react to new legislation, policies. The proposed scheme was recommended to Council by the Committee

Proposal: **To adopt the amended scheme of delegation and that it is included in the Constitution**

Action by Head of Democratic Services

Timetable: In line with the Councils work programme.

This report was prepared after consultation with:

- Democratic Services Committee
- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change
- All Heads of Service

Background

The Scheme of Delegation aims at making it clear where the distinction lies between the decision making responsibilities of elected members and Chief Officers within the Council

In the simplest terms, Councillors make decisions in relation to new policies and any changes to policies whilst officers would take decisions on operational matters within the policies set by the Council.

Scheme of Delegation to Cabinet Members

The Scheme of Delegation that relates to elected members was presented to the Democratic Services Committee in July 2016

Scheme of Delegation to Chief Officers

The Scheme of Delegation to officers has been amended incrementally in the past to take account of changes to the officer team and to any new responsibilities that have fallen to the Council owing to changes in legislation, policies or other factors

The review of the Constitution overseen by the Democratic Service Committee includes a more holistic review of the scheme.

The Committee was informed that there are few 'new' delegations other than those arising from new legislation or Central Government requirements. There have been a number of changes in the Chief Officer Structure since the original scheme was drafted.

The Committee's recommended scheme seeks to provide the Council with a scheme that reflects the existing structure. Inevitably incremental changes will need to be made over time as the Council has to react to new legislation, policies. The proposed scheme was recommended to Council by the Committee

Financial Summary

There is no cost to receiving this update

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|--|--------------------------------------|---------------------------------------|---|---|
| The SOD is not updated – leading to uncertainty over where responsibilities lie. | M | M | The reviewed scheme is presented in this report | Head of Democratic Services |
| Staff time used on updating these documents means there is an opportunity cost | M | M | The proposed documents are being prepared without any additional staff costs to the Council | Head of Democratic Services |

Links to Council Policies and Priorities

The proposed review will help the Council meet the Council's wish to provide the best possible affordable services to members and the public

Options Available

- To adopt the amended scheme of delegation and that it is included in the Constitution
- To amend the proposed scheme
- To not adopt a scheme of delegation

Preferred Option and Why

To adopt the amended scheme of delegation and that it is included in the Constitution. The Committee's recommended scheme seeks to provide the Council with a scheme that reflects the existing structure

Comments of Chief Financial Officer

There is no cost to adopting this update

Comments of Monitoring Officer

In accordance with the Local Government Act 2000, the Council is required to adopt and maintain a written constitution which must include a Scheme of Delegation for officers and members, to ensure transparency and accountability for decision-making. At officer level, most operational decisions and statutory functions are delegated to and discharged by the relevant Heads of Service in accordance with Section 101 of the Local Government Act 1972 (in relation to non-executive functions) and the Local Government Act 2000 (in relation to executive decisions). Only strategic policy decisions are reserved to the cabinet and cabinet members. This revised scheme does not change anything of substance but updates the previous scheme by referring to new legislation and ensuring that the correct functions sit with the relevant Heads of Service following various service restructures.

Staffing Implications: Comments of Head of People and Business Change

The importance of having a clear distinction between the decision making powers of Members and Officers is rightly highlighted within the Corporate Assessment and the report seeks to update and amend the Scheme of Delegation to ensure it adequately does this. There are no staffing issues other than the use of staff time to prepare and update the Constitution.

Comments of Cabinet Member

This is a Council function

Local issues

There are no local issues as this is a matter relating to the democratic process and is for the Council as a whole to consider.

Scrutiny Committees

This is a matter or consideration of the Democratic Services Committee

Equalities Impact Assessment

Not required as this relates only to a procedural matter.

Children and Families (Wales) Measure

This report does not relate to any issues relating specifically to children and young people

Consultation

Statutory Officers and Officers involved in the decision making process have been consulted

Background Papers

The Council's Constitution

Dated: January 2017

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Scheme of Delegation to Officers

This document constitutes Part 3, Appendix 3 of the Council Constitution

Revised: April 2017 via C=Democratic Services Committee

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Section 1: GENERAL SCHEME OF DELEGATION APPLYING TO ALL HEADS OF SERVICE

GENERAL DELEGATIONS TO ALL CHIEF OFFICERS

NB: This section relates to those matters delegated to all Chief Officers. To see the scheme of delegation to individual Chief Officers, please see Section 2 below.

1. Human Resources Matters

- (i) To determine operational issues relating to the service area based on the needs of the council; its customers and the service.

All decisions must be within agreed Council policies and within the budget allocation for the service area.

As set out in (ii) below, certain decisions will be subject to consultation with the Monitoring Officer, Head of Finance and Head of People and Business Change. Any dispute will be determined by a Corporate Director.

- (ii) To determine the following subject to consultation with the Monitoring Officer, Head of Finance and Head of People and Business Change.
- the grading of posts within the area;
 - the movement of posts within the service area and between service areas;
 - the creation of new permanent posts or the deletion of posts within the structure of a service area;
 - re-grading / grading
 - salary protection
 - early release of pension
 - market supplements
 - job descriptions and person specifications for all posts within the service area
 - the creation of any new post or the deletion of any new post
 - Individual grading within the service area, including regrading applications.
- (iii) To determine all operational Human Resource matters for the service area. All decisions must be within agreed Council policies and within the budget allocation for the service area. Operational matters include:
- To make appointments other than those reserved to Council.
 - To determine Temporary/Fixed term posts
 - To determine any application for secondary employment for employees working a 37 hour week or where the combined hours of the jobs equate to more than 37 hours.

- To determine any change to hours of any post
- To determine any job share arrangement or any scheme of reduced hours of work
- To vary the pattern of the working week
- To determine any secondment arrangements.
- To determine the employment of agency employees and any contract arrangements with agencies or contractors, in line with agreed contract arrangements.
- To determine any Honorarium payments within agreed criteria.
- To determine planned overtime payments.
- To determine salary protection to be applied under the Council's job security policy.
- To determine any progression through grades within any agreed schemes.
- To determine any application for payment of professional fees within the Council's policy
- To work with colleagues to secure redeployment opportunities or development opportunities for unplaced employees and as a last resort, to serve redundancy notices, where there is no suitable alternative employment available with the authority.
- To determine any application for time off for trade union activity in line with agreed policy
- To determine paid or unpaid leave of absence in accordance with Council policy
- To determine whether to allow 'carry over' of leave beyond the requirements of the European Working Time Directive
- To determine Health and Safety arrangements within a service area.
- To authorise attendance at training events or conferences, subject to budget provision being available.
- To determine any disciplinary action in accordance with the Council's disciplinary procedures.
- To determine any application for legal assistance relating to any private prosecution relating to violence at work.

2. Tenders

In accordance with the Council's Procurement Strategy Standing Orders and/or Financial Regulations:-

- To accept the most economic advantageous tender for work goods or services. Heads of Service will record acceptance of tenders in a register and act in compliance with the Council's agreed procurement strategy and Contract Standing Orders. Records must show when the most economically advantageous tender is not financially the lowest tender received.

- To agree the issuing of orders for work goods and services
- To submit tenders and make arrangements for carrying out work.

3. Finance

- To exercise powers of virement from within own budgets within overall corporate guidelines and agreed limits.
- To control service budgets within overall agreed limits subject to the strategies, policies, objectives and targets agreed by the Council.
- To determine grants in accordance with within agreed criteria and Financial regulations
- To determine applications for financial or other assistance from staff in accordance with any schemes approved by the Council.

4. Land and Buildings/Planning

- To authorise an application for planning permission to the Planning Committee in respect of any development of land and/or buildings within the relevant portfolio or service area.
- On receipt of permission from the Planning Committee or, where appropriate, the Council, to authorise carrying out of such development.
- To determine operational issues relating to the use of buildings within the portfolio , including adjustments to opening times

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CHIEF EXECUTIVE

As Head of Paid Service

The Head of Paid Service is a statutory appointment pursuant to Section 4 of the Local Government and Housing Act 1989. As such he holds all Chief Officers to account for their decisions and the performance of their services

- I. Under the provisions of the Local Government and Housing Act 1989, to determine when it is appropriate to prepare a report to the Authority setting out proposals in relation to:
 - the manner in which the discharge by the Authority of its different functions is coordinated
 - the number and grades of staff required by the Authority for the discharge of its functions
 - the organisation of the Authority's staff and
 - the appointment and proper management of the Authority's staff

As Chief Executive

- i. To determine the activities of the Council's Management Team and to coordinate the team's activities.
- ii. To determine cross-cutting operational issues that cover a range of services
- iii. To determine necessary actions appropriate for the proper emergency planning of the Council area and, where appropriate adjacent areas, including liaison with other authorities and bodies.
- iv. To determine necessary action to be taken on behalf of the council in emergencies in consultation with the Leader of the Council, or in the absence of the Leader another member of the cabinet.
- v. To determine methods of monitoring and activities in relation to performance management of the Council's staff
- vi. To determine the framework for Service Plans by each Service Head
- vii. To have overriding authority for all delegated matters of staffing and operations to ensure appropriate allocation of resources to deliver agreed outcomes.

As Returning Officer

To effectively fulfil the statutory roll of Returning Officer at all Local Government Elections and to discharge the roll of promoting participation in those elections.

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Strategic Director - People

As Director of Social Services

- I. To exercise the statutory responsibilities of the role of Director of Social Services and undertake such delegated responsibilities consistent with the discharge of that statutory role as set out in the statutory guidance on the role and accountabilities of the Director of Social Services issued under Part 8 of the Social Services and Wellbeing (Wales) Act 2014 and any other relevant legislation.
- II. To determine the responsibilities of the Head of Adult and Community Services and Head of Children and Young People Services for the management and delivery of operational services within social services and the exercise of specific statutory functions on behalf of the Director of Social Services (as set out in the scheme of delegation to Heads of Service), ensuring that systems are in place to monitor the quality and effectiveness of services.
- III. To meet the core responsibilities and functions of a Director of Social Services as set out in the Welsh Assembly Government's Code of Practice on the Role of the Director of Social Services (2016) as follows:
 - Providing clear professional and strategic leadership to effectively deliver care and support services which discharge the Council's social services functions and meet the Council's well-being objectives.
 - Having direct access to and advising the Chief Executive and councillors on social services matters and on the direction the council should take in fulfilling its social services responsibilities and ensuring that the Head of Paid Service, Cabinet and councillors have access to the best, up-to-date professional advice and information on all aspects of care and support services.
 - Identifying and advising councillors on priorities, challenges and risks across all aspects of social services, including areas of co-dependency between agencies and circumstances where staffing issues affect the Council's ability to discharge its statutory responsibilities.
 - Ensuring that strong performance management arrangements are in place across social services, and reporting at a corporate level and to members on the authority's performance in respect of these.
 - Ensuring that the authority has proper safeguards to protect vulnerable children and young people, adults and older people, reporting at a corporate level and to members on their effectiveness and briefing the Head of Paid Service and councillors on high-profile cases and other matters likely to cause public concern.
 - Fulfilling overall responsibility for social services workforce planning, training and professional development.

- Advising councillors on strategies for improving methods of intervention, service provision, practice and use of resources.
- Ensuring that there are adequate arrangements in place to work effectively with others, both within and outside the authority, in fulfilling its social services functions and in contributing to the achievement of wider policy objectives.

Fostering effective joint working relationships both within and outside the local authority, including formal integrated arrangements with health boards.

- IV. To provide clear professional leadership for Social Services
- V. To provide advice to the Head of Paid Service and Councillors on the strategic direction and social service responsibilities.
- VI. To determine and provide strong management of performance and transparent arrangements for planning and delivering improvements in social services
- VII. To determine and provide arrangements to ensure the safeguarding of children, young people and adults and to report to members on the operation, monitoring and improvement of those safeguarding systems
- VIII. To work with further and Higher Education and the CSSIW to enhance workforce planning and professional development for all staff across the sector.
- IX. To determine arrangements for governance, strategic direction and operational management
- X. To report annually to the Council on the delivery, performance risks and plans for improvement on the full range of social services functions.
- XI. To advise Overview and Scrutiny Committees on children's and adult's social services.
- XII. To determine any guardianship application and to make an order for the discharge of patients subject to guardianship under the Mental Health Act 1983.
- XIII. To approve the institution of adoption proceedings by a foster parent
- XIV. To set up an adoption panel in accordance with the Adoption Agencies (Wales) Regulations 2005 and to make such decisions and notifications as to the adoption of children as specified in those regulations.
- XV. To approve the payment of the legal expense of prospective adoptive parents for children whom the Council as an Adoption Agency is placing for adoption.
- XVI. To grant allowances to persons who have adopted children in accordance with the Adoption and Children Act 2002 and regulations that may be issued by the Secretary of State.

- XVII. To determine provision for the accommodation of children in secure accommodation in accordance with Section 119 Social Services and Wellbeing (Wales) Act 2014.
- XVIII. To act as nearest relative, appointee or receiver in all matters in which it is appropriate for an officer of the Council to act.
- XIX. To appoint officers to act as approved mental health professionals under Mental Health Act legislation.
- XX. To act as the lead director for children and young people's services under Section 27 of the Children Act 2004 to co-ordinate and oversee arrangements to improve the well-being of children in the local authority area

General

- XXI. To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to social services functions in accordance with the general delegation of powers to all Heads of Service set out in this constitution (except insofar as they have been delegated to the Head of Adult and Community Services and Head of Children and Young People Services)

Strategic Director – Place

- I. To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to the relevant service areas in accordance with the general delegation of powers to all Heads of Service set out in this constitution (except insofar as they have been delegated to the relevant Heads of Service)

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HEAD OF LAW and REGULATION

1. As Head of Service:

To determine all operational issues relating to:

- Legal Services
- Democratic Services, including Scrutiny and Mayoralty
- Registration Services
- Electoral registration
- Public protection, including community safety; environmental health; licensing; trading standards.
- Marketing and Communications

2. Procedural Issues

- I. To determine any guidelines to be issued to officers and / or members on legal, procedural and proprietary issues.
- II. To affix the Common Seal of the Council to any Deed or other document required to be executed under Seal and to subscribe his name thereto as attesting such sealing.
- III. To determine the content of any binding contract or any other such documentation between the Council and any third party.
- IV. To sign contracts or other formal documents on behalf of the Council (which do not have to be executed as a deed) in accordance with Contract Standing Orders.

3. As Monitoring Officer

- I. To determine any action to be taken and to exercise the powers and responsibilities of the Monitoring Officer for the purpose of Section 5 of the Local Government and Housing Act 1989, part 3 of the Local Government Act 2000 and any other or subsequent relevant legislation.
- II. To determine when it is necessary and to issue reports to the Council as Monitoring Officer.
- III. To make payments of compensation, provide other benefits or take any other appropriate action to settle maladministration complaints in accordance with Section 92 of the Local Government Act 2000.
- IV. To monitor and review the Council Constitution and determine any minor or consequential amendments..
- V. To maintain the statutory register of Members interests in accordance with section 81 of the Local Government Act 2000

4. Democratic Arrangements and Scrutiny

- I. To determine action to be taken as "Proper Officer" for the purposes of implementing the provisions in the Local Government Act 1972 and any other subsequent legislation relating to :
 - a. Exclusion of Reports
 - b. List of Background papers
 - c. identification of Background papers
 - d. "Need to know"
- II. To act generally as Proper Officer of the Council unless legislation or the Scheme of Delegation names another officer or unless the Council determines otherwise.
- III. To determine arrangements for the proper record and maintenance of records of decisions taken by the Council, the Cabinet or any other element of the decision-making process empowered to take decisions.
- IV. To determine arrangements to record in the statutory register maintained for the purpose, particulars of any notice given by a member or officer of the Council under Section 117 of the Local Government Act 1972 of any pecuniary interest in a contract or any declarations of personal interest, or gifts and hospitality in accordance with any relevant code of practice.

5. Legal Proceedings

- I. To institute, defend or settle any legal proceedings he or she considers necessary (either in the name of the Council or an individual officer of the Council), at common law or under any enactment, statutory instrument, order or bye-law conferring functions upon the Council or in respect of functions undertaken by then and to lodge appeals against any decisions affecting the discharge of any of the Council's functions. For the avoidance of doubt, this delegation shall extend to the taking of all procedural steps, including the service of any notices, statutory or otherwise, counter-notices and notices to quit.
- II. To authorise officers of the Council to prosecute or defend or appear in any legal proceedings by virtue of the provisions of Section 223 of the Local Government Act 1972 or any modification or re-enactment thereof.

6. Registration Services

- I. To act as "Proper Officer for registration of births, deaths and marriages
- II. To determine individuals who will be authorised to attest notices of civil partnerships;
- III. To designate a sufficient number of civil partnership registrars and determine who within the authority will be responsible for recording details of the formation into the civil partnership register.
- IV. To act as Proper Officer for the approval of premises for the conduct of civil marriages and civil partnerships in accordance with the Marriage Act 1949 and the Civil Partnership Act 2004.

7. Land and Property

- I. To determine when appropriate and to sign a suitable certificate of waiver of repayment of improvement grant where a building society proposes to lend in respect of a property, which might qualify for an improvement grant.
- II. To determine when and to serve statutory notices to ascertain the legal interest of any person in land.
- III. To sign certificates of title and execute any land sale, transfer or lease on behalf of the Council.

8. Public Protection

- i. To appoint and authorise Officers, of the Council, to carry out duties and exercise powers as required or permitted by the relevant “Public Protection” (See paragraph xv below) statutes and statutory instruments,
- ii. To issue, grant, renew, vary, revoke or refuse licences, registrations, permits, consents or approvals under Public Protection statutes and statutory instruments; or to determine the fitness to hold such licences consult on changes to council licensing policies etc. under Public Protection statutes and statutory instruments, (including those licensing duties/powers that are Council “executive functions” eg Housing Act, Scrap Metal Act) in accordance with Council policies, **UNLESS** for specific licences where the delegations are to the Licensing (Sub) Committee or Panel-as detailed in the Paragraphs e and g, and 11-13 below;
- iii. To grant or renew all applications for Hackney Carriage Vehicle Licences, Private Hire Vehicle Licences, Hackney Carriage /Private Hire Driver's Licences and Private Hire Operator's Licences. Where refusal is considered possible due to criminal or driving convictions or other matters, then the decision will be taken by the Officer or, depending upon the seriousness/complexity, will be referred to the Licensing Committee (Panel), in accordance with Council Policies;
(Revocation of an existing taxi licence is a matter for the Licensing Committee (Panel));
- iv. To suspend any Hackney Carriage or Private Hire Licences in accordance with S60 61 62 and 68 of the Local Government (Miscellaneous Provisions) Act 1976 or instead to serve a "deferred" notice as warning that the licence may be suspended if certain matters are not attended to;
- v. To revoke any Hackney Carriage or Private Hire Licences in accordance with S60 61 62 and 68 of the Local Government (Miscellaneous Provisions) Act. Where refusal is considered appropriate due to criminal or driving convictions or other matters, then the decision will be taken by the Officer or, depending upon the seriousness/complexity, will be referred to the Licensing Committee (Panel), in accordance with Council Hackney Carriage and Private Hire Policies;
- vi. To grant, renew, refuse, suspend and revoke “street furniture” licence Section 115E of the Highways Act 1980 and to determine terms and conditions for the grant of such licences.
- vii. To grant/renew licence under the Lotteries and Amusements Act 1976 / House to House and Street Collections/ Street Trading Part 3 of Schedule 4 Local Government (Miscellaneous Provisions) Act 1982, if no objections are raised.
If objections are raised then the application must go before the Licensing Sub-Committee.
- viii. Together with Public Protection officers so authorised by the Head of Service, to charge offences where appropriate for contraventions of Public Protection criminal offences;

- ix. To enter into an agreement with another Local Authority or Enforcement Body to authorise that Local Authority/ Enforcement Body and its Officers, either, to discharge a function under Public Protection legislation in Newport; or to investigate and institute proceedings against offenders; or to assist with an investigation in Newport under the direct control of the Public Protection officers of Newport City Council; or to enter into an agreement with another Local Authority/ Enforcement Body to allow Public Protection officers of Newport City Council to investigate and for Newport City Council to institute proceedings against offenders for matters relating to that other Local Authority/ Enforcement Body; or assist with an investigation in that other Local Authority or for that Enforcement Body:
- x. To appoint the Council's Chief Inspector of Weights and Measures under Section 72(1) of the Weights and Measures Act 1985 and delegates to that the power under section 72(4) of the Act to designate suitably qualified and experienced officers as Deputy Chief Inspectors of Weights and Measures with powers to perform any of the powers and duties of the Chief Inspector in his or her absence or as directed by the Chief Inspector from time to time: and
- xi. To appoint the Council's Proper Officer for the purposes of the Public Health (Control of Disease) Act 1984 and in respect of the Council Functions relating to notifiable diseases and food poisoning and for the purposes of the Health Protection (Part 2A Orders) (Wales) Regulations 2010;
- xii. To appoint the Council's Medical Officer for Port Health for the purposes of the Public Health (Ships) Regulations 1979 (as amended), the Public Health (Aircraft) Regulations 1979 (as amended); the International Health Regulations 2005;
- xiii. To appoint a public analyst as required by Section 27 of the Food Safety Act 1990;
- xiv. To appoint an agricultural analyst as required by Section 67 of the Agriculture Act 1970;
- xv. To issue Certificates and exercise powers pursuant to the Safety of Sports Grounds Act 1975, and Fire Safety and Safety of Places of Sport Act 1987 in relation to the use of sports grounds.
- xvi. The "**Public Protection**" statutes, common law and statutory instruments to which these delegations apply, including any Regulations or Orders made there under, any amendments and additions thereto, and any licensing/registrations/authorisations/permits/approvals etc. in connection with that legislation, are those that cover:
Community safety, anti-social behaviour, nuisance, food safety and standards, nutrition, health promotion, public health, port health, control of disease and infection, health and safety at work, explosives, licensing and registration, water supply quality and pollution, air quality and pollution, energy, littering, fly posting, fly tipping, land pollution, noise and noise pollution, contaminated land, waste, drainage and sewage, environmental control protection & improvements, nuisance, housing safety and conditions, houses in multiple occupation, camping, caravans, mobile homes and illegal eviction, the condition of buildings and land, fire safety and means of escape, sports and events ground safety, road safety, Hackney Carriage and private hire vehicles, parking, highways and street obstruction, street trading, street and house to house collections, CCTV and security, entertainment, alcohol supply, gambling, consumer protection, consumer credit, age -restricted goods, trading standards, fair trading, advertisements, descriptions, omissions, classifications, counterfeiting, trademarks, product safety, agricultural produce, fertilisers and animal feed, marketing and quality standards, medicines and poisons, animal health and welfare, dog and pest control, imports and exports, weights and measures, trading practices, fraud, deception, forgery, aiding and abetting, conspiracy and the European Communities Act 1972.

This includes any new legislation that has been passed by Parliament or the Welsh Government that is relevant to the above.

9. Licensing Act: Arrangements for Applications Relating to Licensed Premises or Individuals

| Matter to be dealt with | Sub Committee | Officers |
|---|-----------------------------------|--------------------------------------|
| Policy –consulting on proposed changes | | x |
| Application for personal licence | If a Police objection | If `No` objection |
| Application for personal licence with `Unspent` Convictions | All cases | |
| Application for premises licence/club premises certificate | If a relevant representation made | If `No` relevant representation made |
| Application for `Provisional Statement` | If a relevant representation made | If `No` relevant representation made |
| Application to vary premises licence/club premises certificate | If a relevant representation made | If `No` relevant representation made |
| Application to vary designated premises Supervisor | If a Police representation | All other cases |
| Request to be removed as designated premises supervisor | | All cases |
| Application for transfer of premises licence | If a Police objection | All other cases |
| Application for Interim Authorities | If a Police representation | All other cases |
| Decision on whether a complaint is irrelevant frivolous vexations etc. | | All cases |
| Decision to object when Local Authority is a `Consultee` and not the `Lead Authority` | All cases | |
| Determination of a Police representation to a temporary Event Notice | All cases | |

10. As to the Gambling Act

| Matter to be dealt with | Full Council | Sub-Committee | Officers |
|--|---------------------|--|---|
| Policy –consulting on proposed changes | | | x |
| Approving Policy | x | | |
| Policy not to permit casinos | X | | |
| Fee Setting - when appropriate | | | X (to be approved by Cabinet Member) |
| Application for premises licences | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a variation to a licence | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a transfer of a licence | | Where representations have been received from the Commission | Where no representations received from the Commission |
| Application for a provisional statement | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Review of a premises licence | | X | |
| Application for club gaming /club machine permits | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Cancellation of club gaming/club machine permits | | X | |
| Applications for other permits | | | X |
| Cancellation of licensed premises gaming machine permits | | | X |
| Consideration of temporary use notice | | | X |
| Decision to give a counter notice to a temporary use | | X | |

| Matter to be dealt with | Full Council | Sub-Committee | Officers |
|-------------------------|--------------|---------------|----------|
| notice | | | |

11. (1) Sex Shop / Sex Cinemas Local Government (Miscellaneous Provisions) Act 1982, section 2 and schedule 3)/ Lap dancing and other sexual entertainment venues Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009).

To grant, refuse or revoke a Sexual entertainment venue licence is a matter for the Licensing Sub Committee.

(2) Lap dancing and other sexual entertainment venues Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009

To grant, renew, revoke or refuse Sexual entertainment venue licence.

12. Marketing and Communications

To determine any operational matters relating to the Council’s marketing and communications functions.

13. General Delegations

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

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HEAD OF FINANCE

The chief financial officer must be qualified through membership of a specified professional accountancy body

1. As Section 151 Officer

- I. To determine methods for the proper administration of the council's financial affairs.
- II. To determine when it is necessary to report to the full Council (or to the Cabinet in relation to an executive function) and Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

Financial Management

- I. To determine and maintain adequate and effective systems of internal audit for their accounting records and control systems
- II. To determine systems required to carry out the Council's obligations under the Accounts and Audit Regulations including the need to maintain an adequate system of internal audit.
- III. To determine and issue guidelines, as necessary, in respect of finance.
- IV. To determine methods and take action to manage: the Council's funds and accounts; reserves and provisions; any trusts held and any pension fund affecting Council employees.
- V. To determine arrangements for the billing, collection, recovery and writing off of Council Tax, Non Domestic Rates and other amounts or debts due to the Council.
- VI. To determine when and how to borrow and repay debt on behalf of the Council.
- VII. To determine when and how to invest monies on behalf of the Council.
- VIII. To determine interest rates charged for amounts borrowed and lent by the Council.
- IX. To determine when to sign bond certificates on behalf of the Council.
- X. To determine the parameters for the officer car loan scheme.
- XI. To sign cheques and pay amounts due on behalf of the Council.
- XII. To determine operational actions in relation to collection and debt recovery in connection with sundry debts and mortgages, including the writing off of debt.
- XIII. To determine and make adequate and secure arrangements for the collection and banking of cash.
- XIV. To determine circumstances in which to write off irrecoverable debts
- XV. To determine the method of finance for individual projects in the Capital Programme.
- XVI. To administer the Members' Allowance Scheme.
- XVII. To administer the spending of the Church Funds
- XVIII. To determine the Tax base.
- XIX. To determine expenditure of any amounts from contingencies in consultation with the Chair of the Cabinet and the Head of Paid Service
- XX. To review and determine changes in Contract Standing Orders and / or Financial Regulations for recommendation to the Council
- XXI. To review and determine detailed procurement guidelines and processes
- XXII. To determine and undertake anti-fraud measures, including data matching

3. Local Taxation

- a. To take all decisions required for local Non-Domestic Rating List and Council Tax Valuation List display and public inspection and to update and maintain the accuracy of the lists throughout the period that they are effective.
- b. To determine methods to compile and maintain records of persons liable for Non-Domestic Rates and Council Tax.
- c. To determine when and how to serve demand Notices on all persons liable to pay Non-Domestic Rates and Council Tax, detailing the payments required.
- d. To determine all appropriate actions under statute and regulations to collect and enforce the payment of Non-Domestic Rates and Council Tax.
- e. To determine when to make application to the Magistrates Court for liability orders to be made against defaulters.
- f. To determine when to levy distress and take all other actions empowered by the liability order 16
- g. To determine applications for mandatory charitable relief.
- h. To determine effective measures to maintain the General Fund for Non-Domestic Rating pooling arrangements.
- i. To determine appeals against administrative matters and give evidence at Valuation Tribunals.
- j. To determine method of bringing to the attention of the Valuation Office Agency all material facts that affect the accuracy of the rating and valuation lists.
- k. To determine circumstances in which to sign agreements for alteration of entries in the local non-domestic rating list.
- l. To determine methods to liaise with all agencies, including the Valuation Office Agency and the Magistrates Courts on matters associated with the administration, billing, collection and enforcement.

4. As Head of Service

To determine any operational issues relating to the Following functions:

- Accountancy
- Strategic Procurement
- Income collection
- Internal Audit

5. **General**

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

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HEAD OF PEOPLE AND BUSINESS CHANGE

1. Human Resources

- a) To determine all operational issues relating to :
- Strategic Human Resources
 - Employment Services
 - Total Reward
 - Health and Safety issues
 - Organisational Development and Training
- b) To determine procedures to provide good employee relations with all the recognised trade unions and their representatives.
- c) To determine action necessary to ensure adherence to corporate Human Resources policies as agreed by Council.
- d) To determine operational actions for all payroll matters and arrange payment of national pay awards.

2. Business Change

To determine all operational issues relating to Business Service development and Business Improvement, Including the BIP Team

3. Partnership and Policy

To determine all operational issues relating to

- Partnerships and Planning
- Policy Development
- Performance

4. IT Systems and support

- I. To determine standards of technology to be used by elected members and employees and to determine standards of communications systems appropriate to members, officers and schools and other Council functions, particularly in regard to advances in technology.
- II. To determine arrangements to ensure the confidentiality, integrity and availability of all data held in Council ICT systems.
- III. To determine standards of technology used to provide a comprehensive internal communications system.
- IV. To determine standards and when to take advantage of technological changes relating to ICT and communication in all forms.

V. To determine requests for I.C.T. and Communications purchases

VI. To determine the appropriate level of operational support for IT systems

vii. To determine all operational issues relating to:

- Electronic Document management systems
- Information Development
- Document Services

5. Customer Insight

- To determine operational issues in relation to the gathering, recording, analysis and maintenance of customer insight data.

6. Spatial Data

- To determine all operational issues in relation to the gathering, recording and maintenance of spatial data.
- To determine the naming and numbering of streets

7. General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

CHIEF EDUCATION OFFICER

Chief Education Officer

As Chief Education Officer

- I. To determine operational issues relating to: Education Resources and Planning , including Early Years Integration; 21CS Capital Programme; Education Business; School Admissions & Appeals; Service Development; Outdoor Education Advisor
- II. To determine the pattern of operational services within the service area, ensuring that systems are in place to monitor the quality and effectiveness of services.
- III. To determine arrangements for governance, strategic direction and operational management in the service area
- IV. To determine circumstances in which to make formal representations to a governing body, on behalf of the Authority, about the performance of a head teacher.
- V. To determine appointments of persons recommended or accepted for appointment by governing bodies to fill teaching posts in schools unless the person so recommended does not meet any staff qualification requirements applicable to the post.
- VI. To conclude upon determinations of governing bodies of schools relating to the potential dismissals and any subsequent appeals against such dismissals, which are within the Authority's powers to determine.
- VII. To determine adjustments to designated areas of individual schools for admission purposes. Significant adjustments will be determined by the Cabinet Member.
- VIII. To determine Instruments of Government for School Governing Bodies.
- IX. To determine any action to be taken by the Local Authority in response to a report following an inspection of any school, including the appointment of additional governors , and the removal of those additional governors
- X. To take any necessary action to prevent or to address a breakdown in discipline at any school
- XI. To determine the name of a school, taking account of any proposals by the governing body.

- XII. To determine appointments to temporary governing bodies only (Permanent appointments are to be made using the agreed procedures).

Improvement and Inclusion

- I. To determine a pattern of provision for education otherwise than at school.
- II. To determine any action to be taken in relation to the education of children looked after by the local authority.
- III. To determine any advice or guidelines to schools on all matters regarding attendance, special educational needs, exclusions and equal opportunity issues
- IV. To exercise the powers and duties of the authority in relation to children's employment
- V. To determine applications for free school meals
- VI. To determine applications for other benefits available to eligible families, including free transport to schools outside of the Council's agreed policies.
- VII. To determine Instruments of Government for School Governing Bodies.

Education Achievement Service

To determine any operational issues arising from decisions taken by the Education Achievement Service

Attendance at School

- I. To exercise the powers and duties of the Authority in respect of children excluded from school and to determine suitable arrangements for the continuing education of pupils who are excluded or otherwise unable to attend school.
- II. To authorise any proceedings necessary to enforce any enactment relating to the non-attendance of pupils at school, or education other than at school.
- III. To determine the allocation of Education Welfare Officers to schools

- IV. To undertake the powers and duties of the Authority under Section 36 of the Children Act 1989 regarding Education Supervision Orders and any subsequent statutory powers
- V. To determine patterns for home to school transport with agreed policies.
- VI. To determine appropriate transport arrangements in accordance with the Authority's policies

Special Educational Needs

- I. To determine arrangements for children to be assessed in accordance with the requirements of the Education Acts, to secure the special educational provision which should be made for them and to maintain and review statements of special educational need in accordance with any regulations concerning these.
- II. To determine out of County placements for children with special needs
- III. To determine the pattern of specialist education for pupils with special educational needs.
- IV. To determine special needs funding arrangements.
- V. To determine appropriate arrangements for support parents under the Education Act Provisions.

Curriculum and School Standards

- I. To exercise the responsibility of the Authority for securing school improvement, including the setting of targets.
- II. To determine the pattern of in-service training and such other support for school staff and governors as appropriate.
- III. In accordance with arrangements approved by the Secretary of State to determine complaints concerning alleged failures of schools to comply with the National Curriculum, including in conjunction with the Newport SACRE, the requirements for religious education and collective worship, and the arrangements for statutory assessment and moderation of the National Curriculum.
- IV. To determine whether application is to be made to the Secretary of State to direct that a Local Authority maintained school be authorised to conduct curriculum experiments outside the National Curriculum

- V. In the case of foundation schools to exercise any advisory rights relating to the appointment of head teachers, deputy head teachers or other teaching or ancillary staff conferred by agreement or legislation.
- VI. To determine the appointment of Schools Clerks
- VII. To exercise the powers and duties under the School Teacher (Appraisal) Regulations 1991 in respect of head teachers.
- VIII. To determine action to be taken arising from reports by the schools inspectorate, following discussion with appropriate governors and the head teacher.
- IX. To determine processes for target setting in schools.
- X. To determine methods to ensure the implementation of any ICT Project or other curriculum developments in schools.
- XI. To determine the methodology to be used in relation to literacy, numeracy or similar initiatives.
- XII. To exercise the powers of the Local Education Authority in respect of the Licensed Teacher Scheme.

As Head of Service

To determine operational issues relating to:

- Education Resources and Planning , including Early Years; Education Business; and Business Development and contracts;
- Engagement and Learning, including the Music Service; GEMMS and Education Welfare services
- Inclusion Services , including Education Psychology the Cylchdro centre and Improvement advice services; and

General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

HEAD OF ADULT AND COMMUNITY SERVICES

The discharge of the following statutory duties is on behalf of the statutory Director of Social Services:

- (a) To undertake assessments of the need for care and support, determine eligibility and make arrangements for meeting those assessed needs of adults and carers in accordance with the Council's statutory duties under the Social Services and Well-Being (Wales) Act 2014
- (b) To exercise the Council's functions under Part 4 of the Social Services and Well-Being (Wales) Act 2014 to maintain and review care and support plans to meet the assessed needs of adults and carers.
- (c) To exercise the Council's functions under Section 15 of the Social Services and Well-Being (Wales) Act 2014 in providing or arranging preventative services, to include delaying the need for care and support, minimizing the effect on disabled persons of their disabilities and preventing people from suffering from abuse and neglect.
- (d) To be responsible for discharging the Council's safeguarding role in relation to adults at risk in accordance with part 7 of the Social Services and Well-Being (Wales) Act 2014.
- (e) To authorise and approve the maintenance costs for any person admitted to any residential accommodation.
- (f) To authorise the following facilities for any registered disabled person, within the approved budget and within approved policies;
 - attendance at a day activity providing appropriate development opportunities
 - the provision of special facilities
 - minor alterations and adaptations to premises including the installation of appropriate equipment, the works to be supervised by the appropriate professional staff
 - To contribute, where appropriate, and within local and / or national guidance, to the cost of adaptations to premises where the person is not eligible for a grant.
- (g) To make arrangements for the burial or cremation of deceased residents of residential or nursing homes and to act in the administration of their estates in the absence of family or other individuals able to do so.
- (h) To authorise the making of the necessary amendment orders providing for exemption for disabled car badge holders in accordance with the Disabled Persons (Badges for Motor Vehicles) Regulations 1982.
- (i) To administer badges for disabled persons as drivers or passengers.
- (j) To issue and recall badges in accordance with the Disabled Persons (Badges for Motor Vehicles) Regulations 1982.
- (k) To discharge the duties towards disabled people under the Social Services and Well-being (Wales) Act 2014 and any other relevant legislation.

- (l) Within the arrangements for the hearing of representations and complaints in accordance with Part 10 of the Social Services and Well-Being (Wales) Act 2014 to respond to recommendations of complaint review panels including application of financial redress, as considered appropriate within the framework of the Council's policy on remedies to complaints, Financial Regulations and where necessary in consultation with the Monitoring Officer.

- (m) To be responsible for the exercise of the Council's functions under the Mental Health Act 1983 in relation to the welfare of mentally disordered people and under the Mental Capacity Act 2005 in relation to people lacking mental capacity.

As Head of Service

To determine all operational issues relating to the following:

- Safeguarding services including the protection of vulnerable adults
- Quality Assurance, including performance; planning and development; quality assurance; substance misuse; commissioning and contracts;
- Occupational Therapy Services
- CRT and Frailty Services
- Mental Health Services to adults and older people, including assertive outreach
- Adult Disability learning
- End to end services including adult assessment and the review team
- Provider services including residential; homecare; supported living and supporting people

General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

HEAD OF CHILDREN AND YOUNG PEOPLE SERVICES

The discharge of the following statutory duties on behalf of the statutory Director of Social Services:

- i. To maintain the Child Protection Register.
- ii. To undertake assessments of the need for care and support, determine eligibility and make arrangements for meeting those assessed needs of children in accordance with the Council's statutory duties under the Social Services and Well-Being (Wales) Act 2014
- iii. To safeguard and promote the well-being of looked after children in accordance with Section 78 of the Social Services and Well-Being (Wales) Act 2014
- iv. To exercise the Council's functions under Part 6 of the Social Services and Well-Being (Wales) Act 2014 to secure sufficient accommodation and maintenance for looked after children and to maintain and review care and support plans.
- v. To exercise the functions of the Council under Sections 120 and 121 of the Social Services and Well-Being (Wales) Act 2014 in relation to children accommodated by health and education authorities or in residential care homes or mental nursing homes.
- vi. To inspect arrangements for the care of children accommodated in independent schools in accordance with Section 87 of the Children Act 1989.
- vii. To exercise the powers of the Council under Section 7 of the Children Act 1989 to report to the Court on the welfare of children in private proceedings.
- viii. To exercise any functions of the Council relating to Orders with respect to children in family proceedings under Part II of the Children Act 1989.
- ix. To exercise the powers of the Council under Section 16 of the Children Act 1989 to provide advice, assistance and befriending under the terms of a Family Assistance Order.
- x. To exercise the functions of the Council under Section 17 of the Children Act 1989 to safeguard and promote the welfare of children in need including financial assistance within current budgetary limits.
- xi. To determine provision for the day-care of pre-school children and provision for out-of-school and holiday care and activities as appropriate in accordance with the duties and powers of the Council under Section 18 of the Children Act 1989.
- xii. To determine arrangements for the financial and other support of young people formerly looked after by the Council and by others under Section 24 of the Children Act 1989 within current budgetary limits.
- xiii. To determine the assessment scale in respect of financial contribution by a parent or young person to any service provided by the Council under Part III of the Children Act 1989 and part 6 of the Social Services and Well-Being (Wales) Act 2014. .

- xiv. To vary or waive the charges for any service provided by the Council under Part III of the Children Act 1989 and part 6 of the Social Services and Well-Being (Wales) Act 2014.
- xv. To exercise the functions of the Council in relation to the duty to make investigations as necessary to decide whether action should be taken to safeguard or promote the welfare of children in accordance with Section 47 of the Children Act 1989.
- xvi. To take such action as is necessary under Section 31 of the Children Act 1989 to bring a child or young person before a Court where there are grounds for bringing care proceedings.
- xvii. To present an application to a Court for the variation or discharge of any care order or supervision order in accordance with Section 39 of the Children Act 1989.
- xviii. To exercise responsibilities in respect of Section 36(8) of the Children Act 1989, relating to Education Supervision Orders.
- xix. To present an application to a Court for a Child Assessment Order, an Emergency Protection Order or a Recovery Order under Part V of the Children Act 1989.
- xx. To determine appropriate accommodation for children in need in pursuance of the Council's duty under Sections 20 to 23 of the Children Act 1989, including the provision of placements outside the City as necessary.
- xxi. To exercise the functions of the Council to undertake parental responsibility for children who are the subject of Care Orders and to make arrangements for reasonable contact with birth parents and others in accordance with Sections 33 and 34 of the Children Act 1989.
- xxii. To give consent to medical or surgical treatment for children who are subject of Care Orders or who are accommodated by the local authority.

To allow children the subject of a care order to reside at home in accordance with Section 22C of the Children Act 1989

- xxiii. To make contributions towards the maintenance of children placed with a person as a result of a Child Arrangements Order in accordance with paragraph 15 of Schedule 1 of the Children Act 1989.
- xxiv. To determine payment of the legal expenses of applicants for a Child Arrangements Order or other Section 8 Orders under the Children Act 1989 in respect of children in care to the extent that the Legal Services Commission funding is not available .
- xxv. To change the names of children who are the subject of a care order in favour of the Council, subject to the requirements of Section 33 of the Children Act 1989.
- xxvi. To give consent to the marriage of a young person in care pursuant to Section 3 of the Marriage Act 1949 as amended by the Family Law Reform Act 1969.

- xxvii. To approve and sign applications for passports for children and young persons in the care of the Council.
- xxviii. To consent to children and young persons in the care of the Council travelling abroad.
- xxix. To determine the applications of children and young persons in the care of the Council who wish to join HM Forces.
- xxx. To exercise the powers of the Council under Section 125 of the Social Services and Well-Being (Wales) Act 2014 in relation to the death of children looked after by local authorities.
- xxxi. To exercise the functions of the Council under Part VI of the Children Act 1989 in relation to the provision of accommodation for children in community homes.
- xxxii. To arrange loans to foster parents to provide accommodation for sibling groups by extending their present homes or to purchase larger homes, the amount of the outstanding loan to be reduced by way of a special allowance for as long as they care for foster children, subject to consultation with the Head of Finance.
- xxxiii. To vary foster care allowances, in line with budgets approved by the Council , and following consultation with the Head of Finance
- xxxiv. To sanction payment of the cost of the initial clothing and equipment required by children looked after by the Council who are placed in boarding schools and other establishments within current budgetary limits.
- xxxv. To approve applications to go on school expeditions, including expeditions abroad, of children looked after by the Council including expenditure on equipment and pocket money within current budgetary limits.
- xxxvi. To make payments to promote contact between parents, families and friends with children looked after by the Council in accordance with Section 96 of the Social Services and Well-Being (Wales) Act 2014. .
- xxxvii. To assess the contributions to be paid towards board and lodging by working children, provided that the amount remaining for weekly personal allowance and clothing allowance should not be less than the amount currently approved under the payment of foster care allowances.
- xxxviii. To maintain a Panel of Guardians ad Litem in accordance with the Guardians ad Litem and Reporting Officers (Panels) Regulations 1991.
- xxxix. To exercise the functions of the Council undertake Part VII of the Children Act 1989 in relation to the provision of accommodation by voluntary organisations.

- xl. To exercise the powers conferred on the Council under Part IX of the Children Act 1989 in respect of arrangements for the care of privately fostered children.
- xli. To make decisions to exempt persons from the usual fostering limit in accordance with paragraph 4 of Schedule 7 of the Children Act 1989.
- xlii. To grant applications for and impose conditions of registration of child minding the day-care for young children under Part XA of the Children Act 1989.
- xliii. To exercise the Council's adoption functions under the Adoption Act 1976 and the Adoption and Children Act 2002

As Head of Service

To determine operational issues in relation to:

- Safeguarding Services including child protection and quality assurance, domestic abuse, child protection, and acting as the Local Authority Designated Officer
- Youth Offending Services
- Integrated Family Support Services including substance misuse, family support and crisis support;
- Mentoring, assessment and planning services
- Resources including residential, fostering and placement matching and support services
- Services to disabled children; and
- Services to looked after children and young people

General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation

HEAD OF REGENERATION INVESTMENT AND HOUSING

Section 1: As Head of Service

To determine all operational matters in relation to the following

- Development Services , including building control; Development management; and planning policy
- Regeneration ;
- Housing and Community Regeneration, including community development; Community Regeneration; private sector housing; and preventative services;
- Community Learning and Libraries including Adult Education; flying start; libraries and youth and community services; and
- Museum and Heritage Services, including the Museum and Art gallery; the Newport Ship and the Transporter Bridge

Section 2: Development Management

The Head of Service has authority to carry out the following:

In the absence of an appointed Head of Service, the following authority passes to the Development Services Manager:

- (a) To determine all applications made under planning legislation*, including granting applications which are a departure from the Development Plan in force at the time of decision, except:
- i. Applications for outline or full planning permission where the development is defined as ‘major’ development in Article 2 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (as amended or modified by subsequent legislation) and where the site does not already benefit from an extant consent (outline or detailed) for a similar type and scale of development;
 - ii. Applications where an Elected Member has requested that an application be determined by the Planning Committee, giving planning reasons for that request, in accordance with the Protocol for Delegated Powers;
 - iii. Any matter to be determined where a judgement is made by the Leader of the Council in consultation with the Chair and Deputy Chair of the Planning Committee, on advice from appropriate officers that the matter is one that should be considered by Council
 - iv. Any matter which has been delegated to any Cabinet Member or to a Head of Service or any matter which is the responsibility of the Cabinet or Council

v. Any application

- made by any Elected Member of the Council; or
- made by any Officer employed within the Regeneration and Regulatory Services Area and who works in close association with the Development Services Section for example as a regular consultee, other than where that application is submitted solely in that Officer's professional capacity as a Council employee and where the Officer has no personal or non-pecuniary interest in the outcome of the application; or
- in respect of which an Elected Member of the Council has been consulted as a neighbour; or
- in respect of which the Head of Regeneration and Regulatory Services has responsibility for any aspect of the management of any land or buildings to which the application relates; or
- in any other circumstance where the Head of Regeneration and Regulatory Services considers it appropriate for the matter to be determined by Planning Committee

Such matters shall be determined by Planning Committee (where that matter falls within its Terms of Reference).

* This includes applications for planning permission, Reserved Matters, advertisement consent, Listed Building consent, Conservation Area consent, Hazardous Substances consent, the discharge of planning conditions, works to trees protected by Tree Preservation Orders, notifications of works to trees located within Conservation Areas, applications for Lawful Development Certificates, Hedgerow Removal, and any determinations (including granting consent) in relation to permitted development rights under the General Permitted Development Order (including telecommunications, demolition and agricultural determinations.

- To negotiate and determine the Heads of Terms for Section 106 planning contributions and/or contributions under the Community Infrastructure Levy, including deferred payments, time-limited discounts and setting the level of the monitoring fee;
- To agree any variations to Section 106 agreements or contributions under the Community Infrastructure Levy in liaison with the Ward Members, or, where that agreement was made by the Planning Committee, in liaison with the Ward Members and the Chair and Deputy Chair of Planning Committee;
- To defend the Council's decisions on planning matters at appeal and making all decisions relating to the conduct of appeals, including agreeing Statements of Common Ground, planning contributions and any other obligations pursuant to Section 106 agreements or the Community Infrastructure Levy, wording draft conditions, instructing expert witnesses, and seeking awards of costs when appropriate. In the case of appeals against non-determination, determining the Council's case to be presented at appeal unless the application falls within category (a)i or (a)ii above;

- To make and confirm (where unopposed) footpath diversions/stopping up orders pursuant to the Town and Country Planning Act 1990.
- To make and confirm (where unopposed) Tree Preservation Orders pursuant to the Town and Country Planning Act 1990.
- To provide informal pre-application advice
- To authorise the removal of telephone call boxes.

Section 3: Enforcement matters

- (a) To investigate and resolve complaints of unauthorised development (enforcement complaints) including issuing Planning Contravention Notices and Requisitions for Information, instigating prosecution proceedings, action under the Proceeds of Crime Act, taking direct action, removing and/or obliterating advertisements and placards, and/or resolving to take no further action where formal enforcement action is not considered expedient.
- (b) To issue formal enforcement notices or similar under the Planning Acts or associated legislation** unless:
 - i. The unauthorised development in question is defined as ‘major’ development in Article 2 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (as amended or modified by subsequent legislation); or
 - ii. Where a Ward Member has requested that the matter be determined by the Planning Committee, giving planning reasons for that request, in accordance with the Protocol for Delegated Powers;

** This includes issuing Enforcement Notices, Listed Building Enforcement Notices, Stop Notices, Breach of Condition Notices, Unsightly Land Notices (under Section 215 of the Planning Act), Hedgerow Replacement Notices and Tree Replacement Notices;

- (c) To investigate and determine complaints relating to high hedges including issuing Remedial Notices under the Anti-Social Behaviour Act, except where a Ward Member calls the item to Planning Committee giving relevant reasons for that request; and taking direct action to implement the requirements of a Notice issued under the High Hedges regulations and/or instruct the Head of Law and Standards (or other appropriate officer) to instigate prosecution proceedings for failure to comply with such a Notice;

- (d) To serve graffiti removal notices and to issue penalty notices for graffiti and fly posting under the Anti-Social Behaviour Regulations.

To authorise officers to undertake covert surveillance in accordance with the Regulation of Investigatory Powers Act 2000

Section 4: Planning Policy

- (a) To agree minor changes to the Development Plan during the Plan-making process, and to make decisions in consultation with the Cabinet Member for Regeneration regarding any other changes;
- (b) To prepare and agree the evidence base for the Development Plan, including appointing consultants where necessary.

Section 5: Building Control

- (a) The exercise of all powers and duties under the Building Act 1984 and Regulations made there under and related functions:
- (b) To support national initiatives introduced by the Local Authority Building Control Services, Local Authority National Type Approval Consortium, Building Control Wales or similar.
- (c) To carry out any incidental functions or supplementary services including SAP energy performance certificates, and Code for Sustainable Homes and BREEAM assessments and certification, including setting fees for those services.
- (d) To exercise powers under the Local Government (Miscellaneous Provisions) Act 1982 Section 29 regarding the securing of buildings to prevent unauthorised entry.
- (e) To issue Licences pursuant to the Highways Act 1980 in relation to scaffolding or other structures on the highway and to exercise related powers.
- (f) To issue Certificates and exercise powers pursuant to the Safety of Sports Grounds Act 1975, and Fire Safety and Safety of Places of Sport Act 1987 in relation to the use of sports grounds.
- (g) To serve Requisitions for Information.

Section 6: Planning: Miscellaneous and Procedural Matters

- (a) To decline to determine planning applications.

- (b) To Finally Dispose of applications under Article 29(15) of the Town & Country Planning (Development Management Procedure) (Wales) Order 2012 (or equivalent provision amending this provision).
- (c) To add, delete or amend conditions or reasons for refusal and/or reasons for taking enforcement action in relation to decisions made under delegated powers or, in liaison with the Chair of Planning Committee[#], in relation to Committee decisions.
- (d) To agree minor amendments or non-material amendments that involve no significant increase in the scale of development proposed pursuant to the appropriate application.
- (e) To determine responses in relation to:
 - i. Consultations by utility companies in relation to power lines, pipelines and other utilities infrastructure;
 - ii. Fringe area consultations from other local authorities (where the development concerned does not fall within category 1a(ii) above);
 - iii. Applications submitted to the Infrastructure Planning Commission (or any equivalent successor body).
- (f) To make any determination under the Environmental Assessment Regulations (including a decision regarding whether an Environmental Statement is required and the scope of such an assessment).
- (g) To undertake appropriate assessments and to make determinations under the Habitats Regulations.
- (h) To compile and maintain all Registers required by the Planning Acts and any orders or regulations made there under.
- (i) To make any determinations (including decisions of an administrative nature) regarding the processing of any applications received (including decisions relating to the validity, adequacy of information provided and fees payable), and correcting errors on Decision Notices.
- (j) Proper Officer function for signing Decision Notices or Certificates issued as a result of the exercise by the Council of any functions pursuant to the Planning Acts or Regulations or Orders made thereunder or to the Building Regulations or Orders made thereunder.
- (k) Power to authorise officers to sign and issue Decision Notices, Licences and other formal documents as referred to above.

- (l) Power to authorise officers for the purposes of the powers of entry onto land granted by the Planning Acts, Building Act, the Environment Act, the Anti Social Behaviour Regulations and any regulations made there under;

(For the avoidance of any doubt where any judgment has to be made, for example, concerning whether any development is minor or is in accordance with the Development Plan policies, such decision shall be made by the Head of Regeneration, Investment and Housing).

Should the Chair of Planning Committee be unavailable, authority shall pass to another member of the Planning Committee.

Section 7: Grant Applications

- I. To determine grant applications for building and related improvement in industrial and commercial improvement areas under Sections 5 and 6 of the Inner Urban Areas Act or similar or subsequent legislation and to administer relevant grants under the Strategic development Scheme or subsequent schemes to a value of £20,000
- II. To determine business grants to a value of £20,000
- III. To determine whether to make bids for European Funding and to determine methods of processing schemes, subject to determination of whether to accept grant aid in line with Council policies

Section 8: Strategic Housing

- I. To determine any operational matters relating to the Council's strategic Housing function
- II. To determine the allocation of funds available for Renovation and Repairs Grants
- III. To determine when to carry out work in connection with improvement grants on behalf of owners at their expense, and with their agreement, in accordance with the Local Government and Housing Act 1989
- IV. To determine circumstances in which divulge information relating to tenants as follows: (Subject to the requirements of the Data Protection Act)
 - Tenancy references to building societies providing the authority of the tenant is given.
 - Tenancy references in confidence to other local authorities irrespective of authority given by tenant.
 - Forwarding addresses only to statutory bodies, e.g. utility companies, Post Office, British Gas etc.
 - forwarding addresses only to other agencies on receipt of a search fee

Section 9: Regeneration

To determine any operational issues relating to :

- Regeneration of the City Centre
- Regeneration of the wider City Region
- Housing and Community Regeneration, including community development; Community Regeneration; private sector housing; and preventative services;

Section 10: Community Learning and Libraries

To determine any operational issues relating to:

- Community Learning
- Adult Education;
- Flying start;
- Libraries
- Youth and community services

This includes determination of

- I. Activity programmes
- II. Promotional and marketing activities for the Council's facilities within the service area.
- III. Improvements upgrading or additions to facilities within the service area, subject to available finance.
- IV. Any management agreements for leisure facilities or community learning facilities either owned by the service area or used by the service area.
- V. Management arrangements for all premises used primarily for community, youth or adult education, including community centres on school sites
- VI. Applications for Grant Aid of £5,000 or less- Higher amounts to be determined by the Cabinet member
- VII. Charges for the hire of facilities, pricing structures, coaching and other fees subject to the Council's agreed charging policies
- VIII. Conditions of hire
- IX. Operating times
- X. Designs and sitings of play areas within new developments

Section 11: Museum and Heritage Services

To determine any operational issues relating to museum and heritage services including:

- Museum and Art Gallery; including use of any reserve funds
- Newport Ship and
- Transporter Bridge

Section 12: General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in this constitution

HEAD OF STREETSCENE AND CITY SERVICES

Section 1: As Head of Service

To take all operational decisions in relation to:

- I. Environmental Services including
 - Waste disposal
 - Recycling and Sustainability
 - Green Services
 - Cremation Services
 - Refuse
 - Civil Contingencies
- II. Street Scene Services and Area Services, including:
 - Street works
 - Traffic and transport
 - Highways
 - Drainage
 - Road safety
 - Grounds maintenance
 - Street cleansing services
- III. Integrated Transport Services
- IV. Theatre and Arts Centre , Riverfront
- V. Sports and Leisure Trust including:
 - Business support
 - Catering services
 - Leisure operations and business development
 - Parks and outdoor recreation
 - Active community programmes.

Section 2: General delegations for Street Scene

- I. To enter into Section 38, 278 and 111 Agreements in connection with development affecting public highways.
- II. To determine Transport Grant submissions to the National Assembly.
- III. To determine traffic calming priority lists.
- IV. To approve the adoption of highways maintainable at public expense.
- V. To determine the siting of School Crossing Patrols.
- VI. To determine issues relating to the operation of the Transporter Bridge.
- VII. To determine street naming and numbering of properties.
- VIII. To determine any issues relating to bus shelters
- IX. To determine day to day operational issues relating to home to school transport.

Section 3: Engineering and Construction

- i. To adopt roads and sewers where agreements exist under Sections 38 and 278 of the Highways Act 1980 and Section 18 of the Public Health Act 1936.
- ii. To adopt roads and sewers under Section 228 of the Highways Act 1980 and Section 17 of the Public Health Act 1936 where no Adoption Agreements exist.
- iii. To deal with applications under Section 152 of the Highways Act 1989 for consent to fix or place any overhead beams, rail, pipe, cable, wire or other similar apparatus over, along or across a highway.
- iv. To serve Notices under Section 134 of the Highways Act 1959 requiring the lopping of vegetation over highways and certain other roads and paths.
- v. Execute repairs to unadopted roads and rear access lanes in accordance with the provisions of Section 47 of the Public Health Act 1961 to prevent or remove danger to persons or vehicles with an annual cost limit of £10,000. Schemes of above £10,000 shall be determined by the Cabinet Member.
- vi. Approve terms for connections to Council sewers and the granting of any necessary easements on terms to be agreed by the Head of Law & Standards.
- vii. To make emergency and temporary prohibition Orders and Notices under Section 14 of the Road Traffic Regulation Act 1984, as amended.
- viii. To give instructions to issue notices under Section 184 of the Highways Act 1980 (which notify owners of premises that the Council intends to construct vehicle cross - over's and to recover the cost from the owners)
- ix. To issue certificates for payment in respect of highway construction or other engineering works.

Section 4: Statutory Appointments

To determine the statutory appointment of a person (to be known as the "Traffic Manager") to perform such tasks as the authority consider will assist them to perform their network management duty

Section 5: Traffic Orders

To determine and implement non - contested Traffic Orders. Orders which receive representations are to be determined by the Cabinet Member.

Section 6: Integrated Transport Services

To determine all operational matters relating to integrated transport services

Section 7: Statutory duty to the Council to secure the 'expeditious movement of traffic'

- I. To exercise the powers and duties of the Council in relation to Street Works conferred by Part III New Roads and Street Works Act 1991.
- II. To authorise officers so that they may issue Fixed Penalty Notices under section 95 of the New Roads and Street Works Act as amended by section 41 of the Traffic Management Act 2004.

Section 8: Gating of Certain Types of Highways

To determine in consultation with the Head of Law and Regulation the making of any Orders for the gating of any highways, including alleys.

Section 9: Reservoirs Act 1985

- To appoint a Supervision Engineering and an Inspection Engineer from the Welsh Office Panel to supervise, inspect and report appropriately as required by the Reservoirs Act 1985.
- To be responsible for carrying out the Council's duties under the Reservoirs Act 1985.

Section 10: Nominations to Contracts

To issue nominations to contracts subjected to the estimated costs being recorded and a report being made to the appropriate committee if the variation causes the tender sum to be exceeded by more than 10%.

Section 11: Waste management and Recycling

To determine all operational matters relating to Waste management and Recycling. All policy matters are to be determined by the Cabinet Member, cabinet or Council as appropriate.

Section 12: Litter Control Notices

To serve Street Litter Control Notices under Sections 93 and 94 of the Environmental Protection Act 1990.

Section 13: City Centre Management

To determine all operational matters relating to overall management of the City Centre, and the City Centre Rangers.

Section 14: Countryside and Footpaths

- I. To make orders for diversion and extinguishment of public rights of way under the Highways Act 1980.
- II. To service notices and take appropriate action under the enforcement provisions of the Highways Act 1980 where public rights of way are affected.
- III. To make orders concerning public rights of way under the Wildlife and Countryside Act 1981.
- IV. To act within the Council's powers and duties under the Countryside and Rights of Way Act 2000.

Section 15: Cremation Services

To determine all operational matters relating to the Gwent Crematorium. All policy matters are to be determined by the Gwent Cremation Joint Committee, Cabinet Member, Cabinet or Council as appropriate.

Section 16: Floral Displays

To determine the submission of applications for the entry of Newport and Caerleon in the annual "Wales in Bloom" Competition.

Section 17: Riverfront Theatre and Arts Centre

To determine all operational matters relating to the Theatre and Arts Centre. All policy matters are to be determined by the Cabinet Member, Cabinet or Council as appropriate.

Section 18: Sports and Leisure Trust

To determine all operational matters relating to the relationship with the Sport and Leisure Trust

Section 19: Customer Services and Benefits

- I. To determine operational issues in relation to the Council's Face to Face Centre and Contact Centre.
- II. To determine all operational issues relating to Housing and Council Tax Benefits

General

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation



Report

Newport City Council

Part 1

Date: 4th April 2017 2017

Item No:

Subject **Mayoralty**

Purpose To consider the recommendations of the Democratic Services Committee about deferral of acceptance of office for inclusion in the Council's Constitution and the structure of the AGM

Author Chief Democratic Services Officer

Ward All Wards

Summary Newport City Council's method of selecting the Mayor is fair and balanced and determined exclusively on seniority. What this means is that the longest serving member on the Council who has not served as the Mayor will be nominated to serve as Mayor, irrespective of which political party he or she represents.

However, from time to time the prospective incoming Mayor may need to defer his or her election as Mayor for personal reasons.

There is no written protocol to take account of this situation but in the past there has been an informal agreement between the parties that an individual can defer for twelve months

The Democratic Services Committee considered this appears to be reasonable position as it will allow the individual time to resolve any specific issues but it also take away the opportunity for individuals to 'pick and choose' when they serve as Mayor.

The Democratic Services Committee suggested that a form of words is written into the constitution that allows an individual to defer for one year from his or her original nomination date and that any longer deferral be a matter for decision by the Council

One other issue to be clarified refers to an election year. In January of each year an individual is nominated to serve as Mayor. Obviously in an election year, if the individual who is nominated fails to retain his or her seat then the Mayoralty will fall to the next in line, according to seniority

Another complication may arise in an election year. An individual could be re-elected to the Council following an absence and, on strict seniority rules would qualify as Mayor in the year of his or her election. However by that time the Council will have already made a nomination for the coming year.

It is suggested that in such circumstances the person already nominated by the Council will become Mayor in the election year and the re-elected member will take his other

place according to seniority in the following year. Any agreed deferrals will then be extended for a further period of time.

Finally the Committee considered an issue about the format of the AGM. In previous years, for practical reasons, the outgoing Mayor has chaired the official part of the Council AGM which deals with the relevant Council appointments – Leader, Chairs of Committees etc. – and this is followed by the ceremonial Mayor-making part, when the new Mayor is officially sworn-in. That has never been a problem where the outgoing Mayor remains as an elected Councillor. However, where the out-going Mayor is not re-standing in the elections or is not re-elected, then his/her term of office as a Councillor will have ceased before the AGM.

Therefore, he/she should not Chair the official Council AGM in May. In the circumstances, it is suggested that the ceremonial Mayor-making process should now be conducted first to enable the new Mayor to be appointed and to chair the official Council business at the AGM.

Proposal To adopt the proposed protocol set out in the Summary

Action by Chief Democratic Services Officer

Timetable Immediate

This report was prepared after consultation with:

- Democratic Services Committee
- Political Group Leaders
- Chief Executive
- Monitoring Officer
- Head of People & Business Change
- Group Leaders

Background

As mentioned in the summary Newport City Council's method of selecting the Mayor is fair and balanced and determined exclusively on seniority. What this means is that the longest serving member on the Council who has not served as the Mayor will be nominated to serve as Mayor, irrespective of which political party he or she represents.

However, from time to time the prospective incoming Mayor may need to defer his or her election as Mayor for personal reasons. There is no written protocol to take account of this situation but in the past there has been an informal agreement between the parties that an individual can defer for twelve months

The report summary sets out suggestions by the Democratic Services Committee as to how this could be formalised in the Council's Constitution

One other issue referred to above refers to an election year. Again the report summary makes suggestions as to how this could be formalised in the Council's Constitution

Finally the report addresses the format and running order of the AGM

Financial Summary

There are no financial implications for the Council

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|--|--------------------------------------|---------------------------------------|--|---|
| No protocol is agreed and informal arrangements continue | M | L | This report suggests a more formal approach | Chief Democratic Services Officer |
| A formal arrangement could prevent someone with a genuine reason from deferring for longer | M | L | The report suggests giving the power to extend the deferral in certain circumstance | Chief Democratic Services Officer |
| | | | | |

Links to Council Policies and Priorities

The proposals are intended to clarify an existing informal arrangement and provide clarity to elected members and the public

Options Available and considered

- To adopt a protocol and include in the constitution
- Allow informal arrangements to continue

Preferred Option and Why

To adopt a protocol and include in the constitution to clarify an existing informal arrangement and provide clarity to elected members and the public

Comments of Chief Financial Officer

There are no financial implications

Comments of Monitoring Officer

The Mayor has both a constitutional role, as Chair of the Council, and a civic and ceremonial role in accordance with the prerogative rights granted under Royal Charter. In accordance with Section 23 of the Local Government Act 1972, the election of the Chair is the first item of business transacted at the Council Annual General Meeting in May and the decision is taken by a simple majority of votes cast. However, the custom and practice has always been to nominate the Mayor for the forthcoming municipal year beforehand, based on seniority, and for that appointment to be formalised unanimously at the subsequent AGM. It has also been the protocol that prospective Mayors can defer their term of office by up to 12 months, for personal reasons, but for no longer. Therefore, it would be advisable to formalise this arrangement within the constitution.

Difficulties can arise in an election year where the nominated Mayor is not re-elected or where a new Member is re-elected to the Council, following a period of absence, and is entitled to be appointed as Mayor on grounds of seniority because of previous service. Where the nominated Member is not re-elected, then the next senior Member is then nominated and appointed at the AGM. However, where a Member is re-elected who has greater seniority, it would still be appropriate to confirm the appointment of the previous nominee and for the newly elected Member to take his/her turn in the following Mayoral year. Again, this practice could be formalised within the constitution, in order to avoid any uncertainty or confusion. Legally, a decision to appoint the civic Mayor as the statutory Chair of Council can only be taken at the AGM in May and, therefore, it is not possible to fetter or pre-empt this decision, but if the protocol is formalised and only the Mayor-elect is nominated, the legal decision is then a formality.

In previous years, for practical reasons, the outgoing Mayor has chaired the official part of the Council AGM which deals with the relevant Council appointments – Leader, Chairs of Committees etc. – and this is followed by the ceremonial Mayor-making part, when the new Mayor is officially sworn-in. That has never been a problem where the outgoing Mayor remains as an elected Councillor. However, where the out-going Mayor is not re-standing in the elections or is not re-elected, then his/her term of office as a Councillor will have ceased before the AGM. Therefore, he/she should not Chair the official Council AGM in May. In the circumstances, it is suggested that the ceremonial Mayor-making process should now be conducted first to enable the new Mayor to be appointed and to chair the official Council business at the AGM.

Comments of Head of People and Business Change

There are no staffing, performance or policy issues arising from the report. It offers a pragmatic solution to a series of potential issues within the current Constitutional arrangements under certain circumstances.

Comments of Group Leaders

Leader of the Council; Leader of the Opposition; and the Leader of the Independent Group have indicated they are happy to support the proposals

Local issues

There are no local issues

Scrutiny Committees

This is a matter for consideration by the Democratic Services Committee.

Equalities Impact Assessment and the Equalities Act 2010

Equalities Impact Assessment is not required

Children and Families (Wales) Measure

No issues in this report relate directly to Children and Young People

Wellbeing of Future Generations (Wales) Act 2015

No issues in this report

Crime and Disorder Act 1998

Not applicable for this report

Consultation

As set out above.

Background Papers

None

Dated: April 2017

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Report

Newport City Council

Part 1

Date: April 4th 2017

Item No: 6

Subject Framework Member Role Descriptions and Person Specifications:

Purpose To consider adopting the Framework Member Role Descriptions and Person Specifications in the Council's Constitution as recommended by the Democratic Services Committee

Author Head of Democratic Services

Ward All Wards

Summary The Democratic Services Committee recommended to Council that the previous version of the Framework Member Role Descriptions and Person Specifications were adopted as a guide. In 2015 an updated version was produced by the WLGA following a series of consultation exercises.

As part of the Democratic Services Committee's commitment to review the constitution, it was suggested that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution.

The Democratic Services Committee wishes to make it clear to the Council and all members that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council. Their main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.

The role descriptions will also provide advice to the public about the various types of tasks undertaken by members in their varying roles

It is suggested that the Framework Member Role Descriptions and Person Specifications are adopted in readiness for the May elections. They help provide a clear guide for any new Councillors as to the various roles within the Council.

Proposal: To recommend to Council that the Framework Member Role Descriptions and Person Specifications are adopted and included in the Council's Constitution, recognising that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council.

Action by Chief Democratic Services Officer

Timetable: To be adopted by Council prior to this year's election.

This report was prepared after consultation with:

- Democratic Services Committee
- Chief Executive
- Monitoring Officer
- Head of Finance
- Head of People & Business Change

Background

As mentioned in the summary, it is suggested that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution.

It needs to be made clear that these documents are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council.

Their main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.

The full set of documents is attached.

Financial Summary

There is no cost to adopting the attached Framework Member Role Descriptions and Person Specifications.

Risks

| Risk | Impact of Risk if it occurs* (H/M/L) | Probability of risk occurring (H/M/L) | What is the Council doing or what has it done to avoid the risk or reduce its effect | Who is responsible for dealing with the risk? |
|--|--------------------------------------|---------------------------------------|---|---|
| That the documents are considered as setting out requirements for political appointments | H | L | <p>This report makes it clear that the attached Framework Member Role Descriptions and Person Specifications are not for use as job descriptions and/or being used as requirements for political appointment to specific roles in the Council</p> <p>There main use will be as a guide about what each role involves. The person specifications will help in identifying what should be included in the Member development programme.</p> | Chief Democratic Services Officer and Group Business Managers |
| Framework Member Role Descriptions and Person Specifications are not adopted meaning we will need to consider an alternative | M | M | The documents are needed to form part of the Constitution and suggested in the Model Constitution | Chief Democratic Services Officer |

Links to Council Policies and Priorities

Use of the role descriptions will help achieve a greater understanding for the public of the various roles undertaken by elected members

Options Available and considered

To adopt the attached Framework Member Role Descriptions and Person Specifications or take no action.

Preferred Option and Why

As mentioned in the report, it is suggested by the Democratic Services Committee that the attached Framework Member Role Descriptions and Person Specifications are recommended to Council for adoption.

These role descriptions are good practice and are included as part of the new model constitution which we need to use as a guide to our own constitution

Comments of Chief Financial Officer

There are no financial implications to adopting the Framework Member Role Descriptions and Person Specifications

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. Under the new modular constitution, it is recommended good practice to include role descriptions for Councillors, Chairs of Committee, the Chair of Council/Mayor, the Leader of the Council and Cabinet Members. These role descriptions are intended to provide transparency in terms of individual roles and responsibilities and the person specifications set out the skills and aptitudes required for each role, which will provide a guide for personal training and development plans. The Council is required to provide Councillors with the opportunity to undertake personal training and development appropriate to their roles in accordance with the Local Government (Wales) Measure 2011.

Comments of Head of People and Business Change

The report relates to guidance provided within Framework Member Roles and Person Specifications that enable the public to better understand roles and for Member Development to be framed more effectively. There are no specific staffing implications.

Comments of Cabinet Member

This is a matter for the Democratic Services Committee and Council

Local issues

There are no local issues

Scrutiny Committees

This is a matter for the Democratic Services Committee and Council

Equalities Impact Assessment and the Equalities Act 2010

Equalities Impact Assessment is not required

Children and Families (Wales) Measure

No issues in this report relate directly to Children and Young People

Wellbeing of Future Generations (Wales) Act 2015

The Framework Documents will help inform the Member Development Programme which will include informing elected members of the need to consider the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

Crime and Disorder Act 1998

Not applicable for this report

Consultation

As set out above.

Background Papers

Framework Member Role Descriptions and Person Specifications

Dated: April 2017

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Framework Member Role Descriptions and Person Specifications

2015

Background

This is a set of generic role descriptions and person specifications for elected members. They are applicable in any authority and are made available as suggestions rather than prescription.

The role descriptions set out the responsibilities and functions of the role of the elected member. The person specifications describe the qualities and skills required of the member in the role and can help when considering personal development.

Where members undertake more than one role it is anticipated that role descriptions would be combined. For example: Overview and Scrutiny committee chairs would be expected to undertake the role of

Elected member
Overview and Scrutiny Member
Overview and Scrutiny Chair

The set covers the following roles:

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This document has been produced collaboratively by the Association, members, officers from the Member Support Officer Network and a task and finish group drawn from the Network. We are grateful to the officers and members of Denbighshire as forerunners in this work, and to the Scrutiny Champions Network for updates in the Overview and Scrutiny Roles.

Suggested amendments and additions are invited from authorities to enable us to continue to develop the set.

Please contact Sarah Titcombe, Policy and Improvement Officer (Democratic Services) WLGA. Tel 029 2046 8638 or e mail sarah.titcombe@wlga.gov.uk

Elected Member Role Description

1 Accountabilities

- To Full Council
- To the electorate of their ward

2 Role Purpose and Activity

- **Representing and supporting communities**
 - To represent ward interests
 - To be an advocate for the Council in the ward and communities they serve
 - To be a channel of communication to the community on council strategies, policies, services and procedures
 - To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
 - To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
 - To be vigilant and do everything possible to protect adults and children at risk from abuse
 - To promote tolerance and cohesion in local communities
- **Making decisions and overseeing council performance**
 - To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
 - To participate in informed and balanced decision making on committees and panels to which they might be appointed
 - To adhere to the principles of democracy and collective responsibility in decision making
 - To take corporate responsibility for the protection of vulnerable children and adults
 - To promote and ensure efficiency and effectiveness in the provision of council and other public services
- **Representing the Council (subject to appointment)**
 - To represent the Council on local outside bodies as an appointee of the Council
 - To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
 - To represent and be an advocate for the Council on national bodies and at national events
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship

- To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Personal and role development**
- To participate in opportunities for development provided for members by the authority

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Leader (and Deputy) Role Description

1 Accountabilities

- To Full Council
- The Public

2 Role Purpose and Activity

- **Providing political leadership to the Council**
 - To be a political figurehead for the Council; to be the principal political spokesperson for the Council.
 - To provide leadership in building a political consensus around council policies
 - To form a vision for the Council and community
 - To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
- **Appointing the Cabinet***
 - To designate the appropriate portfolios
 - To appoint appropriate elected members to each portfolio
 - To allocate cabinet members to roles with regard to their abilities.
 - To designate the Deputy Leader.
- **Representing and acting as ambassador for the Authority**
 - To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the County and at external bodies.
 - To represent the Authority on the WLGA coordinating committee and the WLGA regional partnership board.
 - To provide leadership and support local partnerships and organisations.
 - To represent the Authority in regional and national bodies as appropriate.
- **Providing leadership within the portfolio**
 - To fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive member
- **Managing and leading the work of the Cabinet and chairing meetings**
 - To ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development.
 - To ensure the work of the Cabinet meets national policy objectives.
 - To advise and mentor other cabinet members in their work.
 - To chair meetings of the Cabinet in line with the Constitution.
 - In the Leader's absence the Deputy Leader should fulfil this role.

- **Participating in the collective decision making of the Cabinet**
 - To work closely with other cabinet members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high quality services to local people.
 - To accept collective responsibility and support decisions made by the Cabinet once they have been made.

- **Working with officers to lead the organisation**
 - To liaise with the Chief Executive, and other appropriate officers, on a regular basis
 - To work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.

- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as a leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3 Values

- To be committed to and demonstrate the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership
 - Consensus building

Deputy Leader

- **To fulfil the duties of the Leader in his or her absence**
- **To assist the Leader in specific duties as required**

* Under constitutional arrangements for a cabinet model, either the Full Council or the Leader may appoint the Cabinet. In Wales it is common practice for the Leader to appoint the Cabinet under this model. This Role Description has been written accordingly, noting that councils may vary this arrangement. In the case of Fourth Option Authorities, the Board should be selected according to the political balance of the Authority.

Cabinet Member Role Description

1 Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

2 Role Purpose and Activities

- **Providing portfolio leadership**
 - To give political direction to officers working within the portfolio
 - To gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
 - To provide leadership in the portfolio
 - To liaise with the appropriate scrutiny chair and receive scrutiny reports as required
 - To be accountable for choices and performance in the portfolio
 - To have an overview of the performance management, efficiency and effectiveness of the portfolio
 - To make executive decisions within the Portfolio*
- **Contributing to the setting of the strategic agenda and work programme for the portfolio**
 - To work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
 - To provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.
- **Providing representation for the portfolio**
 - To provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.
- **Reporting and accounting**
 - To report as appropriate to the Leader, Full Council, Cabinet, appropriate chair of scrutiny, regulatory bodies and the media.
 - To be the principal political spokesperson for the portfolio.
 - To appear before scrutiny committees in respect of matters within the portfolio.

- **Taking an active part in cabinet meetings and decision making**
 - To show an interest in and support for the portfolios of others
 - To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility
- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as a leader of the local community by showing vision and foresight
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership

* This only applies under constitutional arrangements where individual cabinet members or combinations of cabinet members are given individual responsibility for making decisions on behalf of the Executive.

Chair of the Council Role Description **Also suitable for Mayor* and Presiding Officer**

1. Accountabilities

- Full Council

2. Role Purpose and Activity

- **Acting as a symbol of the Council's democratic authority**
 - As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
 - To represent the Council at civic and ceremonial functions
- **Chairing Council meetings**
 - To preside over meetings of the Council, so that its business can be carried out efficiently
 - To ensure the Council conducts its meetings in line with the Council's Standing Orders
- **Upholding and promoting the Council's Constitution**
 - To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- **Work programming**
 - To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

3. Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Vice Chair

- **To fulfil the duties of the Chair in his or her absence**
- **To assist the Chair in specific duties as required**

* This Role Description describes the duties of the Chair or Presiding Officer of the Full Council or the Mayor in presiding over Council Meetings. It does not provide the detail of the wider ambassadorial or ceremonial responsibilities required of the Mayor.

Chair of Democratic Services Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

▪ Providing leadership and direction

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

- To lead the committee in its role in:

- Designating the head of Democratic Services
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
- Make annual reports to the full council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democratic Services
- Developing the Authority's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews
- Work with the member support and development champion where relevant to promote the role of members and necessary support and development.

- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

▪ Promoting the role of the Democratic Services Committee

- To act as an ambassador for the DS committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

- **Internal governance, ethical standards and relationships**

- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
- To promote and support good governance by the Council.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

Member of a Democratic Services Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Democratic Services committee

2 Role purpose and activity

- **Understanding the nature of the audit committee:**
 - To be aware of and effectively undertake the role of the committee in:
 - Designating the head of Democratic Services
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee

- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Democratic services committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Chair of a Regulatory Committee Role Description

1 Accountabilities

- To Full Council
- To the members of the regulatory committee

2 Role Purpose and Activity

- **Providing leadership and direction**
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
 - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To delegate actions to sub committees as appropriate
- **Promoting the role of the regulatory committee and quasi-judicial decision making**
 - To act as an ambassador for the regulatory committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
- **Internal governance, ethical standards and relationships**
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
 - To promote and support good governance by the Council.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

Member of a Regulatory Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the regulatory committee

2 Role purpose and activity

- **Understanding the nature of the regulatory committee and quasi-judicial decision making**
 - To be aware of the quasi-judicial nature of regulatory committee decision making
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Chair of Standards Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

▪ Providing leadership and direction

- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Code of Conduct
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To lead the committee in its role in:
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
 - the exercise of these functions in relation to community councils and the members of those community councils.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect

- Equality and fairness
- Appreciation of cultural differences
- Sustainability

Member of a Standards Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Standards Committee

2 Role purpose and activity

- **Understanding the nature of the Standards committee and effectively fulfilling its functions by:**
 - promoting and maintaining high standards of conduct by Councillors and co-opted members
 - assisting the Councillors and co-opted members to observe the Members' Code of Conduct;
 - advising the Council on the adoption or revision of the Members' Code of Conduct;
 - monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted members on matters relating to the Members' Code of Conduct;
 - granting dispensations to Councillors and co-opted members
 - dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Standards committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council

- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Chair of Audit Committee Role Description

1 Accountabilities

- To Full Council

2 Role Purpose and Activity

▪ Providing leadership and direction

- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- To agree the agendas for Audit Committee meetings
- To lead the committee in its role in:
 - reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority and approving them when powers are delegated.
 - Developing relationships with internal and external auditors and the Authority's Monitoring Officer
 - Developing a forward work programme designed to deliver the audit committees functions
 - Reviewing and self assessing the performance of the Committee and its members

▪ Promoting the role of the audit committee

- To act as an ambassador for the audit committee, facilitating understanding of the role
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in the audit process

- **Internal governance, ethical standards and relationships**

- Understanding the financial risks associated with corporate governance; being satisfied that the authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
- To develop the standing and integrity of the committee and its decision making
- To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility
- To promote and support good governance by the Council.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

Member of an Audit Committee Role Description

1 Accountabilities

- To Full Council
- To the Chair of the Audit Committee

2 Role purpose and activity

- **Understanding the role of the Audit Committee and undertaking its functions:**
 - Reviewing and scrutinising the authority's financial affairs
 - Making reports and recommendations in relation to the authority's financial affairs
 - Reviewing and assessing the risk management, internal control and corporate governance arrangements of the authority,
 - Making reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
 - Overseeing the authority's internal and external audit arrangements
 - Reviewing the financial statements prepared by the authority.
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the audit committee; questioning and seeking clarification on matters falling within the committee's remit
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
 - Understanding the financial risks associated with corporate governance; being satisfied that the authorities assurance statements including the annual governance statement reflects the risk environment and any activities required to improve it
 - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
 - To promote and support good governance by the Council
 - To understand the respective roles of members, officers and external parties operating within the audit committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

Overview and Scrutiny Chair Role Description

1. Accountabilities

- Full Council
- The Public
- The Committee

2. Role purpose & activity

- **Providing leadership and direction**
 - To provide confident and effective management of the committee
 - To promote the role of overview and scrutiny within the council, liaising effectively with officers, executive members and colleague chairs
 - To promote the integral role and contribution of scrutiny within the authority's wider improvement planning and reporting arrangements
 - To lead joint scrutiny activities with other authorities or organisations when required
 - To champion and promote the role of Overview and Scrutiny to the public, helping the public better understand and, crucially, contribute to and engage with the scrutiny process.
 - To promote the role of Overview and Scrutiny to partner bodies, helping them to understand and engage with the Scrutiny function.
 - To demonstrate an objective and evidence based approach to overview and scrutiny ensuring that scrutiny inquiries are methodologically sound and incorporate a wide range of evidence and perspectives
 - To follow-up scrutiny recommendations, evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
 - Work closely with scrutiny support staff to drive continual improvements in scrutiny
 - Assist in publicising the work of the scrutiny committee
- **Managing the work programme**
 - To develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the executive to account, and performance monitoring
 - To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, audit and regulatory reports and recommendations, single-integrated plan and partners strategic priorities and relevant community issues
 - To ensure that the public are engaged in scrutiny activities by informing them about the work programme and encouraging participation
 - To ensure that the work programme is delivered

- To report on progress against the work programme to Council, and others as appropriate
 - To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation.
 - To ensure that task and finish/working/sub groups have clear terms of reference and deliver the required outcomes.
- **Leading Joint Scrutiny**
- To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
 - To ensure that regional bodies and partnerships are held to account and that their plans are subject to scrutiny
 - To develop protocols and terms of reference for joint working
 - To ensure public engagement in joint scrutiny activities
 - To enable the pooling of scrutiny resources for effective working and outcomes
 - To ensure the equal participation and contribution from all partners as appropriate
- **Effective meeting management**
- To plan and set agendas containing clear objectives and outcomes for the meeting
 - To ensure that necessary preparation is done beforehand, if necessary, through pre-meetings, including agreeing appropriate lines of questioning
 - To ensure that the approach to overview and scrutiny is impartial and that the committee meeting is conducted without political whipping (as per the Local Government (Wales) Measure 2011)
 - To manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
 - To ensure that all participants have an opportunity to make an appropriate contribution
 - To ensure that members of the public are able to contribute to meetings and understand the protocols for public speaking.
- **Involvement and development of committee members**
- To encourage effective contributions from all committee members in both committee and task and finish groups
 - To assess individual and collective performance within the committee and work to improve scrutiny outcomes
 - To ensure that committee members have the appropriate knowledge and skills to undertake their roles and work with lead members and officers to secure appropriate development.

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability

Overview and Scrutiny Member Role Description

1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public

2 Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its work programme and any associated task and finish groups

- **Scrutinising and developing policy**
 - To assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
 - To challenge policies on a sound basis of evidence for example against legislation or local political priority
 - To assess the impact of existing policy and identify areas for improvement
 - To identify where new policies might be required to address forthcoming legislation

- **Holding the Executive to account, monitoring performance and service delivery**
 - To monitor the performance of internal and external providers against standards and targets including questioning of executive and senior officers on the delivery of targets
 - To contribute to the identification and mitigation of risk
 - To investigate and make recommendations to address the causes of under performance or poor performance
 - To monitor action plans or recommendations following external audit, inspection or regulatory reports
 - To evaluate the validity of executive decisions and challenge decisions through call in where appropriate
 - To build trust with the executive so that appropriate matters could be sent to scrutiny for a pre-decision review prior to the executive taking a final decision

- **Promoting the work of Overview and Scrutiny**
 - To promote the role of overview and scrutiny within and outside the council, developing effective internal relationships with officers and other members and external relationships with community representatives.

- To demonstrate an objective non political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including sources of information outside the Council
 - To add value to the decision making and service provision of the authority through effective scrutiny
 - To be able to demonstrate where scrutiny is making a difference by its involvement
- **Community engagement**
 - To use scrutiny as a means to address community issues and engage the public in forward work programmes
 - To encourage stakeholders to participate in the work of the authority
 - To assist in developing locally viable and acceptable policy solutions
 - To build a dialogue around priorities, objectives and performance, among communities and stakeholders
 - To take a county wide perspective in dealing with issues
- **Participating in joint scrutiny**
 - To work within the appropriate terms of reference and protocols governing joint working in scrutiny
 - To apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
 - To contribute to the scrutiny of regional bodies and partnerships
 - To encourage public engagement in joint scrutiny
 - To work effectively with partner scrutineers from other authorities and organisations.
- **Meeting participation**
 - To make adequate and appropriate preparation for meetings through research and briefings and planning meeting strategies
 - To participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
 - To demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
 - To be non-political
 - To focus on outcomes / making a difference by participation

3. Values

To be committed to the values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness

- Appreciation of cultural difference
- Sustainability

Leader of the Opposition Role Description

1. Accountabilities

- To the nominating group within the constitution

2. Role Purpose and Activity

Providing political leadership for an opposition group

- To be a political figurehead for the opposition group; to be the principal political spokesperson for the Council's opposition.
- To provide leadership in the constructive challenge of the Council's policies
- To constructively challenge the vision for the Council and community where appropriate
- To provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery
- **Representing the Authority's opposition**
 - To represent the Opposition Group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Authority.
 - To represent the Council on external bodies
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs
 - To provide community leadership and promote active citizenship
 - To promote and support open and transparent government
 - To promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council
 - To promote, support and adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

To be committed to and demonstrate the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership
- Consensus building

Role of the Deputy Leader of the Opposition

- To fulfil the duties of the Leader in his or her absence
- To assist the Leader in specific duties as required

Member Champion Purpose and Role

What are Member Champions?

Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of council business although they may not be the responsibility of any individual or committee.

Member Champions, (sometimes called lead members) are elected members who in addition to their other council responsibilities make sure that the issue or group that they are championing are taken into account when council policy is being developed and decisions are made. Members act as champions in areas such as children, homelessness, equalities, older people, young people, scrutiny, member support and development, health improvement and anti poverty. There is a statutory role for a lead member of children's and young people's services with a responsibility for over-seeing the arrangements made under sections 25 and 26 of the 2004 Children Act.

Guidance on undertaking the role with regard to the subject knowledge that members need is sometimes available from the outside bodies associated with the issue being championed for example the toolkit for older peoples' champions from the LGA. Otherwise they will be reliant on their authority for guidance in the subject they lead on and also their role as lead member in this area.

What do they do?

Typically, the lead member will:

- Make sure that their area of interest is taken into account when developing policy or making decisions
- Ask questions about performance and resourcing for the area
- Raise the profile of the area and make the authority aware of good practice.
- Engage with external bodies who work in the area
- Engage with other officers and members in relation to the role.
- Engage with community groups with an interest/stake in the area
- Report action to the council

How does their role fit within the corporate structure?

This will vary according to the area/issue that is being championed and how the authority functions. There is potential for confusion and overlap between the role of the member champion and those of the relevant executive member or overview and scrutiny members. The champion role itself could be undertaken by either the relevant executive member or a non executive member.

It is therefore important that members and officers work together to agree roles and action for the area being championed and that there are mechanisms for lead members to report on their activities. It is helpful for the authority to draft a protocol which sets out what powers champions have and do not have, such as whether or not they are able to make decisions on behalf of the authority. Similarly, the appointment

of champions varies between authorities, and includes appointments being made by full council meetings or by the leader.

The Role Description

It is difficult to create a role description that fits with the different roles expected of champions and how they operate in the different authorities' structures. The following is a generic model which will require local adaptation, particularly to reflect the difference that may exist between a statutory role, one undertaken by an executive member and a non executive lead.

Member Champion Role Description

1. Accountabilities

To Full Council

2. Role Purpose and Activities

Within the Council

- To promote the interest being championed within the Council's corporate and service priorities
- To promote the needs of the client group represented in the interest to the decision makers within the council
- To work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest
- To maintain an awareness of all matters connected with the interest
- To contribute to good practice and the continuous improvement of services and functions related to the interest
- To engage with members in matters related to the interest such as attending Overview and Scrutiny/Cabinet /Full Council meetings etc.
- Raising awareness of and taking a lead role in the development of all members and officers in relation to the interest

In the Community

- To raise the profile of the interest in the community
- To engage with citizens and community groups in matters related to the interest
- To lead and support local initiatives related to the interest

3. Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability
 - Inclusive leadership

Section 2:

Person Specifications

Elected Member Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Representing and supporting communities

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- The ability to present relevant and well reasoned arguments
- Good communication skills

Making decisions and overseeing council performance

- Knowledge and understanding of meetings law, rules and conventions
- An understanding of strategic, policy and service contexts for decisions
- The ability to challenge ideas and contribute positively to policy development

Representing the Council (subject to appointment)

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with integrity

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Personal and role development

- An ability to assess personal and role development needs
- Desire and skills to participate in development

Leader Person Specification

To fulfil his or her role as laid out in the role description, an effective leader requires:

Providing political leadership to the Council

- Knowledge of community strengths, areas of improvement and key issues.
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

Appointing the Cabinet*

- An understanding of the rules for the appointment of Cabinet Members
- An ability to recognise talent amongst members
- An ability to negotiate the most advantageous appointments within and across political groups
- To appraise, guide and mentor senior members

Representing and acting as ambassador for the Authority

- High level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills

Providing leadership within the portfolio

- The skills necessary for a cabinet member to fulfil their role.

Managing and leading the work of the Cabinet and chairing meetings of the Cabinet

- An understanding of the Cabinet procedure rules
- Skills to Chair meetings, including encouraging participation from all members.
- A knowledge and understanding of national policy objectives
- An overview of the work being carried out by cabinet members.

Participating in the collective decision making of the Cabinet

- The ability to constructively challenge decisions and suggest alternatives

Working with officers to lead the organisation

- An understanding of the roles and responsibilities of the Chief Executive and other officers

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Cabinet Member Person Specification

To fulfil his or her role as laid out in the role description, an effective Cabinet Member requires:

Portfolio leadership

- An understanding of the Council's strategy, policies and operations
- Leadership skills

Contributing to the setting of the strategic agenda and work programme for the portfolio

- The ability to present to others
- The ability to exercise strategic awareness and judgement
- Knowledge of relevant issues and who to involve in decision making
- The ability to persuade others
- Knowledge of Council and national objectives

Providing representation for the Portfolio

- Public speaking skills
- Good presentation skills

Reporting as appropriate

- High level communication skills

Taking an active part in cabinet meetings and decisions

- The ability to constructively challenge decisions and suggest alternatives
- The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

Leading partnerships and community leadership

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Chair of the Council Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Acting as a symbol of the Council's democratic authority

- Good public speaking skills
- An in-depth understanding of role of Chair

Chairing Council meetings

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Standing Orders

Upholding and promoting the Council's Constitution

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the values of the Council

Work programming

- The ability and discipline to plan and manage work programmes

Chair of Regulatory Committee Person Specification

To fulfil his or her role as set out in the role description, an effective regulatory committee chair requires:

- **Providing leadership and direction**
 - Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
 - Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
 - Communication skills
 - Knowledge of local issues
 - Ability to manage the work of the committee
 - Ability to support and develop necessary skills in fellow members of the committee

- **Promoting the role of the regulatory committee and quasi-judicial decision making**
 - Understanding and appreciation of the regulatory framework
 - Ability to inspire and enthuse committee members for the work of the committee
 - Integrity and the ability to set aside own views and act impartially
 - Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

- **Internal governance, ethical standards and relationships**
 - Knowledge and understanding of the Code of Conduct(s) and protocols
 - Knowledge of and commitment to the values of the Council

Regulatory Committee Member Person Specification

To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:

Understanding the nature of the regulatory committee and quasi-judicial decision making

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that regulatory/quasi judicial area
- Maintenance of knowledge
- Objectivity and judgement

Participating in meetings and making decisions

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

Internal governance, ethical standards and relationships

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and a commitment to the values of the Council

Overview and Scrutiny Chair Person Specification

To fulfil his or her role laid out in the role description an effective Scrutiny Chair requires:

Providing leadership and direction

- Ability to see the 'big picture'
- Understanding of the role and functions of the council
- Understanding of the key strategies, priorities and direction of travel of the Council
- Understanding of the purpose of the scrutiny function and its role in the council's wider improvement planning and reporting arrangements
- Ability to promote an approach to scrutiny which is (a) member led, (b) seeks to provide an evidence based challenge of decision makers and service providers and (c) is an important mechanism for community engagement and service improvements
- Understanding of the legal requirements around scrutiny, including prohibition of political whipping and taking the views of the public into account
- Understanding of the purposes and processes associated with the Councillor Call for Action and the Call In procedure
- Understanding of the terms of reference for the committee and the role of the chair
- Understanding of member support functions
- Understanding of council service, improvement and financial priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity and understanding of equalities and diversity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive
- A commitment to personal development in the role
- Commitment to develop other members by mentoring and guidance
- Working closely with scrutiny support officers to ensure the continual development of scrutiny
- Making sure that scrutiny is making a difference

Managing the work programme

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles – verbally and in writing
- Ability to monitor and constantly review work programmes

Leading Joint Scrutiny

- An ability to create an effective, supportive and welcoming environment for scrutiny members and partner representatives from different organizations

- An ability to see the big picture at the regional level
- A clear understanding of the role and functions of the partnership/regional organization
- An understanding of the key strategies, priorities and direction of travel of the partnership/regional organization
- A commitment to enabling an approach to joint scrutiny which is member-led, provides an evidence-based challenge and is an important mechanism for community engagement and service improvement
- An ability to work constructively with partnerships/regional organisations under scrutiny
- A commitment to develop and embed an apolitical, objective, collective and inclusive scrutiny process
- A commitment to offer guidance and mentorship to scrutiny members
- A willingness to ensure that joint scrutiny makes a difference
- An ability to negotiate and build consensus
- An ability to manage people, projects and resources
- A commitment to raising the profile of joint scrutiny and an ability to champion it within the authority and beyond

Effective meeting management

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements including protocols for public speaking and webcasting
- Ability to chair meetings effectively, managing members contributions and the agenda and progressing business to achieve the desired outcomes
- Ability to facilitate effective discussions focussing on the agreed questioning strategy.
- Ability to listen and question effectively
- Ability to prepare and introduce speakers and make them feel at ease when presenting to the committee
- Ability to be impartial and ensure that the committee is acting in a non-political way

Community engagement

- Understanding of the role of scrutiny in enabling local people and communities to contribute to the decision and policy making process
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and to build an understanding of the role of scrutiny with the public and stakeholders
- ability to engage with individuals and organisations in the community especially those traditionally excluded
- To promote an understanding that scrutiny is a last resort for matters such as CCfA
- Ability to manage expectations of the public in asking scrutiny to consider issues

Involving and developing of committee members

- Understanding of the role and skills of the scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and Champion and participate in appropriate learning and development
- Provide mentoring, guidance and support to members in their roles such as members leading task and finish groups

Overview and Scrutiny Member Person Specification

To fulfil his or her role as laid out in the role description, an effective scrutiny member requires:

- Understanding of the role and functions of the council
- Understanding of the key strategies, priorities and direction of travel of the Council
- Understanding of the purpose and a commitment to the scrutiny function
- Full understanding of the scrutiny remit and role, to deliver an approach to scrutiny which is (a) member led, (b) seeks to provide an evidence based challenge of decision makers and service providers and (c) is an important mechanism for community engagement and service improvements
- Understanding of the terms of reference for their own committee and how they relate to others.
- Ability to operate apolitically, objectively and with an understanding of equalities and diversity
- Understanding of member support functions
- Willingness to work within the guidance of the chair
- Willingness to undertake personal development as necessary and understand the skills they need to undertake the role
- Understanding of the legal requirement to take the views of the public into account
- Ability to negotiate and build consensus
- Understanding of the purposes and processes associated with the Councillor Call for Action and the Call In procedure
- Understanding of council service, improvement and financial priorities and risks
- Understanding of community issues
- Engage fully in scrutiny including asking questions

Scrutinising and developing policy

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national and local legislative and policy context

Monitoring performance and service delivery and holding the executive to account

- Understanding of the councils improvement programme and associated risk assessment arrangements
- Understanding of the principles and practice of performance management
- Understanding of council's performance management arrangements
- Ability to analyse data and challenge performance
- Understanding of the arrangements for call in
- Ability to act as a critical friend and in a non political way
- Undertake an overview rather than detailed monitoring
- Ability to hold executive members / officers to account for the achievement of targets / objectives

- Monitoring action plans arising from internal or external regulator reviews

Participating in Joint Scrutiny

- A commitment to working jointly with scrutiny members of other authorities and representatives of partner organizations
- An understanding of the role and functions of the partnership/regional organization
- An understanding of the key strategies, priorities and direction of travel of the partnership/regional organization
- A commitment to an approach to joint scrutiny which is member-led, provides an evidence-based challenge and is an important mechanism for community engagement and service improvement
- An ability to operate apolitically, objectively, collectively and inclusively
- Willingness to work within the guidance of the chair
- Willingness to undertake personal development as necessary and understand the skills they need to undertake the role
- An ability to negotiate and build consensus
- Full engagement in scrutiny, including asking questions

Community engagement

- Understanding of the role of scrutiny in enabling local people and communities to contribute to the decision and policy making process
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and to build an understanding of the role of scrutiny with the public and stakeholders
- ability to engage with individuals and organisations in the community especially those traditionally excluded

Meeting participation

- Ability to interpret information and data from a range of sources
- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to participate in meetings including effective listening, questioning and speaking
- Preparation work including considering lines of questioning
- Ability to present information to the committee

Leader of the Opposition Person Specification

To fulfil his or her role as laid out in the role description, an effective leader of the opposition requires:

In providing political leadership for the opposition group

- Knowledge of community strengths, areas of improvement and key issues.
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations
- An ability to challenge different strategies, policies and operations

In representing the Authority's opposition

- High level communication skills to communicate to the media, local community and wider audience.
- Good public speaking skills
- Creative and lateral thinking skills; the ability to see ahead and be foresighted
- Leadership skills

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, members and different agencies
- Respect for, and willingness to work with, different groups and individuals
- A thorough knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge of and commitment to the values of the Council

Member Champion Person Specification

Within the Council

- Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- Ability to engage with a range of members and officers around the area of interest and listening to requirements
- Ability to advocate on behalf of the area of interest within the council

In the Community

- Understanding of the needs of the community in relation to the interest
- Ability to engage with citizens and community groups in matters related to the interest.
- Ability to lead and support local initiatives related to the interest.
- Ability to represent the position of the council to the community in relation to the interest.