

Officer Guide	
Version	3
Last Updated	June 2018
Updated by	E Wilkins

OFFICER GUIDE

THE COUNCIL'S GENERAL SCHEME OF DELEGATION OF EXECUTIVE AND NON-EXECUTIVE FUNCTIONS

– INCORPORATING THE NEW WAYS OF WORKING IMPLEMENTED FROM 1st JULY 2016 & MAY 2018.

- This Guide provides an overview of Executive and Non Executive Functions;
- It details the amendments to the Scheme of Delegation as agreed at the Council AGM on the 25th May 2016 which include important changes to the process for taking and implementing Officer delegated decisions.
- Details amendments to the Overview & Scrutiny Procedure Rules as agreed at the Council AGM on the 23rd May 2018, which include important changes to the scrutiny Call In procedure
- It includes guidance notes and template documents to assist Officers with the new way of working as outlined herein; and
- A brief Introduction to the 'Mod Gov' system.

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SECTION 1

INTRODUCTION

EXECUTIVE & NON EXECUTIVE FUNCTIONS

INTRODUCTION

The Council's General Scheme of Delegation (the 'Scheme'), was agreed by full Council at the Annual General Meeting in 2002, forms part of the Council's Constitution.

Since 2002, the Council has witnessed a range of changes in staffing and with the recent changes to the Chief Officer structure, it was deemed timely that the operation of the Scheme be reviewed and improvements to it be made where appropriate.

Areas identified for improvement in respect of Executive Arrangements and responsibility for Executive functions were formally acknowledged and agreed by [Cabinet on the 17th March 2016](#).

At the [Council AGM](#) on the 25th May 2016 changes to the Scheme were agreed with implementation being taken forward from 1st July 2016. Further changes to the Council Constitution were also agreed at the [Council AGM](#) on the 23rd May, 2018.

Some of the changes taken forward will not impact upon Officers directly, but are included in this Guide for information.

It is considered that adoption of the new processes as outlined within this Guide will help to illustrate and evidence the Council's robust approach to decision making and accordingly strengthen the Council's Governance arrangements.

This Guide is intended to assist Officers with the implementation of the new arrangements and act as an aid for new Officers who join the Council in the future.

EXECUTIVE AND NON EXECUTIVE FUNCTIONS

It is vital that Officers understand the distinction between functions which are the responsibility of the Cabinet (Executive Functions) and functions which are the responsibility of the Council (Non-Executive Functions). Understanding this distinction allows Officers to identify where a particular function sits within the Council's decision making processes and the consequent reporting mechanism needed for any decisions required to be made that relate to a particular function.

In accordance with Section 13 of the Local Government Act 2000, the responsibility for the functions of the Authority are divided into 'Council' (Non-Executive) functions and 'Executive' functions.

"Executive functions" are all the functions of the Council except:

- (a) Those which the law says are functions of the Council alone (i.e. those which Council must maintain responsibility for);
- (b) Functions which may be allocated to the Council rather than the Executive (i.e. 'local choice functions' - a local choice function is a function which Council has the ability to determine itself whose responsibility it should be – an example being where Council has determined decisions made in relation to School Organisation in the County Borough should be exercised by Cabinet);
- (c) Functions which are not to be the sole responsibility of the Executive (e.g. approval of statutory plans); and
- (d) Potential decisions which:
 - (i) Conflict with the Council's Budget or borrowing plans;
 - (ii) Conflict with financial regulations or the financial standing orders;
 - (iii) Conflict with the Council's overall strategy or policy framework

In such cases the Executive must pass the decision to the Council for final determination.

Both Non Executive functions and Executive functions (as described above) are listed in regulations made by the Welsh Government and in certain Acts. The list of functions and whose responsibility they are can also be found set out in [Part 3 of the Council's Constitution](#). This list is replicated from the [2007 Functions & Responsibility Regulations](#).

In general if the function cannot be found within the [2007 Functions & Responsibility Regulations](#) or specifically within legislation indicating a function is a Council or local choice function, then by default it is an Executive Function.

It is at the discretion and decision of the Leader of the Council as to how Executive functions are discharged. At the Annual Meeting of the Council, the Leader will present a document for inclusion in the Scheme of Delegation containing the following information about Executive functions for the ensuing municipal year:

- the extent of any authority delegated to Cabinet Members individually, including details of any limitation on their authority;
- the terms of reference and constitution of such Cabinet Committees as the Leader appoints and the names of Cabinet Members appointed to them;
- the nature and extent of any delegation to Officers, with details of any limitation on that delegation, and the title of the Officer to whom the delegation is made.

SECTION 2

AMENDMENTS TO THE SCHEME OF DELEGATION AND OVERVIEW & SCRUTINY PROCEDURE RULES – JULY 2016 & MAY 2018 RESPECTIVELY

1. **KEY DECISIONS**

1.1 Decisions taken forward will either be

- A significant 'Key Decision'; or
- An 'Operational Decision'

1.2 The Council defines a 'Key Decision' as:

"a decision, which is likely:

- a) to result in the relevant Local Authority incurring expenditure which is, or the making of savings which are, significant [...] or*
- b) to be significant in terms of its effects on Communities living or working in an area comprising two or more wards or electoral divisions."*

WHAT THIS MEANS FOR OFFICERS:

- Key Decisions will either relate to an executive function (Cabinet) or non executive function (Council) and can be taken forward by either Members or Officers unless such function cannot be delegated.
- Officers must determine in consultation with Members, (when appropriate) whether the decision to be taken is a 'Key Decision' and the best framework for this decision to be taken either by:
 - (i) Council in the case of a non executive function
 - (ii) Cabinet (or Cabinet Sub Committee) in the case of an executive function; or
 - (iii) an Officer Delegated Decision.
- Part 3 (paragraph 3) of the Leader's Scheme of Delegation allows Cabinet Members to make decisions falling under their portfolio if deemed 'urgent' to protect the interest of the Council. Cabinet Member decisions will need to be made in consultation with the relevant SLT Officer, and where necessary the Leader may take a Cabinet Member decision in the absence of the relevant portfolio member (an example of such a decision was the decision taken by the Leader in respect of [Home to School Transport](#)).
- It may be useful to think of the Decision Making Framework operating as 4 different levels
 - **Level 1** – A Key Decision that can only be taken forward by Cabinet or Council i.e. Setting of the Council Tax/Budget setting/School Closures/Service Changes.

- **Level 2** – A Key Decision that can be taken forward by a Cabinet Committee or by individual Cabinet Member or through one of the Council's Regulatory Committees i.e. Planning Applications, Licensing Applications.
- **Level 3** – A Key Decision that can be taken as a Key Officer Delegated Decision. i.e. Grant Funding applications, [minor Policy/Service Changes/LDP Monitoring Reports](#).
- **Level 4** – An operational decision that can be taken through an Operational Officer Delegated Decision. i.e. Road Traffic Closures, certain Welsh Government Consultation responses.

N.B

Scrutiny Committees and Cabinet Steering Group's set up under the Leaders scheme of delegation are ***not*** decision making Committees (these can only make recommendations) so would not be included within this decision making structure.

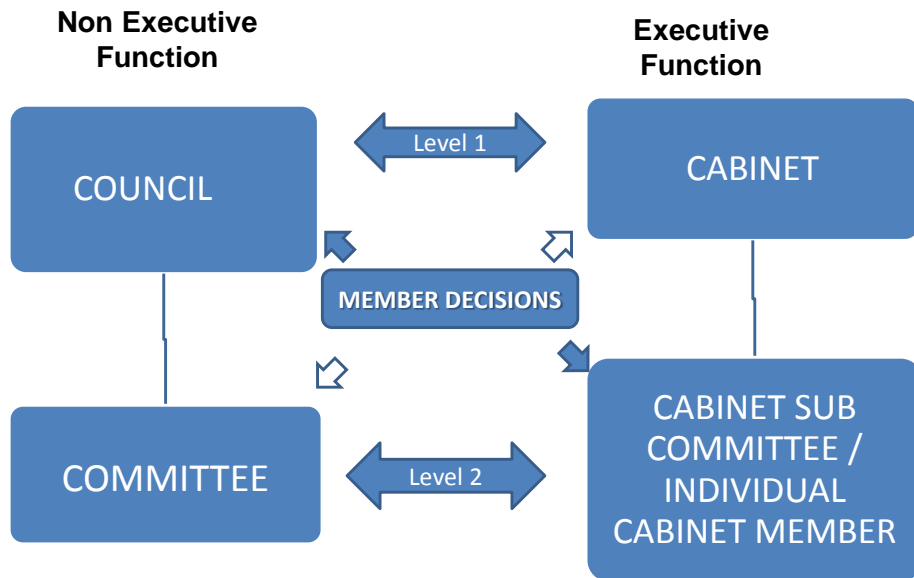
Private meetings of the Cabinet convened in accordance with paragraph 10(1) of the Council's Constitution are also excluded in this framework as this meeting **allows for discussions only; no decisions can be made at this meeting**.

Individual Cabinet Member Decisions are used sparingly, as it is preferred for such decisions to be taken collectively by Cabinet.

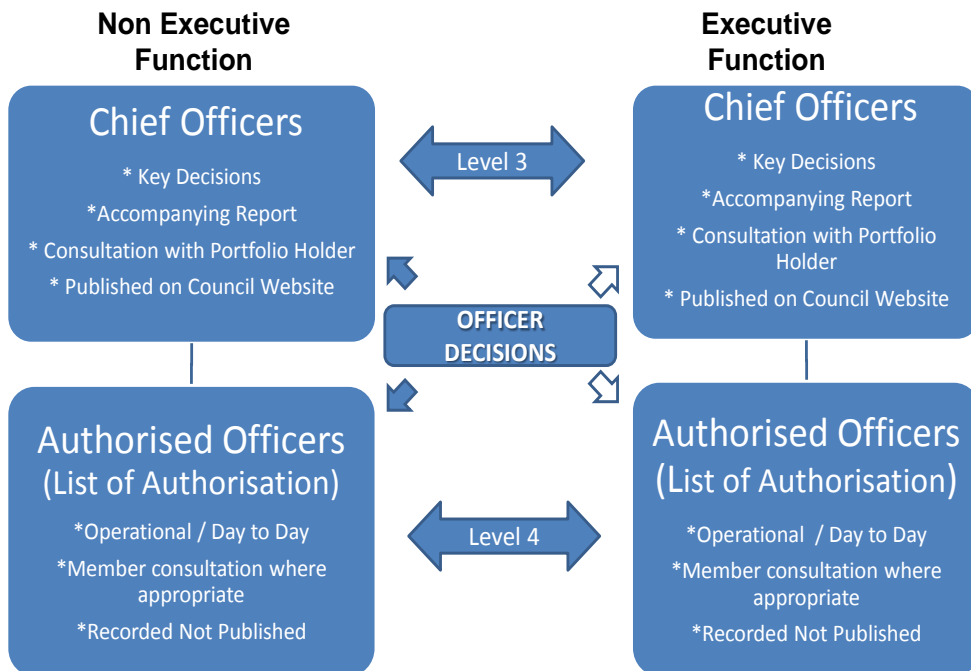
Appendix 1 provides a further outline of the Decision Making framework in respect of the Scheme of Delegation, and a useful diagram is shown overleaf.

DIAGRAM OF THE 4 LEVELS OF DECISION MAKING.

Part 3 – Section 5 of the Constitution Executive and Non Executive Decision Making Frameworks



Part 3 – Section 5 of the Constitution Executive and Non Executive Decision Making Frameworks



N.B Due to changes in the Cabinet Work Programme, Officers will need to provide the Cabinet Office with a regular update on all Key Decisions to be taken in the future in respect of Executive Functions so that they can be detailed within the Cabinet forward Work Programme. This means incorporation of decisions to be considered at a Cabinet Committee or intended to be taken through an Officer Delegated Decision.

(The following section of the Guide provides more detail on the Cabinet Work programme)

2. WORK PROGRAMMES

- 2.1 Work Programmes are an important tool for Members to assist them in viewing items that are coming forward to Committee and for other Committees to utilise to prevent duplication of work and assist with pre-scrutiny.
- 2.2 The Council's Access to Information Procedure Rules require the production of a Cabinet forward Work Programme, over a three month period.
- 2.3 Cabinet Work Programmes should list all of the 'Key Decisions' which the Cabinet proposes to consider over a 6 month period (although the timescales do not have to be stipulated) thereby allowing for sufficient notice and opportunity for any prior consultation and / or pre-scrutiny. The Work Programme is a 'living document' and is subject to change to take into account any urgent items or additional items as and when arising.
- 2.4 Along with the proposed titles of the Key Decisions a brief 'purpose of the report' must also be included. It is anticipated that reporting of the Work Programme in this manner will make the Work Programme more accessible to members of the public, improve transparency as well as further facilitating opportunities for pre-scrutiny.
- 2.5 Publication of an accurate Work Programme outlining consideration of Key Decisions will strengthen the Council's Governance arrangements.
- 2.6 The Access to Information Procedure Rules requires the publication of the Work Programme and with the growth and increased access to the internet, publication of the Work Programme will be taken forward through the Council's website, with the Work Programme being updated and reflected on the main Cabinet page of the website.
- 2.7 Currently Work Programmes are developed for Cabinet and the Council's Scrutiny Committees and all are available through the Council's website for Elected Members and members of the public to access via the relevant pages
- 2.8 In order to further assist Elected Members, and members of the public, it is proposed Work Programmes also be accessed via a single dedicated page on the Council's website. This would improve ease of access and increase transparency. This would include access to a Work Programme in respect of full Council.

WHAT THIS MEANS FOR OFFICERS:

- At the beginning of the Municipal Year the Work Programme's for Cabinet, Council and Scrutiny for that Municipal Year will be published advising of the items coming forward over a 12 month period, with the caveat that the Work Programme will be subject to change and amendment to take into consideration urgent items or additional items as and when arising.
- This Work Programme's will be available on the main 'Councillors, Committees & Meetings' web page.

CABINET

- In respect of Cabinet the Work Programme will then be reported to Cabinet every 3 months and will be updated accordingly.
- The Cabinet Work Programme will detail all 'Key Decisions' intended to be considered, including decisions taken at Cabinet or through an Officer Delegated Decision.
- To populate the Work Programme the Executive & Regulatory Business Unit will email SLT asking what Key Decisions will be coming forward over the next 6 months for inclusion on the Cabinet Work Programme. The Work Programme will also be presented as an agenda item at an SLT meeting during the appropriate Cabinet Cycle.
- Each service area will need to consider the Cabinet Work Programme at their Group/Service Management Team meetings so that the relevant information relating to their individual service's rolling work programme, is captured within the Work Programme itself.
- All Key Decisions will need to be added to the Work Programme (whether these are intended to be taken by Cabinet or through an Officer Delegated Decision).
- The following headline information will need to be captured on the Work Programme:
 - **Title** - The proposed title of the report (Key Decision) although it is appreciated that the title may change once formally presented.
 - **Brief Outline** - A brief 'purpose of the report' will need to be provided to allow Members and the public a further understanding of the decision to be taken.
 - **Decision Maker** – The framework in which the decision will be potentially taken i.e. Cabinet or Delegated Decision. Again it is appreciated that this may be subject to change.

- **Proposed Date** - Officers will need to advise of the proposed calendar month this decision will be taken although it is appreciated that the item may not hit the timeframe originally proposed. If this is the case the item will be pushed to the next month, unless officers advise of a specific new timescale.
- **Report Status** – This will indicate the current status of the report – whether it's complete, at drafting stage, discussions with SLT etc.
- **Responsible Officer / Member** – To assist Members and the Public further, the Work Programme will record the appropriate Cabinet Member and officer to ensure accountability.
- **Report Classification** - Officers will also need to advise as to whether the report will be an 'open' or 'exempt' report. (*Details on the criteria for Open and Exempt reports can be found in section of the handbook*)
- **Consultation** – The Work Programme will also display information as to whether any consultation needs to be undertaken in advance of the decision being made.

COUNCIL

- At the beginning of the Municipal Year the Work Programme for Council for that Municipal Year will be published advising of the items coming forward over a 12 month period, with the caveat that the Work Programme will be subject to change and amendment to take into consideration urgent items or additional items as and when arising.
- The following headline information will need to be captured on the Work Programme:
 - **Title** - The proposed title of the report (Key Decision) although it is appreciated that the title may change once formally presented.
 - **Brief Outline** - A brief 'purpose of the report' will need to be provided to allow Members and the public a further understanding of the decision to be taken.
 - **Proposed Date** - Officers will need to advise of the proposed calendar month this decision will be taken although it is appreciated that the item may not hit the timeframe originally proposed. If this is the case the item will be pushed to the next month, unless officers advise of a specific new timescale.
 - **Report Classification** - Officers will also need to advise as to whether the report will be an 'open' or 'exempt' report.
 - **Consultation** – The Work Programme will also display information as to whether any consultation needs to be undertaken in advance of the decision being made.

- Officers will need to advise of any additional items that may arise during the course of the Municipal Year so that they may be added to the work programme.

N.B It is essential that the Committee Work Programme's reflects the agenda's each month to ensure transparency with decision making and to allow for pre-scrutiny.

If Officers become aware of a decision to be taken forward which can be added to the programme they should let the Executive & Regulatory Business Unit know as soon as possible.

3. SCRUTINY CALL IN

- 3.1 A decision taken by the Cabinet, an individual Cabinet Member or a Key officer Delegated Decision is subject to the Scrutiny Call In process. The current process for Members calling in such Decisions is outlined within paragraph 17 of the Overview & Scrutiny Procedure Rules (Appendix 2).
- 3.2 Following the AGM on the 23rd May, 2018 Members supported the following changes to the Call In process:
 - Call In forms be submitted electronically (via email) to the Council's Monitoring Officer for consideration and acceptance. One Member of the Call In needs to send such correspondence.
- 3.3 Members can either attach to the email a completed Call In form (using the standard template) or list the required detail prescribed in the form in the body of the email itself, which primarily includes:
 - The decision being called in and the Relevant Decision Maker
 - The three members calling in the decision; and
 - The reason(s) for the Call In.
- 3.4 There will no longer be the requirement for Members to physically sign a Call In form.
- 3.5 This new way of working should assist Members to call in a decision in a more efficient and quicker manner.
- 3.6 It was also agreed that the Call In period be reduced to three clear working days from the existing five clear working days to reflect the new, more efficient approach to Members Calling In decisions.

- 3.7 As stipulated in paragraph 17.2 of the Overview & Scrutiny Procedure rules, currently any urgent decision to be taken by the Cabinet/Key Officer Delegated Decision needs the agreement of the Mayor (or in his/her absence the Deputy Mayor) or where both are absent the Head of Paid Service. Such agreement is reflected via the appropriate signature on the decision document following their consideration of the matter.
- 3.8 Going forward, following discussions with the Mayor / Deputy mayor regarding the need for a decision to be taken urgently, an electronic signature will be utilised on any decision document, to prevent any delay with the decision being made and published.

WHAT THIS MEANS FOR OFFICERS:

- Decisions of the Cabinet/Key Officer Delegated Decision will come into force and may be implemented on the expiry of **three** clear working days after the publication of the decision, unless the decision is called for review. No work can be undertaken on implementing the decision until expiry of the Call In procedure, any work taken forward during this period would be ultra vires
- Three Clear working days does not include the day the decision is published.
- The Decision Notice will clearly state the date a decision can be implemented, so Officers should always refer to the decision for accuracy.
- There may be situations where a decision taken is exempt from Call In, due to the need for the decision to be referred to full Council/scrutiny etc. Or it may be exempt for reasons of urgency. Again, officers should refer to the Decision Notice in such situations.

4. SENIOR MANAGEMENT STRUCTURE – LIST OF AUTHORISATIONS

- 4.1 Following the changes to the Senior Management Structure in 2016, and to ensure a manageable and efficient process is in place in respect of Chief Officer Delegation, amendments were made to the Chief Officer authorisation list to allow members of the Senior Leadership Team to authorise Officer Delegated Decisions.
- 4.2 The Council's Functional Chart, attached as Appendix 3 illustrates the revised arrangements.

WHAT THIS MEANS FOR OFFICERS:

- Officers of the Senior Leadership Team can now sign Delegated Decisions.
- Officers who have/will be given such authorisation with regards to their specific responsibilities are:
 - Chief Executive – Chris Bradshaw, Christian Hanagan, Simon Gale
Andy Wilkins & Richard Evans
 - Corporate & Frontline Services – Barrie Davies; Nigel Wheeler & Dave Powell
 - Community & Children's Services – Gio Isingrini & Paul Mee.
 - Education & Lifelong Learning – Chris Bradshaw & Gaynor Davies.

In respect of the general authorisations, an Officer Authorisation template must be completed and signed for each individual officer who is responsible, through the delegation process, for discharging one or more Executive and or Non Executive Functions.

- The template covers commonplace authorisations, which may be held by multiple officers in various services across the Council. Completing/Authorising Officers will also have to add any service specific authorisations to the template on completion.
- Officers are supported to complete templates by a designated person in each service area. In most cases, this is the PA or other Officer who supports the relevant SLT member. This Officer is also responsible for maintaining, updating and reviewing records, as outlined in the template guidance.
- The template is attached as Appendix 4

5. SENIOR OFFICER DELEGATED DECISIONS

- 5.1 Executive Functions are delegated to Senior Offices under s15 of the Local Government Act, 2000. These functions are predominantly those functions which fall under their responsibility and in the terms set out in Section 5 of Part 3 of the Constitution – the Council's General Scheme of Delegation.
- 5.2 All 'Key Decisions' of an Officer, made by Delegated Decision, must be published, on the Council's website in the same manner as decisions of the Cabinet. Delegated Decisions will need to be published no later than 2 clear working days following the decision being taken.

- 5.3 Once published, the Delegated Decision will be subject to the same process in respect of 'Call In' as any Cabinet Committee Decision, i.e. the decision will come into force and may be implemented on the expiry of five clear working days after the publication of the decision, unless the decision is called in for review by Scrutiny in accordance with the Council's Overview and Scrutiny Procedure Rules.
- 5.4 An email link to the Officer Delegated decision will be sent to all Councillors following publication.

OPERATIONAL/DAY TO DAY DECISIONS.

- 5.5 In respect of Operational or 'day to day management' decisions taken forward through Officer Delegated Decisions, these will need to be recorded by the responsible service area and an appropriate record of such decisions maintained. Such Operational Officer Delegated Decisions will not be subject to the Council's Scrutiny 'call-in' process.

WHAT THIS MEANS FOR OFFICERS:

- Delegated Decisions can be taken by Officers of the Senior Leadership Team in consultation with the relevant Cabinet Member.
- The Leader's Scheme of [Delegation](#), which is available on the Council's website illustrates each Cabinet Member's portfolio, which will assist you in establishing which Cabinet Member can sign as consultee. If you are unclear as to which Cabinet Member should act as consultee please contact the Executive & Regulatory Business Unit for assistance.
- A report outlining the context and need for the Delegated Decision to be made must accompany all decisions taken, as in the same way officers would draft a report for consideration at Cabinet. If the accompanying report contains exempt information and is classed as such then the reason for the exemption should be provided on the Decision Notice itself. (Details of the categories of exempt information can be found in Section 2 (6) of the Guide).
- Officers must indicate at the top of the Decision Notice whether the decision is a Key Decision or an Operational Decision.
- The Decision Notice must provide brief details of the purpose of the accompanying report.
- The Decision Notice must provide clear detail of the decision being taken
- It must be signed and dated by the relevant Cabinet Member as a consultee to the decision.
- It must be signed and dated by the appropriate Senior Officer (or in his/her absence, the Chief Executive).
- Other officers can sign (if appropriate) as consultees to the decision for example where the decision is cross cutting across service areas.

- It is the responsibility of the Officer taking forward the Delegated Decision to consult (if needed) with the relevant finance officer, if there is deemed a financial impact to the Authority in respect of the decision being made. If deemed appropriate the finance officer should also sign the decision, in capacity as 'consultee'.

N.B It is for Officers to determine whether the decision that they are taking is a Key Decision or whether it is an Operational decision. This is not a decision determined by the Executive & Regulatory Business Unit. If Officers are unsure as to which category the decision falls they should speak to the Council's Monitoring Officer for guidance.

The Delegated Key Decision form and Delegated Operational Decision Forms are attached as Appendix 5 & 6

'KEY DECISION' DELEGATED DECISIONS PROCESS

- The Call-In procedure shall apply to Key Decisions, however it will not apply when a decision is deemed urgent and any delay caused by the Call-In process would seriously prejudice the Council's or other interests. The appropriate Cabinet Member or the Leader in his/her absence must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. The confirmation and signature of the Mayor or Deputy Mayor to the proposed decision must also be sought in accordance with the Overview and Scrutiny Procedure Rules 17.2(a).
- As stated above, urgent decisions will require the signature of the Mayor or Deputy Mayor in his/her absence to approve the reason for urgency. As agreed at the Council AGM on the 23rd May, 2018, an electronic signature of the Mayors is deemed acceptable.
- Once the appropriate signatories are added to the decision, the Delegated Decision and accompanying report must be forwarded to the Executive & Regulatory Business Unit with immediate effect to allow for publication on the Council's website.
- The Executive & Regulatory Business Unit will complete the remaining part of the decision template, advising of the date of publication and the corresponding implementation date (which will be subject to Call-In). This will be counter signed by the Secretary to the Cabinet (or the Monitoring/Deputy Monitoring Officer in his/her absence).
- The Delegated Decision and accompanying report (unless the report is classified as exempt) should be published immediately and no later than two clear working days following the delegated decision being taken.
- It is essential that Delegated Decisions are made available to the Executive & Regulatory Business Unit as a priority, to allow for publication of the Decision, to prevent any undue delay to implementation of the delegated decision.

- Once published, the Decision(s) will be subject to the same process in respect of 'Call In' as any Cabinet Committee Decision, i.e. the decision will come into force and may be implemented on the expiry of three clear working days after the publication of the decision, unless the decision is called for review. No work can be undertaken on implementing the decision until expiry of the Call In procedure, any work taken forward during this period would be ultra vires.
- The Executive & Regulatory Business Unit will send an email to all Councillors following publication of a Delegated Decision with the link to the decision(s), to ensure transparency. A similar email will also be sent to the Senior Leadership Team for information and any other officers consulted as part of making the decision.
- If the decision is 'Called-In' by the Overview & Scrutiny Committee, the Head of Democratic Services will advise the relevant officer(s).
- In such circumstances the Overview and Scrutiny Committee will need to convene their meeting within 5 days of the Call In period ending.
- At the meeting, if the Overview & Scrutiny Committee still have concerns about the decision that has been taken then they may refer it back to the decision making body (in these circumstances the relevant Senior Leadership Team Officer) for reconsideration.
- The Officer, in consultation with the Cabinet Member will reconsider the decision originally taken, amending the decision or not, before adopting a final decision. The decision then taken will take effect immediately and cannot be reviewed again by the Overview and Scrutiny Committee. The Officer will need to complete a revised decision record illustrating the decision to be taken following further re-consideration. This decision will be republished on the Council's webpage with the Call In Section of the form clearly illustrating that this reconsidered decision is the final decision and cannot be Called In.
- If the Overview and Scrutiny Committee did not refer the decision back then the decision will take effect on the date of the Overview and Scrutiny Committee meeting itself.
- The Secretary to the Cabinet will provide for information an update report to Council on a quarterly basis advising of any urgent Decisions taken through the Delegated Decisions Framework.

OPERATIONAL/DAY TO DAY DECISIONS

- Officers taking forward Operational decisions will need to complete the same Decision Notice template and produce an accompanying report, with the correct signatories as is the process with Key Decisions.
- Operational decisions will not be subject to the Council's Call In procedure and therefore will not be published in the same manner as outlined above.

- Operational Delegated Decisions do not need to be sent to the Cabinet Office although the following information must be emailed through to the Cabinet Office for a list to be maintained:
 - Title of the Decision,
 - Date Taken
 - Signatories
- Officers are responsible for ensuring that they keep a central record of all Operational decisions taken by the department.
- Although not a specific requirement, it is advisable that each service looks at publishing on the Council website under an appropriate page for their service area, the Operational decisions taken to reflect openness and transparency.

NOTES FOR COMPLETION

Cabinet Members must sign a Delegated Decision before the Senior Officer. If they sign and date *after* the date inputted by the Senior Officer the decision is **void**

Electronic signatures cannot be used on Delegated Decisions apart from that of the Mayor / Deputy Mayor in situations of urgency

There can only be one original copy of the Delegated Decision – Officers and Members should ***not*** be asked to sign two copies of the same decision. The original should be copied if further copies are required.

In respect of Key Decisions the Original needs to be sent to the Executive & Regulatory Business Unit

When authors are completing the Decision Notice and accompanying report they need to be mindful that the decision to be taken is an ***Officer*** Decision

There should be no reference on the decision or accompanying report to:-
“It was Recommended that” or “it is recommended that Members” as the decision has already been agreed in consultation with the Cabinet Member.

Officers will not be able to implement a Key Decision (unless it has been deemed urgent) until expiry of the Call In period. Any work taken forward during this period would be ultra vires and subject to investigation by the Monitoring Officer.

N.B

It is the responsibility of the Officer to decide whether a Delegated Decision to be taken is a Key Decision or Operational. Any queries in this matter should be taken forward with the Monitoring Officer.

Officers must ensure that all Delegated Decision and accompanying reports are completed correctly and in respect of Key Decisions sufficient time is given to providing the Decision to the Executive & Regulatory Business Unit for publication.

If officers are aware of any Delegated Decisions to be taken they should notify the Executive & Regulatory Business Unit so that the Decision can be added in advance to the Cabinet Work Programme.

6. CABINET DECISION NOTICES

- 6.1 Currently, all Cabinet and Committee papers are published on the Council website and links to the documents are emailed to all Councillors. This is the same in respect of Cabinet Decision Notices.
- 6.2 It is often the case that reports presented to Cabinet on a particular matter require subsequent presentation to full Council for decision. For example, the Council's Annual Revenue Budget - A budget strategy is agreed by Cabinet which it then recommends to Council for approval. Proposed Budget amendments can also be put forward for consideration at the relevant Council meeting. It is the role of the Council to formally approve the Revenue Budget.
- 6.3 In such circumstances it is proposed that the Cabinet Decision Notice should reflect that Call In is 'not applicable' in these areas as the item will be discussed and voted upon in Council.
- 6.4 The same is proposed for items which are presented to Cabinet and then presented to Scrutiny – For example, the Council's Performance & Resources reports are presented to Cabinet and then to the Finance & Performance Scrutiny Committee.
- 6.5 These proposed amendments are not intended to limit Members opportunity to Call In Cabinet decisions, but reflect a more common sense approach to the overall decision making process of the Cabinet and Council.

WHAT THIS MEANS FOR OFFICERS:

- Cabinet Decision Notices are available on the Council website.
- Following publication of Cabinet Decision Notices the Executive & Regulatory Business Unit will send out a link to the Decision Notices to all Councillors.
- A further email is circulated to SLT Members with the link to the Decision Notices and highlighting the Call In period notice.
- Cabinet and Committee papers are available on the Council website for the last 4 years. If Officers require any previous years archived papers then please contact the Executive & Regulatory Business Unit or Head of Democratic Services for assistance.
- Decisions which are not subject to the Council's Call In procedure can be implemented immediately, with no need to wait for the expiry of three working days following the meeting.
- The Decision Notice will clearly state if any item is subject to Call In and if so, the implementation period for the decision.
- Any work/service changes undertaken during the Call In period would be un-authorised and potentially subject to investigation by the Monitoring Officer.

7 REPORTING TO MEMBERS.

- 7.1. A revised officer report format template was introduced in November 2015. This template ensures that authors of reports acknowledge and report on a range of important issues, highlighting to Members potential impacts and implications of a Cabinet Committees decision. The report format with universal sections such as Consultation, Equality & Diversity Implications, Legal and Financial implications will assist with the production of full and timely information when considering the introduction of new policies/service changes. This template has since been updated to include reference to the Well-being & Future Generations (Wales) Act.
- 7.2 It is also important that all reports going forward should identify/reference how the report's subject will help to contribute to achieving the Council's local priorities and its requirements in respect of Well-being of Future Generations Act.
- 7.3 For consistency, and general good practice, it was agreed at the 2018 Council AGM that the officer report template is utilised for **ALL** Committee reports/Delegated Decision reports going forward in the future.

WHAT THIS MEANS FOR OFFICERS:

- **All** authors of reports must use the new report template for any report produced for Committee consideration and for Delegated Decisions.
- Appendix 7 provides officers with the format of the Report template for Cabinet with some useful guidance notes populated beneath each section to hopefully assist Officers with completion of their reports. This template should be amended and utilised for all Committee reports going forward.
- Items going forward to a Private meeting of the Cabinet are called 'Discussion Papers' as no formal decision can be made at this meeting. The template for Discussion Papers is attached as Appendix 8. In addition, under Appendix 9 is a template for Delegated Decisions.
- All reports should focus around the ultimate objectives and priorities of the Council going forward, to illustrate a more streamlined and joined up approach. This will include the Future Generations Well-being Goals and ways of working. Guidance notes, as listed below have been drafted to assist Officers writing future reports.

NOTES FOR COMPLETION

EXEMPT REPORTS.

Officers will need to establish whether the information contained in a report should be exempt from publication due to its content and authors will need to consider the public interest test should they consider a relevant exemption applies. An exempt report will need to be clearly marked with the correct category exemption paragraph reference.

A new proforma has been established which Officers will need to complete to illustrate the reasons why the report has been classified as Exempt. This proforma will need to be endorsed by the appropriate solicitor for your service area, with final sign off by the Council's Monitoring Officer. This approach has been taken forward following recommendations from the WAO as good practice.

To assist Officers in establishing whether the report is to be exempt or open, a detailed guidance note has been produced, highlighting all of the Exemptions that could be used and the reasons for the exemptions.

The proforma and guidance note is attached at Appendix 10 & 11.

EQUALITY & DIVERSITY IMPLICATIONS

The introduction of Equality and Impact Assessments (EIA) as a standard item within each Cabinet / Committee report will ensure that both Officers and Members have had due regard to any potential impact a service change / policy may bring before considering any decision.

Not every report will require a full EIA to be completed due to the purpose or content of that report. What is required is evidence that Equality issues have been considered, properly taken into account and that this evidence is reflected within the report.

Guidance notes and the Equality Screening forms are attached at Appendix 12 & 13

N.B

It would not be the intention to include/annex the complete equality screening report or if needed the EIA to the report, unless it is deemed necessary to do so for Member's consideration. Members must be advised that copies of an EIA (if undertaken) can be obtained from the author of the report and in addition a copy must be held in a central location within the Executive & Regulatory Business Unit for Members' perusal.

BACKGROUND PAPERS

Background papers are an important source of information helping to outline and explain to readers how policies/service changes have been prepared and what information/documentation/legislation has been considered in formulating the report but are not included/annexed as part of the report itself.

All reports should identify any background papers used (if any) when drafting a report, although it may be the case that the report is a new standalone item.

Examples of Background Papers include – Cabinet Decisions/Council Minutes/Committee papers/Welsh Government Consultation Documents/Research Documents/ Legislation.

N.B Background papers are not a list of appendices attached to the report.

LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

All reports should focus around the ultimate objectives and priorities of the Council going forward, to illustrate a more streamlined and joined up approach. This will include the Future Generations Well-being Goals and ways of working.

Officers should consider how the contents of the reports and the decisions within them link to these priorities, principles and goals, and **ALL** reports should identify/reference how the subject will help to contribute to achieving the Council's local priorities and its requirements in respect of Well-being of Future Generations Act

THE COUNCIL'S LOCAL PRIORITIES

1. The Council's three priorities as set out in the Council's Corporate Plan, The Way Ahead and subsequently adopted as the Council's Well-being Objectives and
2. The five work streams that will deliver the Corporate Plan in a climate of funding reductions:
 - * Digitalisation
 - * Commercialisation
 - * Early intervention & Prevention
 - * Independence
 - * Efficient and Effective Organisation

THE COUNCIL'S STATUTORY REQUIREMENTS IN RESPECT OF WELL BEING OF FUTURE GENERATIONS ACT.

The Council has committed to embedding the requirements for the Well-being of Future Generations Act, into its processes. The Council will apply the 'spirit' of the WFG to avoid any additional burden to the leadership, management and governance of the Council. This was agreed by a Cabinet decision in November 2016. This means that

- 1 As a matter of course, the report should set out how Sustainable Development have been applied to the subject. Also referred to as the five ways of working, these are
 1. Considering the **long term** effect of what we do, so that we balance what RCT needs now with what it is likely to need in the future

2. Collaborating with others where we can help to help us meet our objectives
3. Organising our services so that they are focussed on early intervention, **preventing** problems from getting worse or happening at all
4. **Involving** people in the way we plan, deliver and check our services are making a difference, recognising that the people delivering and receiving services often know best.
5. **Integrating** what we do other organisations and groups working in the communities we serve

2 The report should also include how the work will maximise the Council's contribution to meeting the 7 national well-being goals, i.e.

1. A prosperous Wales
2. A resilient Wales
3. A healthier Wales
4. A more equal Wales
5. A Wales of Cohesive communities
6. A Wales of vibrant culture and thriving Welsh language
7. A globally responsible Wales

Authors **will** need to provide a brief statement as part of the Council's overall checklist within the report in respect of

*** How the subject of the report will contribute to the delivery of the Council's Corporate Priorities**

e.g. Extra Care Housing Strategy will support the delivery of the Council's corporate priority 'promoting independence and positive lives for everyone' by helping local people with care and support needs to stay living independently at home

*** How the Sustainable Development principle, i.e. the five ways of working has been considered**

e.g. This report has considered the long term impact of and for an aging population and preventing unnecessary hospitalisation. With the aim of meeting the needs of older people and improving their well-being the strategy is seeking to collaborate with others to put the citizen at the centre of the provision, integrates with Cwm Taf UHB to facilitate hospital discharge or avoid emergency hospital admission, will involve residents as part of the review of residential and day care services.

*** How the subject of the report seeks to maximise the Council's contribution to seven national well-being goals**

e.g. the delivery of extra care facilities will support the delivery of a healthier Wales, a more equal Wales, a Wales of cohesive communities, Wales of vibrant culture and thriving Welsh

Any other national strategies the subject of the report is seeking to address

e.g. This approach is entirely consistent with the direction of travel set out in the older person's housing strategy 'My Own Front Door - A Plan for Housing in Later Life' approved by Cabinet in Oct 2016.

Scrutiny Committees

At the conclusion of the report additional information is required in respect of the relevant scrutiny Committee the report content relates to. This assists with any pre-scrutiny arrangements and /or any referrals that need to be made to Scrutiny.

The current Scrutiny Committees are as follows (the terms of reference for each of the Committees can be accessed through the Councils constitution – ([Part 2 – Article 6](#))

Overview & Scrutiny

Children & Young People

Finance & Performance

Health & Well Being

Public Service Delivery, Communities & Prosperity.

8 MINUTES/MEMBER ATTENDANCE

- 8.1 All Committee meetings are recorded through the format of official Minutes, which are published in draft on the Council website within 10 working days of the meeting date.
- 8.2 In addition to Decision Notices, as from April 2016 minutes of the Cabinet are also published.
- 8.3 Minutes will not be verbatim and will only record the proceedings at the meeting.
- 8.4 In accordance with the decision taken at the Council Annual General Meeting the following information in respect of Elected Member attendance must be captured at Cabinet/Committee meetings going forward:-
 - A Members Attendance/Non-Attendance at a meeting
 - Recording whether apologies were given (or not) for non-attendance by a Member
 - Whether a Member remained for the duration of the meeting or left prior to its conclusion.
 - Attendance recorded for joint committees (which are not managed by the Council) and outside bodies Members may represent the Council on.

WHAT THIS MEANS FOR OFFICERS:

- Officers can access both Cabinet Decision Notices and Cabinet Minutes through the Council website.
- It is the responsibility of the Member to advise if they are unable to attend a meeting, however, if a Member offers an apology of absence to an Officer for a Committee meeting, Officers should advise the Executive & Regulatory Business Unit or Democratic Services to ensure the apology is noted and recorded.

- The recording of apologies will be taken through the Modern.Gov system.

9 DECLARATIONS OF INTEREST

- 9.1 Councillors must abide by the Members Code of Conduct and disclose any personal interests when they become an Elected Member. Such interests may relate to employment, ownership of land or business interests in their local area.
- 9.2 A Declaration of Interest form will need to be completed by Officers when disclosing an interest at a meeting.
- 9.3 In accordance with the Officers Code of Conduct, officers should declare a personal and or pecuniary interest, if they deem appropriate.

9.4 Personal & Pecuniary Interests

- Whilst employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or
- information acquired in the course of their employment to further their private interests, or the interests of others. In particular, Officers must comply with any rules of their relevant
- authority on the registration and declaration by employees of financial and non-financial interests. Officers will be required to disclose all personal and/or pecuniary interests in
- advance of any item of business at a meeting relevant to that interest.

WHAT THIS MEANS FOR OFFICERS:

- If An Officer is in attendance at a Cabinet/Committee meeting and believes that he/she has a personal or pecuniary interest on a subject matter being discussed then they must also disclose their interest at the meeting, complete a declaration of interest form and decide whether to stay in attendance when the item is being discussed.
- This will relate in the main to SLT officers, although other Officers should be mindful of any agenda item to which they have an interest.
- If Officers are unsure as to whether they have an interest which needs to be declared at the meeting they should speak to the Council's Monitoring Officer for guidance in advance of the meeting.
- An Officer Declaration of Interest form has been compiled and is attached at Appendix 14.

10. WELSH LANGAUGE

- 10.1 The Council has always provided, where possible a bilingual service to the residents of RCT. However, since the introduction of the Welsh Language Standards the provisions available by the Council have been further formalised and built upon.
- 10.2 In respect of Member reporting and attendance at Committee the following is now taken forward:
- Bilingual Agenda's
 - Bilingual Minutes
 - Bilingual Email Correspondence when addressing all Councillors
 - Translation facilities provided for the following Committee meetings:
 - Council
 - Planning & Development
 - Scrutiny
 - Licensing
 - Welsh Language Cabinet Working Group
 - Audit Committee
- 10.3 Translation may be needed for meetings of the Cabinet if a Member has requested to speak at the meeting and advised that they would like to converse in Welsh at the meeting.
- 10.4 Non compliance to the Welsh Language Standards may result in a complaint to the Welsh Language Commissioner and a financial penalty to the Council.

WHAT THIS MEANS FOR OFFICERS:

- If Officers wish to address all Member's or the public via any form of written correspondence, electronic or otherwise, additional timescales should be factored in to allow for translation of the correspondence.
- If you require simultaneous translation at a meeting then you should:
 - Provide as much notice as possible to the Welsh Language Unit in order to schedule an interpreter.
 - Advise attendees of the meeting that it will be possible to speak in either language, and that interpretation facilities will be available;
 - Ensure that the interpreter/Welsh Language Unit receives documentation relevant to the meeting beforehand, including any pre-prepared statements or scripts if appropriate;
 - Circulate glossaries and relevant terminology if the meeting deals with a field that is not usually discussed in Welsh
 - Ensure that the room where the meeting is held is appropriate and of the right size, and that the acoustics are acceptable;

- In respect of Committee meetings - Officers will need to provide Committee reports to the Executive & Regulatory Unit and/or Democratic Services within the specified timescales to allow for the additional timescales for translation, for the purposes of the Committee agenda.
- When attending a Committee meeting Officers and Members will be able to utilise the Translation Headsets provided.
- The Welsh Language Service have provided useful booklets for Bilingual Committee meetings, which is attached at appendix 15. This has been cascaded to all Elected Members.
- Officers may need to assist/remind the Chair of the opening address needed to be used bilingually at the start of a Committee meeting and for the Chair to advise that translation facilities are available.
- All equipment is sanitised after use by the translation unit.

• **N.B**

If it is evident from the members and officers in attendance at the meeting that none of the attendees would converse in the medium of welsh at the meeting then it is at the discretion of the Chair, whether they dismiss the translators in attendance. This is only permissible if there are no members of the public in attendance and confirmed apologies from those that may utilise the system have been provided.

SECTION 3

. MODERN GOV SYSTEM

11 MODERN.GOV SYSTEM – PAPERLESS CABINET

- 11.1 At the Cabinet meeting of the 19th May 2016, it was resolved that Cabinet and members of the Senior Leadership Team pilot a trial of paperless working in Cabinet Meetings and Cabinet Sub Committee meetings, committing to maximising opportunities to make efficiency savings to protect frontline services and to reduce the Carbon footprint of the Authority.
- 11.2 The recent transfer to the Modern.Gov software package, which assists officers with compiling committee agendas and reports, has also assisted in this pilot with the provision of electronic tablet applications, which allow straight forward access to Committee papers via either Android or Apple devices.
- 11.3 The Council has 29 “live” committees in operation including Cabinet, Full Council, Scrutiny Committees, Planning & Development and Licensing. This figure does not include any additional ‘working group’ meetings or Licensing Hearings.
- 11.4 Committees meet at varying frequencies throughout the year with agendas and reports printed and distributed to Elected Members, Co-opted Members and relevant officers prior to each committee meeting. Committee agendas are also published to the Council’s website with relevant links circulated to Members and a wider distribution for information purposes.
- 11.5 Modern.Gov software allows Committee agendas and reports to be collated and “pushed out” via an app which can be accessed through tablets, laptops and mobile phone devices set up and available to those on the prescribed distribution list.
- 11.6 The adoption of a paperless approach to meetings will result in the Council delivering printing, paper and production cost savings, reducing the Council’s carbon footprint as well as permitting Members and Officers to access other relevant information during meetings, thereby allowing them to more effectively and efficiently undertake duties
- 11.7 Following the successful pilot of the Modern.Gov app with Cabinet and Cabinet sub Committees it is the intention, subject to consultation with the Democratic Services Committee and a decision by each Member at Full Council for this approach to be rolled out to other Council Committees.

WHAT THIS MEANS FOR OFFICERS:

- The primary benefit of paperless meetings is the elimination of paper. Other benefits of the pilot include financial savings; highlighting the Council as being environmentally responsible, boosting productivity, saving space, and making documentation and information-sharing easier. It also illustrates a modern and forward thinking approach to Committee meetings in a digital age
- Modern.Gov software allows Committee agendas and reports to be collated and “pushed out” via an app which can be accessed through tablets and mobile phone devices set up and available to those on the prescribed distribution list.
- Once agendas and reports have been published, Members and Officers on the distribution list receive an alert to advise papers are available for download.
- The Modern.Gov App has a range of annotation tools to allow Members and Officers to make notes, highlight sections etc. as required.
- The Modern.Gov App, allows anyone to download publicly available meeting papers. This saves the council time and money when coordinating meetings and reduces the need to print and distribute lots of paper.
- Using the Modern Gov App also means that Members would be able to access other Local Council’s agenda and reports if published through Modern.Gov
- The Modern.Gov App also allows us to push Private or Restricted (Exempt Information) papers securely only to those members of the meeting that should have access to the information. This also saves the council time and money, but has the added benefit of ensuring that only the people who should see the papers have access to them.
- It is recommended that Officers and Members download Committee papers in advance of the meeting to their Ipad to reduce any issues with wifi connectivity in the Council Chamber or other Council Buildings.
- Instruction notes for accessing the Modern.Gov app and for annotating documents are provided as appendix 16. If officers require any further training on the Modern.Gov app and its functionality please contact the Executive & Regulatory Business Unit.
- The production of paper copies of Cabinet agendas and reports has now ceased for Officers and Cabinet Members.
- Due to required developments needed to be taken forward with the Modern.Gov system and compatibility with the Council’s website the Cabinet agenda and reports will still be available in the current format on the council’s website, and the appropriate links to these items will be circulated by the Executive & Regulatory Business Unit as usual practice to both officers and Members.
- Officers outside of SLT can utilise these links to access the reports if needed. There will be no spare copies of agenda’s or reports at Cabinet meetings. It will be officers responsibility to equip themselves with the information needed if attending Cabinet or Cabinet sub-Committee meetings.
- Any officers who attend Committees on a frequent basis and have an electronic device provided by ICT should contact the Executive & Regulatory Business Unit to see whether the Modern.Gov app could be made available to them.

N.B

The paperless Cabinet approach is for Cabinet and Cabinet sub-committees at this current time. The next Committees to take this approach forward are Licensing & Planning & Development (following the Council AGM) There will be no formal alteration to the production of Council, or Scrutiny Committees at this time, although it is the intention to take this forward within the near future. These items can be added to Modern.Gov in the interim for Members and Officers with access to Modern.Gov and who wish to further utilise the paperless approach.

Further work is now being taken forward in the second development phase of the Modern.Gov system, to see how the system can assist officers to work more efficiently with preparing Cabinet papers (i.e. Website, / Welsh Translation / Management Reporting - Attendance statistics reports / Members Declarations of Interest)

APPENDIX 1

DECISION MAKING AND SCHEME OF DELEGATION

DECISION MAKING ENTITY OR INDIVIDUAL	DECISIONS
Council	<p>Council will set the Policy Framework for the Council and its Annual Budgets and its Council levy.</p> <p style="text-align: center;">Article 4 of the Constitution</p> <p>It can delegate Council functions to Committees and Chief Officers</p>
The Executive (Cabinet)	<p>Makes the Council's major decisions in line with the policy framework and annual budgets set by Council.</p> <p>The Leader can delegate Executive functions to Cabinet Committees and Chief Officers (as published under the 3A)</p> <p>Cabinet Decision Notices are published and are Subject to the Council's Call In process</p> <p style="text-align: center;">Article 7 of the Constitution</p>
A Cabinet Member	<p>Individual Cabinet Members can take Key Decisions when deemed urgent, having taken advice from the relevant officer.</p> <p>Cabinet Member Decisions are published and are unlikely to be subject to Call In , due to the nature of the decision being taken as 'urgent'.</p> <p style="text-align: center;">Leader's Scheme of Delegation – Section 3A of the Constitution</p>
Chief Officer Delegation – Going forward as Senior Officer Delegated Decisions due to recent improvements.	<p>Council/Executive functions are delegated from Council or Cabinet to <i>Senior</i> Officers for decision.</p> <p>Key Decisions taken via an Officer Delegated Decision will be Published and Subject to Call In.</p> <p>Day to day management/operational decisions must be recorded and maintained on the Council's website by the respective Departments, but are not subject to call-in.</p> <p style="text-align: center;">Part 3 of Section 5 of the Constitution</p>

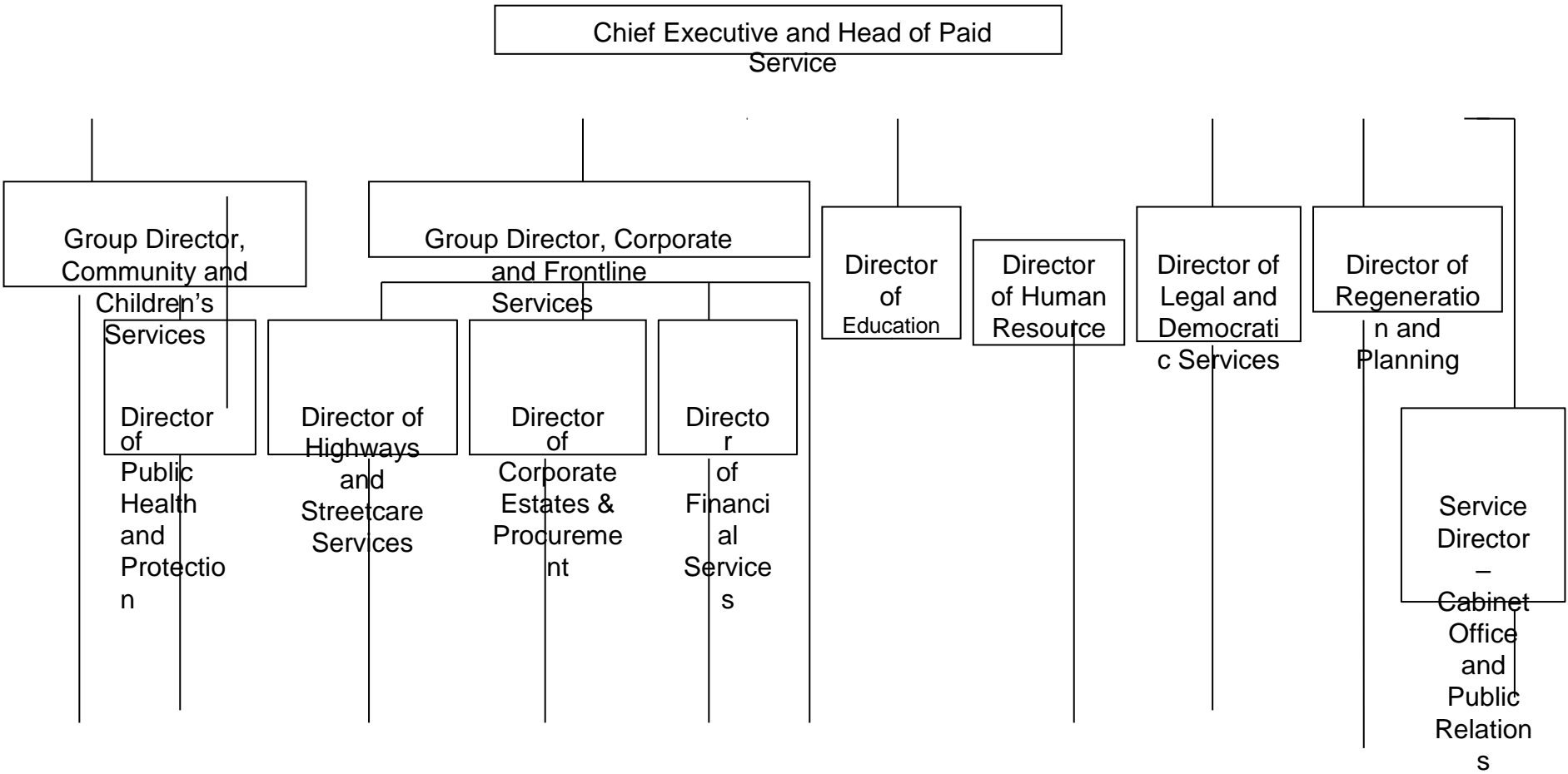
DECISION MAKING AND SCHEME OF DELEGATION

Authorised Officer	<p>A Senior Officer with functions delegated to him or her can “authorise” an Officer to take certain “delegated” decisions on his or her behalf</p> <p>Each Senior Officer will maintain a schedule of “authorisations” given within his or her function.</p> <p><i>It is the responsibility of the Senior Officer to ensure that the appropriate authorisations are in place.</i></p>
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APPENDIX 2

APPENDIX 3

FUNCTIONAL AREAS



Adult's

Public Health & Services	Highways	Estates	Financial Mgt	Customer & Accounting Services	Education Care & ICT	Employee School Improvement	Legal Services	Cabinet Secretariat		
Children's Services	Protection	Transportation	Procurement				Relations Organisational	Member Services	Regeneration & Prosperity	Public Relations
Services	Community Housing Services	Streetcare	Energy Management	Operational Finance		Access & Inclusion	& Employee Development	Democratic Services	Planning & Development	& Strategy
	Lifelong Learning		Land Charges	Performance & Improvement			Health & Safety	Electoral Registration	Strategic Housing & Grants	Cultural Services & Tourism
	Leisure, Parks & Countryside			Internal Audit			Equality & Diversity	Coroner		Council & Regulatory Business

APPENDIX 4

Authorisation Template.

RHONDDA CYNON TAF SCHEME OF DELEGATION OFFICER AUTHORISATION LIST

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
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GROUP	INSERT
POST TITLE AND GRADE	INSERT
SLT AUTHORISATION	INSERT
DATED	DAY/MONTH/YEAR

OVERVIEW

Rhondda Cynon Taf Council's Scheme of Delegation has been established in accordance with the terms in Section 5, Part 3 of the Council's Constitution. This Scheme applies from July 2016.

Under section 15 of the Local Government Act 2000, the Scheme of Delegation allows the Leader of the Council to delegate certain decision making powers to Chief Officers. The Council or Cabinet Committee can also delegate matters to officers for decisions.

The Scheme is intended to facilitate the efficient conduct of Council business, by clearly setting out the nature and extent of the powers delegated to posts by the Council. These powers are known as executive functions and are predominantly duties which fall within the daily responsibilities of the Senior Leadership Team (SLT) Officers.

The Local Government Act 2000 requires the Council to maintain a list specifying those powers which are exercisable by officers and stating the title of the officer who exercises that power. Members of the Senior Leadership Team will make all decisions, unless a named post/officer is authorised to discharge that function on his/her behalf, as detailed below.

In discharging all responsibilities, authorised officers must comply with the Authority's Rules of Procedure, agreed Council policies and protocols and statutory obligations. Authorised officers will ensure that in exercising their functions, decisions made can be supported with appropriate evidence (which may be within existing files or records).

GUIDANCE FOR COMPLETION

All fields highlighted in grey are to be replaced with the relevant text.

Each responsibility in the form below is described specifically in the adjacent column. Completing officers should delete the phrase 'has' or 'does not have' as appropriate and add any additional information in the comments column, for each responsibility. The executive functions listed in this document are those which officers across the Council are commonly authorised to exercise. However, this is not an exhaustive list and any additional functions should be recorded in the 'SPECIFIC AUTHORISATIONS' section.

An authorisation list should be completed for every individual officer who has authorisation to discharge one or more executive functions, or from a GR13 position and above. This form can be completed by any officer, but must be signed by the post holder and the appropriate SLT member.

Electronic Signatures can be used on the documents.

RETENTION

Once an officer authorisation list has been completed and signed by both parties, the responsible support officer will maintain any hard copies and a central electronic record must be maintained. The completing officer should also keep a record of their authorisation list for their own personal record.

PROCESS

MONITORING AND REVIEW

All records must be updated in a timely manner to reflect, as appropriate:

- Restrictions to the responsibilities of the post holder; and/or*
- Addition of responsibilities to the post holder's authorisation list.*

This should be done as soon as possible following a change to authorisation levels. Most commonly, amendments to authorisation lists will occur as a result of amendments to an officer's role, such as an increase or decrease in grade.

Where an officer starts with the organisation, an authorisation list should be completed as part of the induction process (if the officer is at the appropriate grade). Where an officer leaves the organisation, any authorisations which that officer holds should be assessed as to whether they need to be reassigned to another officer (in particular where the authorisation lies with one officer only and the position of the departing officer is being deleted).

In order to 'mop up' any amendments to officer authorisation lists which have not been actioned, all lists should also be reviewed annually. It is the responsibility of the completing officer to implement a review process.

SUPPORT

In most instances, the officer responsible for support to the Senior Leadership Team Officer will maintain the officer authorisation lists in that area (e.g. all Regeneration and Planning officer authorisation lists will be maintained by the Secretary to the Director of Regeneration and Planning). However, this responsibility can be assigned elsewhere by the Senior Leadership Team Officer, if deemed appropriate. The officers with responsibility for the maintenance of the lists will be able to advise other officers on their completion and source guidance where appropriate.

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
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DELEGATED DECISIONS		Comments
Significant key decisions	The post <u>has/does not have</u> authority to take significant key decisions in consultation with the relevant Cabinet Member in respect of INSERT SERVICE AREA	
Operational decisions	The post <u>has/does not have</u> authority to take operational decisions in consultation with the relevant Member in respect of INSERT SERVICE AREA	

INFORMATION MANAGEMENT		Comments
Development of information sharing protocols	The post <u>has/does not have</u> authority to develop/review an information sharing protocol subject to final approval by the Council's Senior Information Risk Owner and the relevant Service Director.	
Development of data processing agreements (between the Council and an external contractor)	The post <u>has/does not have</u> authority to develop/review a data processing agreement on behalf of the Council subject to final approval by the Council's Senior Information Risk Owner and the relevant Service Director.	
Disposal of information	The post <u>has/does not have</u> authority to approve the disposal of information in line with the Council's Retention and Disposal guidance and the relevant retention/disposal periods, as determined by the Information Asset Owner.	

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
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MANAGING SERVICE PERFORMANCE AND DELIVERY		Comments
Preparation of reports	The post <u>has/does not have</u> authority to prepare reports in the name of (insert SLT MEMBER).	
Instigating consultation on behalf of the Council	The post <u>has does not have</u> authority to instigate a consultation exercise on behalf of the Council in line with Council policy and procedures.	
Initiating collaborative working arrangements with other local authorities/third sector/private organisations	The post <u>has/does not have</u> authority to initiate collaborative working arrangements with other local authorities/third sector/private organisations on behalf of the Council in line with Council policy and procedures.	
Service self evaluation	The post <u>has/does not have</u> authority to approve a service self-evaluation that is evaluative and is subjected to relevant Cabinet Member challenge.	
Health and safety – inspection and reporting of issues	The post <u>has/does not have</u> authority to make all day to day functional decisions in respect of health and safety, in compliance with Health and Safety policies, reporting issues to senior management.	
Managing FTE numbers – increasing and/or reducing costs associated with the FTE numbers/budget	The post <u>has/does not have</u> authority to recommend the creation/increase/deletion of FTE posts, secondments and honorarium payments to the Change Control Panel, subject to HR and Finance approval by the designated officers.	

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
----------------------	---------------	-----------------------	---------------	--------------------------	---------------

RESOURCE MANAGEMENT		Comments
Budget/financial management	The post has/does not have authority to manage the INSERT BUDGET AMOUNT budget of INSERT SERVICE AREA , which includes making day to day functional decisions around budget and financial management, which includes making day to day functional decisions around budget and financial management, including) instigating a procurement process, awarding contracts, ordering and raising invoices within the budget.	Officers should delete as appropriate in respect of the functions that they can perform within this area.
Disposing of Council assets (excluding land and/or buildings)	The post has/does not have authority to dispose of Council assets, such as equipment and furniture (not land and/or buildings) up to a value of INSERT VALUE	Land and buildings covered by Constitution Part 4 of the Constitution (Group Director, Corporate and Frontline Services)
Grants	<p>The post has / does not have authority to approve receipt of a grant by the Council, up to a value of INSERT VALUE</p> <p>The post has/does not have authority to approve the allocation of a grant to an external party from the Council, up to a value of INSERT VALUE</p>	Add 'and external funding'
Licences	The post has / does not have authority to grant the following licences, on behalf of the Council: INSERT LICENCES	
Permits	The post has/does not have authority to approve applications for the following permits, on behalf of the Council: INSERT PERMITS	

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
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HUMAN RESOURCES		Comments
Consult with Trade Unions on significant issues	The post has/does not have authority to consult with the Trade Unions on managing change issues including restructures, re-grading and employee transfers, in conjunction with the Director of Human Resources.	
Appointing staff	The post has/does not have authority to appoint staff to posts up to INSERT GRADE in conjunction with HR and in compliance with all relevant HR policies.	
Holidays (including carry forward and Leave of Absence) and Approval of Time Off In Lieu (TOIL)	The post has/does not have authority to approve leave including carry forward and Leave of Absence) and TOIL for staff holding up to INSERT GRADE in compliance with HR policies and procedures.	
Managing staff sickness (including receipt of staff notification that they are sick (days 1, 4, 7, 14, etc.), return to work interviews and trigger points	The post has/does not have authority to manage staff sickness, including receipt of staff notification that they are sick, undertaking return to work interviews and managing sickness absence trigger points, for staff holding substantive posts up to INSERT GRADE and in compliance with HR policies and procedures.	
Approving a request for reasonable adjustments	The post has/does not have authority to agree reasonable adjustments (i.e. phased returns for staff) for staff returning from long term sickness absence for posts up to INSERT GRADE in compliance with HR policies and procedures.	
Authorisation of overtime and approval of timesheets	The post has / does not have authority to authorise overtime for staff and to verify the accuracy of timesheets for posts up to INSERT GRADE in line with HR policy and in conjunction with the budget holder.	

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
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Authorisation of staff expenses	The post <u>has/does not have</u> authority to authorise staff expenses for staff in posts up to INSERT GRADE in line with the Council's expenses policy.	
Authorisation of manual payroll adjustments	The post <u>has/does not have</u> authority to authorise manual payroll adjustments for staff in posts up to INSERT GRADE in line with the Council's pay policy.	
Determine training priorities	The post <u>has/does not have</u> authority to identify training requirements in line with budget responsibility and submit training priorities to the training budget holder on behalf of the section.	
Disciplinary matters	The post <u>has/does not have</u> authority to make decisions in respect of disciplinary matters in line with the Council's Constitution and Disciplinary Procedures.	

RHONDDA CYNON TAF SCHEME OF DELEGATION OFFICER AUTHORISATION LIST

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
--------------	--------	---------------	--------	------------------	--------

SPECIFIC AUTHORISATIONS – OPTION 1			Comments
<p>In addition to the authorisations listed above, officers in certain areas will have specific authorisations which arise from statutory regulatory or other requirements relating to the post or service. Please use this section to add any specific responsibilities that the officer has (please add rows as appropriate). Specific responsibilities might include, but are not limited to, exercising the following duties, on behalf of the Council:</p> <ul style="list-style-type: none"> • Instigating legal action; • Executing documents under seal; • Approving applications for planning consent; • Respond to complaints and/or concerns received as part of the Council's Customer Feedback Scheme; • Respond to Freedom of Information requests; or • Any other authorisations as required by the role. 			
INSERT AREA OF SPECIFIC AUTHORISATION	The post has / does not have authority to INSERT SPECIFIC AUTHORISATION		
INSERT AREA OF SPECIFIC AUTHORISATION	The post has / does not have authority to INSERT SPECIFIC AUTHORISATION		
INSERT AREA OF SPECIFIC AUTHORISATION	The post has / does not have authority to INSERT SPECIFIC AUTHORISATION		
INSERT AREA OF SPECIFIC AUTHORISATION	The post has / does not have authority to INSERT SPECIFIC AUTHORISATION		

**RHONDDA CYNON TAF SCHEME OF DELEGATION
OFFICER AUTHORISATION
LIST**

POST REF.	INSERT	POST TITLE	INSERT	DATE REVIEWED	INSERT
--------------	--------	---------------	--------	------------------	--------

DECLARATION

By signing this authorisation list, we (Senior Leadership Officer and position holder) confirm that we have read and understood which responsibilities the named officer has and does not have the authorisation to exercise. Officers are only permitted to carry out the functions contained within this list and must comply with the limitations as set out above.

SIGNATURES			
SLT officer signature		Date	
Post holder signature		Date	

APPENDIX 5

APPENDIX 6

APPENDIX 7



EXEMPTION – Confidential

Authors will need to be mindful as to whether the information contained in the report should be exempt from publication due to its content and the authors will need to consider the public interest test. If deemed exempt the correct exemption will need to be inserted here and the 'Exemption Proforma' will need to be completed.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET/COUNCIL

DATE

TITLE OF THE REPORT

REPORT OF (DIRECTORATE) IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDER (CLLR(s)) *(The relevant Cabinet Member section only needs to be completed for Cabinet Meetings)*

Author(s):

1. PURPOSE OF THE REPORT

1.1 The purpose of the report is to

2. RECOMMENDATIONS

It is recommended that the Cabinet:

3 REASONS FOR RECOMMENDATIONS

4. BACKGROUND

5 EQUALITY AND DIVERSITY IMPLICATIONS

6 **CONSULTATION**

7 **FINANCIAL IMPLICATION(S)**

8 **LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

9 **LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.**

Guidance Note - Officers should consider how the contents of the reports and the decisions within them link to these priorities, principles and goals, and **ALL** reports should identify/reference how the subject will help to contribute to achieving the Council's local priorities and its requirements in respect of Well-being of Future Generations Act. The 'spirit' and 'ethos' of the WFG should be reflected throughout reports for Member / officer consideration, and not solely in this section of the report.

However, Officers ***will need*** to complete the following as part of their reports:

How the subject of the report will contribute to the delivery of the Council's Corporate Priorities?

How the Sustainable Development principle, i.e. the five ways of working has been considered?

How the subject of the report seeks to maximise the Council's contribution to seven national well-being goals?

Any other national strategies the subject of the report is seeking to address.

(Please see officer hand book for further guidance and examples on this section of the report)

10 **CONCLUSION**

Other Information:-

Relevant Scrutiny Committee

[ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEE](#)

(Terms of Reference of each of the Scrutiny Committees to assist Officers with selecting the correct Committee.)

Contact Officer

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET / COUNCIL

DATE

**REPORT OF (DIRECTORATE) IN DISCUSSIONS WITH THE RELEVANT
PORTFOLIO HOLDER (CLLRS)**

Item:

Background Papers

Back ground papers should be a List of documents relating to the subject matter of the report which in the officers opinion will:

- a) Disclose any facts or matters on which the report or an important part of the report is based; and
- b) Which have been relied on to a material extent in preparing the report

But does not include published works or those which disclose exempt or confidential information

Officer to contact:

APPENDIX 8



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

A DISCUSSION PAPER FOR A PRIVATE MEETING OF THE CABINET

DATE

TITLE OF THE REPORT

**REPORT OF (DIRECTORATE) IN DISCUSSIONS WITH THE RELEVANT
PORTFOLIO HOLDER (CLLR(s))**

Author(s):

1. PURPOSE OF THE REPORT

1.1 The purpose of the report is to

2. RECOMMENDATIONS

It is recommended that the Cabinet:

3 REASONS FOR RECOMMENDATIONS

4. BACKGROUND

(Officers will have the option to add further sections to the report following section 4 'background', if deemed necessary.)

5 EQUALITY AND DIVERSITY IMPLICATIONS

6 CONSULTATION

7 FINANCIAL IMPLICATION(S)

8 **LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

9 **LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.**

Guidance note - Officers should consider how the contents of the reports and the decisions within them link to these priorities, principles and goals, and **ALL** reports should identify/reference how the subject will help to contribute to achieving the Council's local priorities and its requirements in respect of Well-being of Future Generations Act. The 'spirit' and 'ethos' of the WFG should be reflected throughout reports for Member / officer consideration, and not solely in this section of the report.

However, Officers ***will need*** to complete the following as part of their reports:

- ***How the subject of the report will contribute to the delivery of the Council's Corporate Priorities?***
- **How the Sustainable Development principle, i.e. the five ways of working has been considered?**
- **How the subject of the report seeks to maximise the Council's contribution to seven national well-being goals?**
- **Any other national strategies the subject of the report is seeking to address.**

(Please see officer hand book for further guidance and examples on this section of the report)

10 **CONCLUSION**

Other Information:-

Relevant Scrutiny Committee

[ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEE](#)

(Terms of Reference of each of the Scrutiny Committees to assist Officers with selecting the correct Committee.)

Contact Officer

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

A DISCUSSION PAPER FOR A PRIVATE MEETING OF THE CABINET

DATE

**REPORT OF (DIRECTORATE) IN DISCUSSIONS WITH THE RELEVANT
PORTFOLIO HOLDER (CLLRS)**

Item:

Background Papers

Back ground papers should be a List of documents relating to the subject matter of the report which in the officers opinion will:

- a) Disclose any facts or matters on which the report or an important part of the report is based; and
- b) Which have been relied on to a material extent in preparing the report

But does not include published works or those which disclose exempt or confidential information

Officer to contact:

APPENDIX 9



EXEMPTION – Confidential

Authors will need to be mindful as to whether the information contained in the report should be exempt from publication due to its content and the authors will need to consider the public interest test. If deemed exempt the correct exemption will need to be inserted here and the 'Exemption Proforma' will need to be completed.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

KEY DELEGATED DECISION

REPORT TO ACCOMPANY A DECISION OF THE (DIRECTORATE)

DATE

TITLE OF THE REPORT

Author(s):

1. PURPOSE OF THE REPORT

1.1 The purpose of the report is to

2. RECOMMENDATIONS

3 REASONS FOR RECOMMENDATIONS

4. BACKGROUND

(Officers will have the option to add further sections to the report following section 4 'background', if deemed necessary.)

5 EQUALITY AND DIVERSITY IMPLICATIONS

CONSULTATION

6 FINANCIAL IMPLICATION(S)

7 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

**8 LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND
THE WELL-BEING OF FUTURE GENERATIONS ACT.**

Guidance Note - Officers should consider how the contents of the reports and the decisions within them link to these priorities, principles and goals, and **ALL** reports should identify/reference how the report subject will help to contribute to achieving the Council's local priorities and its requirements in respect of Well-being of Future Generations Act. The 'spirit' and 'ethos' of the WFG should be reflected throughout reports for Member / Officer consideration, and not solely in this section of the report.

However, Officers will need to complete the following:

How the subject of the report will contribute to the delivery of the Council's Corporate Priorities

How the Sustainable Development principle, i.e. the five ways of working has been considered

How the subject of the report seeks to maximise the Council's contribution to seven national well-being goals

Any other national strategies the subject of the report is seeking to address.

(Please see officer hand book for further guidance and examples on this section of the report)

9 CONCLUSION

Other Information:-

Relevant Scrutiny Committee

[ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEE](#)

(Terms of Reference of each of the Scrutiny Committees to assist Officers with selecting the correct Committee.)

Contact Officer

.

APPENDIX 10

THIS PROFORMA MUST BE SENT TO THE CABINET OFFICE / DEMOCRATIC SERVICES FOLLOWING COMPLETION.

<u>EXEMPTION PRO-FORMA</u>
REPORT TITLE:-
PURPOSE OF THE REPORT:-
REASONS FOR EXEMPTION:-
EXEMPTION TO BE USED:-
AUTHOR OF THE REPORT I _____, believe that following consideration of the public interest test, the above mentioned report should be exempt for publication due to the reasons outlined above. Signed _____ Date _____
SOLICITOR ENDORSEMENT I _____ endorse that the above mentioned report <i>should / should not</i> be exempt for the <i>reasons set out above / following reasons:</i> Signed _____ Date _____
MONITORING OFFICER Signed _____ Date _____

APPENDIX 11

EXEMPTIONS – GUIDANCE NOTE.

Exemptions Under Schedule 12A of the local Government Act 1972

(As Amended) by the Local Government (Access to information)(Variations (Wales) Order 2007.

GUIDANCE FOR OFFICERS.

1. INTRODUCTION

In some circumstances, it will be necessary to exclude the public and press from meetings of the council because it is likely that confidential or exempt information will be disclosed. Papers relating to these items are printed on pink paper and withheld from the public. In respect of Cabinet papers, due to the pilot of 'paperless Cabinet', Exempt papers will display the appropriate exemption paragraph and will have the Exemption watermark running through the electronic copy.

2. CONFIDENTIAL ITEMS

Confidential information means information given to the Council by a government department on terms which forbid its public disclosure or information which cannot be publically disclosed by a Court Order or under any legislation. The public must be excluded from meetings for items where confidential information would be disclosed.

3. EXEMPT INFORMATION.

The public may be excluded from the meetings whenever it is likely in view of the nature of the business to be transacted that exempt information would be disclosed. Exempt information means information falling within the 7 categories outlined in 12A of the Local Government Act 1972 (as amended).

If after looking at the following guidance you are of the belief that the contents of your report needs to be exempt the following header needs to be attached to the top of the report and the Exemption proforma attached as appendix 7 needs to be completed.

NOT FOR PUBLICATION

The report will not be open for inspection by the press and public before the meeting as in the opinion of the (*Insert Chief Officer title*) it contains exempt information as defined in Paragraph (*Insert Paragraph Number*) of Part 4 of Schedule 12A of the Local Government Act 1972, namely (*.....insert paragraph description.....*) and (*.....insert reason for applying relevant paragraph...*) consequently the public interest in maintaining the exemption outweighs the public interest in disclosing the information by virtue of which the meeting is likely not to be open to the public during its consideration.

4. EXEMPTION PARAGRAPHS

The relevant Exemption Paragraphs are:-

	EXEMPT INFORMATION	QUALIFICATION
12	Information relating to a particular individual	Public Interest Test Applies
13	Information which is likely to reveal the identity of an individual	Public Interest Test Applies
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Information falling under within paragraph 14 is not exempt information by virtue of that paragraph if it required to be registered under <ul style="list-style-type: none">• The Companies Acts (as defined in Section 2 of the Companies Act 2006)• The Friendly Societies Act 1974• The Friendly Societies Act 1992• The Industrial and Provident Societies Acts 1965 to 1978• The Building Societies Act 1986 or• The Charities Act 1993 Public Interest Test applies
15	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.	Public Interest test Applies
16	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	
17	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment	Public Interest Test applies

18	Information relating to any action taken or to be taken in connections with the prevention, investigation or prosecution of crime.	Public Interest Test Applies
(In relation to a meeting of a Standards Committee, or a sub Committee of a Standards Committee, which is convened to consider a matter referred under the provisions of section 70(4) or (5) or 71(2) of the Local Government Act 2000)		
18A	Information which is subject to any obligations of confidentiality.	Public Interest Test Applies
18B	Information which relates in any way to matters concerning national security.	
18C	The deliberations of a standards committee or of a subcommittee of a standards committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any finding on a matter referred to it.	
		Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General

Public Interest Test.

Information which –

- (a) Falls within any of paragraphs 12,15,17 and 18 above;and
- (b) Is not prevented from being exempt by virtue of the ‘qualifications’ above

Is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5. PUBLIC INTEREST TEST.

It is important to note that in relation to ALL (but paragraph 16) of the exemptions above, it is necessary in addition to applying the exemptions, to apply the public interest test. Officers and Members must ask themselves ‘Does the public Interest in maintaining the exemption outweigh the public interest in disclosing the information?’ Information should only be exempt if it is in the public interest to make it so. The information Commissioner has issued

guidance on this issue. It gives the following examples of factors which would encourage disclosure:

- I. Furthering the understanding and participation in the public debate of the day;
- II. Promoting accountability and transparency by public authorities for their decisions
- III. Promoting accountability and transparency in the spending of public money
- IV. Allowing individuals and companies to understand decisions made by public authorities affecting their lives and in some cases assisting individuals in challenging such decisions
- V. Bringing to light information regarding public health and safety.

6. WHEN DO EXEMPTIONS NOT APPLY?

- I. Information falling within exemption paragraph 14 is not exempt information by virtue of that paragraph if it is required to be registered under the Companies Acts (as defined in Section 2 of the Companies Act 2006); the Friendly Societies Act 1974; the Friendly Societies Act 1992, the Industrial and Provident Societies Act 1965 to 1978; the Building Societies Act 1986, or the Charities Act 1993.
- II. Information is not exempt information if it relates to a proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and County Planning Act General regulations 1992.

7. EXEMPTION PARAGRAPHS – MORE DETAILED GUIDANCE

PARAGRAPH 12 – INFORMATION RELATING TO AN INDIVIDUAL.

This is potentially very wide exemption and therefore the issues set out below should be taken into account in determining whether the exemption should be applied. If the information constitutes “personal data” i.e. a living individual who can be identified from the report – the protections under the Data Protection Act 1998 will apply. In relation to disclosures of personal data relating to members of the public – it would be necessary in most cases to determine whether including this information in a report would be unlawful or unfair to the person taking into account all the circumstances involved in particular:-

- How the information was obtained?
- Would the third party expect that his or her information might be disclosed to others? Has the person been led to believe that his or her information would be kept secret?
- Has the person expressly refused to consent to disclosure of the information?
- The effect that disclosure would have on the person. Would the disclosure cause unnecessary or unjustified distress or damage to the person?

The same considerations would apply to references to employees but the Information Commissioner has advised that if the information consists of the names of officials, their grades, job functions or decisions which they have made in their official capacities, then disclosure would normally be made. Information such as home addresses or internal disciplinary matters would not normally be disclosed. While it would be wrong to disclose bank details of staff, it would be unlikely to be unfair to publish details of expenses incurred in the course of official business, information about pay bands, or, particularly in the case of senior staff, details of salaries.

In addition it is necessary to consider the public interest test and the public interest in disclosure. The following factors will be relevant in carrying out the balancing exercise:-

- ☐ Does the personal data relate to the person in a public or private capacity?
- ☐ Would the disclosure have a detrimental effect on the data subject or any other person?
- ☐ Is the information already in the public domain?

In relation to staff – the information Commissioner has stated that ‘there is a strong public interest in provision of information about how a public authority has spent money. These are not hard fast rules. While names of officials should normally be provided, if there is some reason to think that disclosure of even that information would put someone at risk – for instance confirming the work address of a member of staff who has been physically threatened – then it may be right not to give out that information. It may also be relevant to think about the seniority of staff: the more senior a person is the less likely it will be that to disclose information about him or her acting in an official capacity would be unfair.

PARAGRAPH 13 – INFORMATION WHICH IS LIKELY TO REVEAL THE IDENTITY OF AN INDIVIDUAL.

The issues / Factors that should be taken into consideration in determining whether this exemption applies are the same as the matters set out in the above paragraph.

PARAGRAPH 14 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THE INFORMATION)

This is again a potentially wide-ranging exemption. It relates to the financial and business / commercial affairs of individuals, sole traders, companies or any other organisations (including the Council). It also includes contemplated, as well as past or current activities. There is however a qualification to this exemption.

In addition it will be necessary to apply the public interest test. It is suggested that this test be applied in the case of paragraph 14 by weighing up the prejudice caused by the disclosure in the report against the likely benefit to the public. The following issues might weigh in favour of the public interest in withholding information:-

- ☐ Would it cause significant damage to the business reputation of or confidence in the person / organisation?
- ☐ Would it have a significant detrimental impact on its commercial revenue or threaten its ability to obtain supplies or secure finance?

- Would it significantly weaken its position in a competitive environment by revealing market – sensitive information or information of potential usefulness to competitors
- ☐ Would it adversely affect its bargaining position?
- ☐ What would the effect be on competition generally?

The following factors weigh in favour of disclosure:-

- ☐ Transparency in the accountability of public funds
- ☐ Public money is being used ineffectively and the Council is getting value for money when purchasing goods and services;
- The Council's commercial activities – including the procurement process – are conducted in an open and honest way;
- ☐ The protection of the public.

If it is intended to disclose financial and/or business/commercial information in a report that relates to a 3rd party, serious consideration should be given to consulting with that party in order to determine whether disclosure would or would be likely to prejudice their interests. Failure to do so might expose the Council to legal action.

PARAGRAPH 15 – INFORMATION RELATING TO ANY CONSULTATIONS OR NEGOTIATIONS OR CONTEMPLATED NEGOTIATIONS IN CONNECTION WITH ANY LABOUR RELATIONS MATTER ARISING BETWEEN THE AUTHORITY OR A MINISTER OF THE CROWN AND EMPLOYEES OF, OR OFFICE HOLDERS UNDER, THE AUTHORITY.

“Labour relations” means:-

- ☐ Any matter specified in paragraphs (a) to (g) of section 218(1) of the trade union and Labour relations (consolidation) Act 1992 (matters which may be the subject of trade dispute within the meaning of that Act); or
- ☐ Any dispute about a matter falling within a paragraph (a) above.

PARAGRAPH 16 – INFORMATION IN RESPECT OF WHICH A CLAIM TO LEGAL PROFESSIONAL PRIVILEGE COULD BE MAINTAINED IN LEGAL PROCEEDINGS

Legal professional privilege is a common law concept based on the need to protect a client's confidence that any communication with his professional legal adviser will be treated in confidence and not revealed without consent. This concept can be difficult to apply in practice and will therefore probably require legal advice from the Solicitor to the Council.

There are 2 categories of privilege:-

Advice privilege.

- ☐ This attaches to communications between a client and the professional legal adviser where there is no pending or contemplated litigation
- ☐ The communication needs to be made for the principal or dominant purpose of seeking or giving advice.

Litigation privilege

- ☐ This arises where litigation is contemplated or underway
- ☐ Privilege attached to all documents, reports, information, evidence etc obtained for the sole or dominant purpose of the litigation
- ☐ This is wider than advice privilege as it extends to 3rd party communications as well as legal adviser / client communications.

The information commissioner has advised that he 'would not expect privilege to be waived in cases where disclosure might prejudice the rights wither of the authority itself or any third party to obtain access to justice". It should be noted however that information may cease to be privileged if it is copied and shared with third parties i.e. externally of the Council.

Privilege cannot be claimed if advice is given with the intention of furthering a criminal purpose. Policy / presentational advice provided by lawyers – i.e. not about the substantive rights and obligations of the authority - may not attract legal professional privilege.

It is not necessary to apply the public interest test.

PARAGRAPH 17 – INFORMATION WHICH REVEALS THAT THE AUTHORITY PROPOSES:-

- a. To give under any enactment a notice or by virtue of which requirements are imposed on a person; or
- b. To make an order or direction under any enactment

Information falling within this paragraph is exempt information only if and so long as its disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction was given. This exemption applies if information in the report:-

- ☐ Reveals that the authority proposes to give notice, order or direction under an enactment; and

- ☐ Gives the person to whom it relates the opportunity to defeat the purpose of the notice etc

In addition it is necessary to apply the public interest test. Maintaining confidence in the regulatory actions of the Council is clearly of great importance in relation to the public interest but this does have to be set against the need to maintain confidentiality in relation to specific cases.

PARAGRAPH 18 – INFORMATION RELATING TO AN ACTION TAKEN OR TO BE TAKEN IN CONNECTION WITH THE PREVENTION, INVESTIGATION OR PROSECUTION OF CRIME.

This is a wide ranging exemption and applies to all authorities with a criminal law enforcement role. It is necessary to apply the public interest test in relation to this exemption. In weighing the public interest it will be necessary to consider the public interest that applies to the particular case. The following are relevant considerations in relation to maintaining the exemption:-

- ☐ Would disclosure compromise the investigation /prosecution?
- ☐ Would the information disclose strategies and tactics to prevent crime and hamper future operational activity?
- ☐ Would disclosure facilitate the commission of an offence?
- ☐ Would disclosure prejudice a fair trial?

The public interest in favour of disclosure could be the need to maintain confidence in law enforcement and the criminal justice system. But this might weigh both for and against disclosure.

APPENDIX 12

EQUALITY IMPACT ASSESSMENT FORM

Please ensure that you refer to the 'Equality Impact Assessment Guidance' when completing this form. If you would like further assistance please contact the Equality & Diversity Team.

Details

Name of initiative to be assessed:

Name of responsible officer:

Group/Directorate:

Service Area:

Date:

a) What are you assessing for impact?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal	Information/ Position statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b) Please name and describe below:

--

c) Is the delivery of this initiative affected by legislation or other drivers such as codes of practice? If so, please identify what and how

--

d) Does the initiative directly affect service users, employees or the wider community?

Yes ☐
No ☐

Continue assessment
No need to continue screening or carry out an EqIA

EQUALITY IMPACT ASSESSMENT FORM

Screening/Relevance Test: Is an equality impact assessment required?

Screening is used to decide whether the initiative you are responsible for has a high or medium impact on any of the protected groups and will require a full EqlA.

Please provide details of the possible impact your proposal may have on the following groups, this may not necessarily be negative, but may impact on a group with a particular characteristic in a specific way.

You should also identify whether this constitutes a high, medium or low impact.

Please refer to Equality Impact Assessment Guidelines for further information.

Protected Characteristic	Impact
Age	
Disability	
Gender Reassignment	
Marriage and Civil Partnership	
Pregnancy and Maternity	
Race	
Religion or Belief	
Sex	
Sexual Orientation	
Other Characteristics	
Welsh Language	
Carers	
Armed Forces Community	

If after completing the EqlA screening/relevance test, you determine that this service/function/policy/project is not relevant for an EqlA you must provide adequate explanation below. (Please use additional pages if necessary).

Are you happy that you have sufficient evidence to justify your decision?

Yes ☐

No ☐

EQUALITY IMPACT ASSESSMENT FORM

Signed:

Position:

Date:

N.B. If the initial screening process has identified actual or potential high or medium negative impact on a particular group or groups then you **MUST carry out a full EqlA.**

Approved by Head of Service or Director

Signed:

Position:

Date:

Full Equality Impact Assessment

You should use the information gathered at the screening stage to assist you in identifying possible negative/adverse impact and clearly identify which groups are affected.

In terms of any disproportionate/negative/adverse impact that the proposal may have on a protected group, what steps (if any) could be taken to reduce that impact for each group identified. Attach a separate action plan if necessary.

If ways of reducing the impact have been identified but are not possible, please explain why they are not possible.

Evidence Sources

(i) Give details of any data or research that has led to your reasoning above, in particular, the sources used for establishing the demographics of service users.
--

(ii) Give details of how you have engaged with service users on the proposals and steps taken to avoid any disproportionate impact on a protected group and how you have used any feedback to influence your decision.
--

Are you satisfied that the engagement process complies with the requirements of the Statutory Equality Duties?	
Yes	No

EQUALITY IMPACT ASSESSMENT FORM

Decision Log - detail how Elected Members and Senior Managers have been involved in the decision process (give dates of key meetings and decisions made).

Review

Date of Next Review:	
If review is not required, explain why:	

Completed by:	
Signature:	
Job Title:	
Date:	

This assessment must be approved by an appropriate Head of Service or Director

Approved by:	
Signature:	
Job Title:	
Approval date:	

Please return a copy to:

Equality & Diversity Team Dinas Isaf Industrial Estate, Williamstown, CF40 1NY

Email: equality@rctcbc.gov.uk

APPENDIX 13

POTENTIAL ISSUES

The table below describes some potential issues you may wish to consider when working with groups or individuals who may have a protected characteristic.

Group	Description	Potential Issues
Disability	<p>This is a very diverse group. It includes disabilities that are related to; mobility, sight, hearing, speech and language disability or difficulty, mental illness, learning difficulty or learning disability, chronic illnesses such as cancer and HIV.</p> <p>A person might have more than one disability.</p> <p>The Council has adopted the Social Model of Disability which focuses on getting rid of the barriers such as:</p> <p>Badly designed buildings</p> <p>No Lifts / lifts not working</p> <p>No parking spaces</p> <p>Hypocritical or prejudiced attitudes</p> <p>Poor job prospects</p> <p>Insufficient number of support workers/ enablers/ communicators</p>	<p>Accessibility of formats and communication, signage (e.g. Braille/audio tape/induction loop/ easy read).</p> <p>Physical and sensory access including transport and the built environment.</p> <p>Allowing a service user sufficient time for example a person who is deaf, or who has a speech impediment, or a learning disability, will require a longer appointment time to be able to either express, fully, their point of view or to taken in the information being presented. This also need to be considered when organising public meetings, consultations etc</p> <p>Many of the barriers people face can be prevented if a little thought is given to how and where a service is provided.</p> <p>The Council has a legal duty to anticipate the needs of disabled customers and to take reasonable steps to remove or reduce barriers that prevent disabled people from accessing services and should take positive steps to ensure that disabled people can access services</p>

Group	Description	Potential Issues
		including making reasonable adjustments. There is also a duty to make reasonable adjustments in terms of employment practice.
Race	Race includes colour, nationality and ethnic or national origins. A person has the protected characteristic of race if they fall within a particular racial group which is a group of people who have or share a colour, nationality or ethnic or national origins.	<p>Communication formats, language needs, translation and cultural consideration.</p> <p>Impact of living in a majority white environment.</p> <p>Direct and indirect racial harassment and Hate Crime.</p> <p>Consider how cultural issues are taken into account when planning and delivering the service.</p> <p>Isolation and work patterns of minority businesses.</p> <p>Underachievement or under representation in some areas of work and life.</p>
Transgender	<p>A transgender or transsexual person is someone with a condition called 'gender dysphoria', which means the physical sex characteristics they were born with are wrong for them.</p> <p>Most transgender people wish to live as a member of the gender with which they identify and they are entitled to do so by law.</p>	<p>For transgender people it can be very distressing and demeaning to receive services that force them to be seen as their biological gender.</p> <p>The Gender Recognition Act 2004 allows transsexual people who have undergone gender reassignment to apply for a gender recognition certificate.</p>

Group	Description	Potential Issues
		When a full gender recognition certificate has been issued, the person is considered in the eyes of the law to be of the acquired gender.
Gender	Women/girls, men/boys	Hours of access. Women predominantly have main caring responsibility for young children and older relatives. Many lone parents experience high socio-economic inequality.
Gender	Women/girls, men/boys	Physical access (e.g. pushchairs and toddlers). Single fathers - baby changing facilities are often sited in women's toilets. Terminology of services preferential to mothers e.g. mother and toddler should be parent and toddler. Stereotypical gender assumptions. Underachievement or under representation, balance on groups.
Age	Children, young people and young parents, the elderly or older people, retired.	Assumptions about the age range, capability and generation viewpoints.

Group	Description	Potential Issues
		<p>Services should ensure they are not based on age assumptions and take in to account such things as teenage parents, children as carers, and elderly as service users.</p>
Faith or Belief	<p>Communities or individuals with diverse beliefs and religions.</p> <p>Legislation also covers people who have no religion.</p>	<p>Respecting and reflecting diverse cultures, lifestyles, customs and values for women and men, boys and girls (single sex provision).</p> <p>Observing food rules including rules about preparation and storage of food.</p> <p>Observing religious celebrations, e.g. how are service users and staff members allowed to observe religious practices such as fasting during Ramadan?</p> <p>It needs to be recognised and understood that not all people who are a particular faith will necessarily conform to all parts of that faith.</p> <p>Within each specific Faith there may be individual groups who have different beliefs and practices.</p>
Sexual Orientation	Lesbian, gay, bi-sexual and heterosexual	<p>Assumptions about partners or family types, invisibility, dignity, and assumptions that all people are in heterosexual relationships. Forms that do not include the options civil partnership/partners</p> <p>Older lesbian, gay and bi-sexual people. Other people may assume they are heterosexual if they are/have been married.</p> <p>Rest/care homes may not cater for the needs of elderly gay people.</p>

Group	Description	Potential Issues
Income	Low or no income, unemployed, part time and seasonal workers	Access to personal transport and information technology, child care costs, shift work, double disadvantaged groups (e.g. single young parents, older visually impaired person).
Welsh Language	People who have Welsh as their language of choice, need and/or first language	<p>Access to services and information in Welsh</p> <p>Having to mentally ‘translate’ verbal or written information which may alter understanding or perception or expression</p> <p>Impact of living in a majority English speaking environment</p> <p>Dealing with lack of understanding of the importance of being able to use their language of choice, need and/or first language.</p> <p>Dealing with barriers associated with using the Welsh language (lack of opportunity, prejudice)</p> <p>Lack of commitment by organisations to use or encourage use of the Welsh language</p>

Group	Description	Potential Issues
Other	For example: Carers Parents Ex- offenders Pregnant Women Armed Forces Community	Opening hours, accessibility of information, cost and availability of relief care. Mobility/Accessibility transport, parking. Toilet facilities. Access to quiet rooms.

APPENDIX 14

DECLARATION OF INTEREST AT MEETINGS FORM – OFFICERS

Name of Officer:
Designation:
Directorate:
Name <u>and</u> date of Meeting:

Declaration of Interest:-

1. The Council business to which the personal interest relates is (Agenda Item No. & Title): _____
2. Is the personal interest also pecuniary? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. The nature of the personal (and if relevant pecuniary) interest: _____ _____ _____
4. At the meeting did you: <input type="checkbox"/> Remain in the meeting when the item was discussed and voted upon <input type="checkbox"/> Leave the meeting when the item was discussed and voted upon Reasons for these actions:- _____ _____ _____ _____

Signed: Dated:

APPENDIX 15

Cynnal

Cyfarfodydd Dwyieithog

**â chymorth Cyfieithu
ar y Pryd**



RHONDDA CYNON TAF

Cymraeg yn gyntaf

Cofnodir y dewis iaith

Parchu'r dewis iaith

Cyfarch yn ddwyieithog

Cofnodir dewis iaith

Cymraeg yn y gweithle

Cymraeg yn y gweithle

Cynnig rhagwreithio

Dwyieithog ar gyfer y cyhoedd

Cymraeg yn gyntaf

ch yn ddwyieithog

Cymraeg yn y gweithle



Mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi ymrwymo i beidio athrin y Gymraeg yn llai ffafriol na'r Saesneg, a bydd e'n sicrhau bod modd i bobl sy'n dymuno byw eu bywydau drwy gyfrwng y Gymraeg wneud hynny wrth ymwneud a'r Cyngor; a bod gan Gynghorwyr ac eraill sy'n dymuno defnyddio'r Gymraeg mewn cyfarfodydd Cyngor bob cyfle i wneud hynny, yn unol a Safonau'r Gymraeg.

Paratowyd y canllawiau yma er mwyn cefnogi Cynghorwyr a staff i:

- ddefnyddio'r Gymraeg os mai dyna yw eu dymuniad,
- ddefnyddio cyfarpar cyfieithu ar y pryd yn y modd mwyaf priodol os ydyn nhw am eu defnyddio, a
- sicrhau bod cyfarfodydd dwyieithog yn cael eu cynnal mar hwylus a phosibl.

*fl, - * Trefnucyfarfod dwyieithog

Dylai'r rheiny sy'n dymuno trefnu cyfieithu ar y pryd mewn cyfarfodydd ystyried y canlynol:

- Yn unol â Safonau'r Gymraeg, dylai hysbysebion ac agenda cyfarfodydd ddatgan y bydd modd siarad yn ynailliaith neu'r llall, ac y bydd gwasanaeth cyfieithu ar y pryd ar gael.
- Dylech chi roi cymaint o rybudd ag y bo modd i'r Uned Gwasanaethau Cymraeg er mwyn trefnu cyfieithydd ar y pryd.
- Sicrhau bod yr holl ohebiaeth sy'n ymwneud a'r cyfarfod yn ddwyieithog.
- Sicrhau bod y cyfieithydd ar y pryd / Uned Gwasanaethau Cymraeg (**cyfieithu-translation@rctcbc.gov.uk**) ynderbyn y dogfennau sy'n berthnasol i'r cyfarfod ymlaen llaw, gan gynnwys unrhyw ddatganiadau neu sgriptiau sydd wedi'u paratoi ymlaen llaw.
- Cylchred deg geirfa a thermi o leg berthnasol os bydd y cyfarfod yn trafod pwnc sydd ddim fel arfer yn cael ei drafod drwy gyfrwng y Gymraeg.
- Cofio y caiff gwasanaeth cyfieithu ar y pryd ei ddarparu ar gyfer pob lddi-Gymraeg. Pur anamly bydd gwasanaeth cyfieithu ar y pryd o'r Saesneg i'r Gymraeg yn cael ei gynnal.
- Egluro i'r cyfieithydd ar y pryd wrth drefnu'r gwasanaeth pa fath o gyfarfod sydd dan sylw - cyfarfod cyhoeddus, cyfarfod pwyllgor, cyfweiliad, seminar, cyfarfod cymdeithas wirfoddol, ac ati.
- Sicrhau bod digon o amser i osod offer cyfieithu ar y pryd cyn i'r cyfarfod ddechrau a bod modd i bobl gael gafael ar y offer yn hawdd.
- Sicrhau bod yr ystafell liw mae'r cyfarfod yn cael ei gynnal yn briodol ac o'r maint cywir, a bod yr acwsteg yn dderbyniol.
- Sicrhau bod cadachau diheintio ar gael yn yr ystafell er mwyn i ddefnyddwyr lanha'u clustffonau pe hoffer nhw wneud hynny.

Q Defnyddio clustffonau cyfieithu yn ystod cyfarfod

- Sicrhewch bod y clustffonau wedi'u cynnu.
- Rhwch freichiau'r clustffon yneich clustiau feleubodyn hongianodanygen.
- Gwnewch ynsi wreich bod chi'n gallu clywed y cyfieithydd ar y pryd yn ystod prawf byr drwy'r Cadeirydd.
- Os allwch chi ddim clywed y cyfieithiad, addaswch y sain neu dynnwsylw'r Cadeirydd (a fydd yn siarad a'r cyfieithydd).
- Os oes angen codi mater ynglyn a'r offer cyfieithu / y cyfieithiad, gwnewch hynny trwy'r Cadeirydd.
- Diffoddwch y clustffon ar ddiwedd y cyfarfod a'i adael ar y ddesg.
- Mae'r clustffonau yn cael eu glanhau ar 61 eu defnyddio. Fodd bynnag, mae croeso i ddefnyddwyr y clustffonau ddefnyddio cadachau diheintio i lanha'u clustffonau.

Cyfrannu yn y Gymraeg yn ystod cyfarfod

- Yn Siambry Cyngor, siaradwch ynglŷr trwy'r microffonau ary desgiau adiffoddwch y microffonau ar oleich cyfraniad.
- Cyn i chi ddechrau siarad yn Gymraeg, gadewch i eraill wybodeich bod arfingwneud hynny.
- Cofiwch, oherwydd natur cyfieithu ar y pryd, dydypob gair ddim yn cael ei gyfieithu.
- Sicrhewch bod cyfranwyr yn siarad yn eiddo, does dim modd i gyfieithydd gyfieithu dau lais ar yr un pryd.

Cadeirio cyfarfod dwyieithog

Mae gan gadeiryddion rol bwysig wrth sicrhau bod modd i bobl ddefnyddio eu dewis iaith. Mae modd i

gadeiryddion wneud y canlynol i hwyluso cyfarfod dwyieithog llwyddiannus:

- Agor y cyfarfod ynd dwyieithog:
"Noswaith dda a chroeso i chi gyd" / "Good evening and welcome".
- Yn unol â Safonau'r Gymraeg, cyhoeddi bod gwasanaeth cyfieithu ar y pryd a gaelfel bod modd i unrhyw un sy'n dymuno cyfrannu yn Gymraeg wneud hynny.
- Cyhoeddi bod y clustffonau cyfieithu ar y pryd yn cael eu glanhau, ond bod croeso i ddefnyddwyr ddefnyddio cadachau diheintio i'w glanhau.
- Gofyn i ddefnyddwyr wisgo eu clustffonau a sicrhau bod yr offer yngweithio'n iawndrwygynnal prawf byr.
- Yn Siambry Cyngor, atgoffa'r siaradwyr i ddefnyddio'r microffonau - dim ond yr hyn ymae'r cyfieithydd ar y pryd yn ei glywed fydd yn cael ei gyfieithu.
- Atgoffa'r rhais y'n bwriadu cyfrannu yn Gymraeg i roi rhybudd ymlaen llaw fel bod modd i eraill wisgo'u clustffonau, e.e. "Dwi'n mynd i siarad Cymraeg". Bydd gadael y clustffon ynghyn ac ar y clustiau (os yw defnyddiwr am wneud hynny) yn cyflymu'r broses hon.
- Esbonio y dylai pawb siarad yn eiddo gan fod dim modd i'r cyfieithydd ar y pryd gyfieithu dau lais ar yr un pryd.
- Os oes angen codi mater ynglŷn a'r offer cyfieithu / y cyfieithiad, gwnewch hynny trwy'r Cadeirydd.

Cymorth a hyfforddiant

Mae modd i Wasanaethau Llywodraethol a'r Uned Gwasanaethau Cymraeg drefnu hyfforddiant a chymorth o ran defnyddio offer cyfieithu ar y pryd mewn cyfarfodydd yn ogystal â hwyluso cyfarfodydd dwyieithog.

Yn ychwanegol at hyfforddiant cyffredinol, mae croeso i Gyngorwyr a staff gysylltu â'r naill wasanaeth neu'r llall yn uniongyrchol ar gyfer sesiynau hyfforddi 'drws agored' byr pan fo'n gyfleus. Mae modd cynnwys hyfforddiant ar gyfieithu ar y pryd / systemau dolen ar gyfer y rheiny sydd â nam ar eu clyw yn rhan o unrhyw hyfforddiant.



Am ragor o wybodaeth, cysylltwch â:

Gwasanaethau Llywodraethol:

gwasanaethaupwyllgor@rctcbc.gov.uk

Uned Gwasanaethau Cymraeg:

translation-cyfieithu@rctcbc.gov.uk

Contributing in Welsh during a meeting

- In the Council Chamber, speak clearly via the microphones on the desks and switch off the microphones after your contribution.
- Before you start speaking in Welsh, let others know that you are about to do so.
- Be mindful that due to the nature of simultaneous translation, not every word is translated.
- Ensure that contributors speak in turn as the simultaneous translator can never translate more than one contributor at a time.

Chairing a bilingual meeting

Chairpersons have an important role to play in ensuring that people can use their language of choice **They can do the following to facilitate a successful bilingual meeting:**

- Open the meeting bilingually:
"Noswaith dda a chroeso i chi gyd." / "Good evening and welcome."
- In line with the Welsh Language Standards, announce that simultaneous translation is available so that anyone wishing to contribute in Welsh can do so.
- Announce that the simultaneous translation headsets are sanitized after each use, but users are also welcome to use sanitising wipes to clean the headsets.
- Ask users to wear their headsets to ensure that the equipment is working properly by conducting a short test.
- In the Council Chamber, remind the speakers to use the microphones, since the simultaneous translator can only translate what they can hear.
- Remind those who are going to contribute in Welsh to give notice just beforehand so that others can don their headsets, e.g. 'I'm going to speak in Welsh'. Advise users that leaving the headsets 'on' (and in the ears if they choose) will speed up this process.
- Explain that everybody should speak in turn as the simultaneous translator can never translate more than one contributor at a time.
- Explain if there's an issue with the translation/simultaneous translation equipment it should be raised via the Chairperson.

Training and Support

Training and support on using simultaneous translation equipment at meetings and facilitating bilingual meetings may be arranged by Democratic Services and Welsh Language Services.

In addition to pre-arranged training, Members and staff are welcome to contact either service directly for short 'open-door' training as and when convenient. Using simultaneous translation equipment alongside loop systems for the hard of hearing may also be covered by training.



For more information, contact:

Democratic Services:
committeeservices@rctcbc.gov.uk

Welsh Language Services:
translation-cyfieithu@rctcbc.gov.uk

In line with the Welsh Language Standards, Rhondda Cynon Taf County Borough Council is committed to treating the Welsh language no less favourably than the English language and will ensure that people who wish to live their lives through the medium of Welsh can do so in their dealings with the Council; and that Elected Members and others who wish to use the Welsh Language in Council meetings have every opportunity to do so.

This guidance has been prepared in order to support Elected Members and staff so that:

- **those who wish to use the Welsh language can do so,**
- **those who rely on simultaneous translation can use the equipment appropriately and**
- **bilingual meetings are as seamless as possible.**

(.. Arranging a bilingual meeting

Those who wish to arrange simultaneous translation at meetings should consider the following:

- In line with the Welsh Language Standards, announce on advertisements and the agenda of meetings that it will be possible to speak in either language, and that simultaneous translation facilities will be available.
- Give as much notice as possible to Welsh Language Services in order to schedule a simultaneous translator.
- Ensure all communication shared in relation with the meeting is bilingual.
- Ensure that the simultaneous translator/Welsh Language Services receives documentation relevant to the meeting beforehand, including any pre-prepared statements or scripts.

[81] **translation-**

cyfieithu@rctcbc.gov.uk

- Share glossaries and relevant terminology with Welsh Language Services if the meeting deals with a field that is not usually discussed in Welsh.
- Remember that the simultaneous translation is mostly provided for those who do not speak Welsh. Simultaneous translation is not often offered from English to Welsh.
- Explain to the simultaneous translator when arranging the service what type of meeting will be held, such as a public meeting, a committee meeting, interview, seminar, meeting of a voluntary organisation.
- Ensure that there is sufficient time to set up the simultaneous translation facilities before the meeting and that people have easy access to them.
- Ensure that the room where the meeting is held is appropriate and of the right size, and that the acoustics are acceptable.
- Ensure that there are anti-bacterial wipes available in the room so users may choose to sanitize the translation headsets.

Q Using translation headsets during a meeting

- Switch on the headsets and leave in the 'on' position.
- Place the arms of the headsets in each of your ears so sit downwards.
- Make sure you can hear the simultaneous translator during a brief test via the Chairperson.
- If you cannot hear, adjust the volume or bring it to the attention of the Chairperson (who will speak to the simultaneous translator).
- If an issue needs to be raised with regards to the translation/simultaneous translation equipment, please do so via the Chairperson.

- Switch off the headset at the end of the meeting and leave on the desk.
- All headsets are cleaned after use by the simultaneous translators. However, users are welcome to use sanitising wipes to clean the headsets.

Welsh first

Record language choice

Respect language choice

Record language choice

Welsh first

Proactive offer

Bilingual to public

Welsh first

Greet bilingually

Welsh in the workplace



Respect language choice

Facilitating **Bilingual** **Meetings**

with Simultaneous
Translation



RHONDDA CYNON TAF

APPENDIX 16



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MEMBER MANUAL

Member Support -

Executive & Regulatory Business Unit – **01443 424062**

Executiveandregulatorybusinessunit@rctcbc.gov.uk

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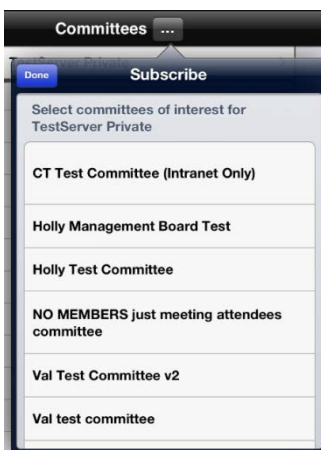
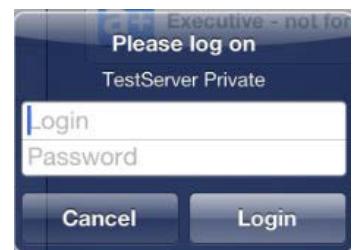
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MODERN.GOV FOR THE IPAD




- Once a Committee agenda and reports is published, you will receive an email to your Council email account advising you that the documents are available for your perusal. Please note that the email will be from 'Rhondda Cynon Taf CBC'.
- ☐ The email will include a link which will take you to the public website but *the main purpose of the email is to notify you that the agenda is ready to be viewed through the Modern.Gov application on your Ipad.*
- ☐ When you are ready to view your Agenda, open up the Modern.Gov application on your iPad which can be found by clicking the following icon:



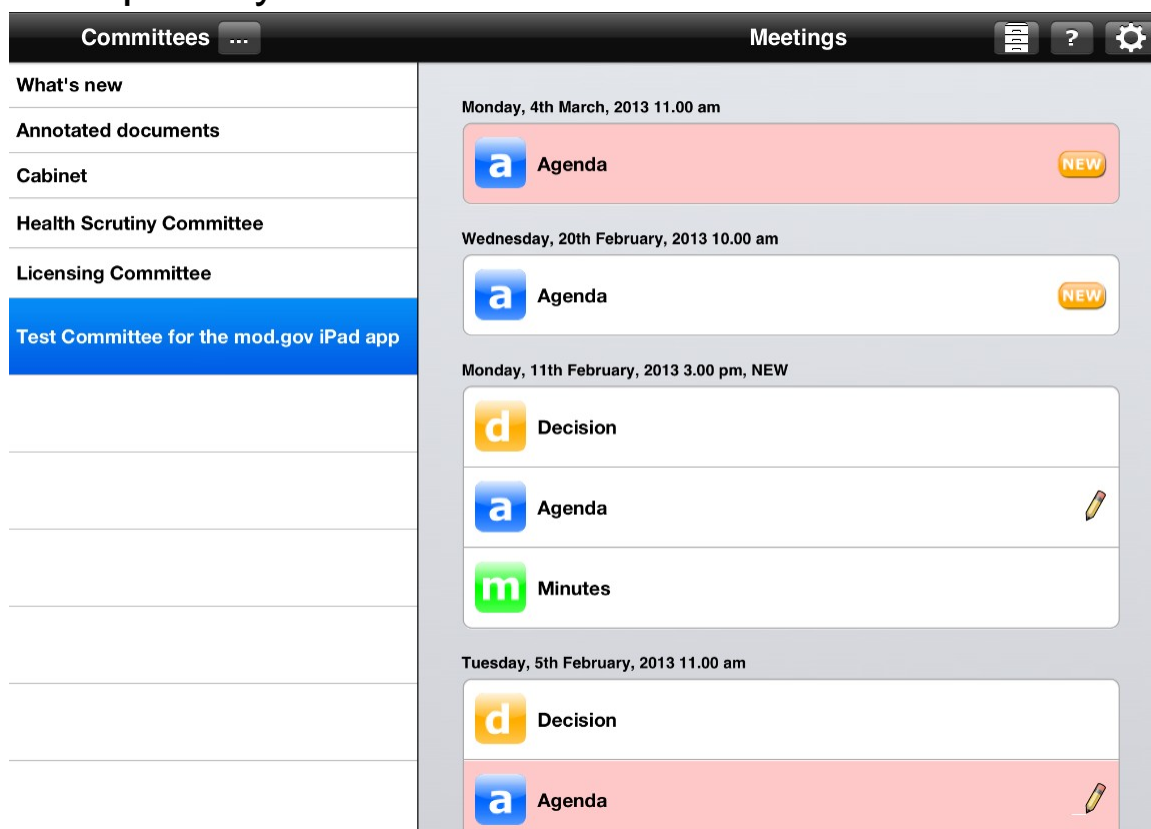
- ☐ Log in with your username and password provided at the back of this guide



- ☐ Once logged in, a list of committees will be displayed on the left hand side of the screen.
- ☐ Click the relevant committee
- ☐ A list of dates with agendas will be displayed


- Click the relevant agenda - The  icon appears when a document has not yet been viewed – once you have viewed the document, the  icon will no longer appear.
- ☐ The following icon  will appear to indicate that a document is being downloaded. It is now available for you to annotate. **Please note that assistance on annotations can be found on pages 6 & 7 of this guide.**
- Once annotated, click 'done' in the top left corner and this will save *automatically* in your 'annotated documents' tab (displayed in the list of committees)

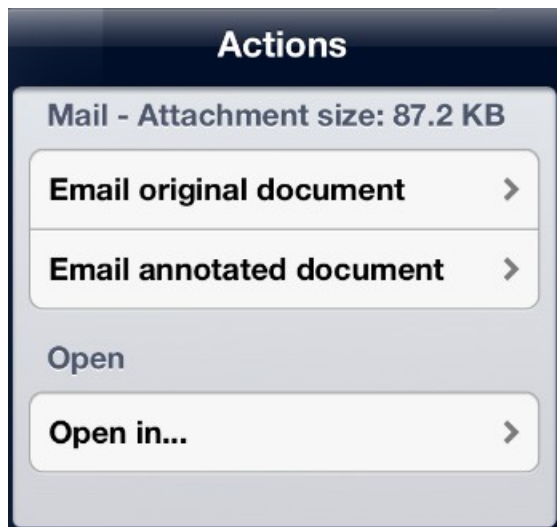
Example of your screen:-



EMAILING DOCUMENTS

You can email the original document that you downloaded and/or you can email the annotated version, **but this is only possible if the document is in the public domain (with no exempt documents attached)**.

When you open a document, the following icon appears on the top right hand side of the screen which you must select: 




You must now select 'Open in' and choose 'Blackberry Work'.

This will automatically move the selected document into your email.

PINNING DOCUMENTS

Currently, your documents will only save for a period of 6 months before being automatically removed from the device. By the summer of 2018, the application *should* be developed to hold documents for a period of 3 years but until then, you are able to pin documents to prevent them from being removed:

- ☐ Tap the relevant committee name (or tap Annotated documents if there are annotated documents from various committees that you would like to select)
- ☐ Select the settings tog at the top right of the screen
 - Select 'Manage Documents'
- ☐ You are now able to select the documents within the Committee that you wish to save by pressing the circles next to them
- ☐ Select the pin icon at the bottom right 
Note: you can unselect a ticked document by tapping it.
- ☐ This is now pinned and will not automatically delete from your device

ANNOTATIONS

Once a document is selected, you can begin to annotate it. All icons for annotating can be found along the bottom of your screen.

➤ **Only you can see your annotations and everything can easily be deleted so don't be afraid to practice!**



This icon allows you to lock the document in place, which means you can't zoom in and out.

It is recommended that you click this icon immediately before annotating.

This is a simple red pen.

Once you click the icon, you are immediately able to write anywhere on the document.

There is an option allowing you to change the pen colour and size in the top right.

You must always remember to click done/scroll in the top right once finished, as this allows you to scroll down.



This icon allows you to highlight any text in yellow. To do this, simply touch the beginning of the text you wish to highlight and move your pen/finger to the end of the block.

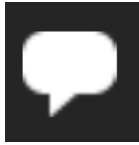
Again, you must click done/scroll in the top right corner once you are finished with this icon, allowing you to scroll down.



This icon will allow you to underline any text.

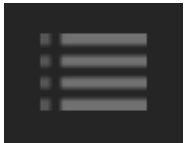
Simply click the icon and drag your finger/pen under any text as you would a pen.





This icon will allow you to type notes into a speech bubble anywhere on the document.
Click the icon, tap where you'd like the bubble to appear and type into the box. Once finished, click 'done'.

This is the bookmark icon.
Once clicked, the bookmarked agenda items and appendices will appear on the right hand side of the screen.
Click the item you want to go to and the document will direct you to the page.



This icon takes you directly to any of your previous annotations of the document.

This icon allows you to search for any word in the document.
Once clicked, a text box will appear in the top right. Type in a word and click enter – you will automatically be redirected to the word in the document.



The arrows take you to the previous/next page once clicked. This might be easier than scrolling.

This means page number.

Once clicked, you can either type the page number directly into the box or move the cursor to the relevant page number.




TOP TIPS


- **INTERNET CONNECTION** – You will initially need to open your document when you have a secured internet connection. By doing this, you will ensure that the document is downloaded in advance of the meeting which will allow you to open the document should there be any internet issues on the day.

The Council Chamber allows you to access the Cloud wifi – to check you are connected, please open 'safari' on your device and try to open a web page:

- If the web page opens, you are fully connected
- If you are directed to a purple RCT Cloud page, click 'continue' which should then open the web page, meaning you are connected.

- **IF YOU CANNOT SEE A COMMITTEE ON THE LIST WITHIN THE MODERN.GOV APP** - At the top left, click  next to Committees and tap the relevant Committee(s), so a tick appears next to them and click 'done'

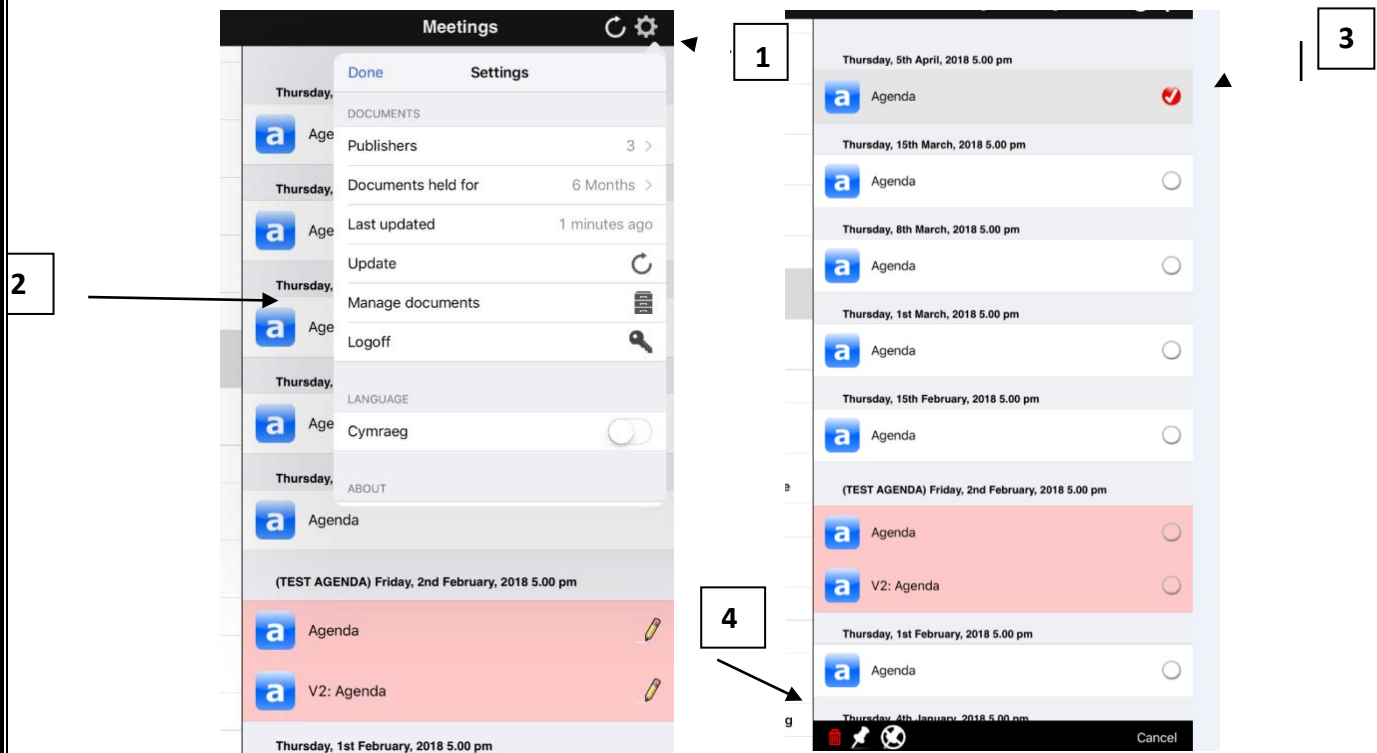
You can select and deselect the Committees at any time

- **IF YOU HAVE RECEIVED YOUR EMAIL TO ADVISE THAT AN AGENDA IS AVAILABLE, BUT YOU CANNOT SEE IT THROUGH THE MODERN.GOV APP** – Please click the three  next to Committees in the top left hand corner, deselect the relevant Committee, click 'done' and then go back and reselect the Committee, and click 'done'. All documents for the Committee should now appear.
- **FORGOTTEN PASSWORD** – Please contact supporting officers who will be able to update this for you.

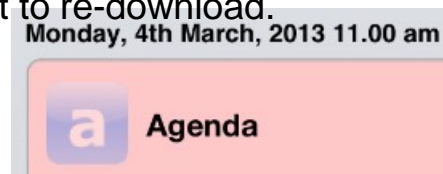
- **BLACK DOCUMENT 'ANNOTATION UNAVAILABLE'**
– If, when opening a document, the screen remains black, it means the document has failed to download correctly.

To re-download the document you must:

1. select the toggle at the right hand corner
2. select 'manage documents'
3. tick the document you wish to re-download
4. select the bin icon at the bottom left of the screen
5. Your document will now be deleted



6. The deleted document will then appear greyed out – tap this for it to re-download.





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LLAWLYFR I AELODAU

Cymorth i Aelodau:

Uned Busnes Rheoleiddiol a Gweithredol – **01443 424062**

UnedBusnesGweithredolaRheoleiddiol@rhondda-cynon-taf.gov.uk

CYNNWYS

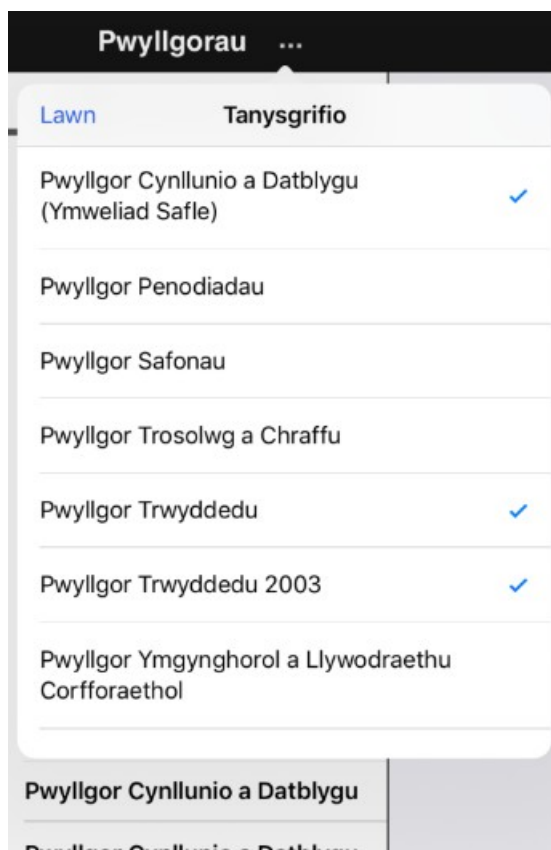
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MODERN.GOV AR GYFER IPAD

- ☐ Unwaith i agenda ac adroddiadau ar gyfer cyfarfod Pwyllgor gael eu rhyddhau, fe gewch chi ebost i'ch cyfrif ebost y Cyngor, a fydd yn nodi bod y dogfennau ar gael ichi'u gweld. Bydd yr ebost oddi wrth 'Rhondda Cynon Taf CBC'.
- Bydd yr ebost yn cynnwys cyswllt i fynd â chi i'r wefan gyhoeddus, ond *prif ddiben yr ebost fydd eich hysbysu chi fod yr agenda yn barod trwy raglen Modern.Gov ar eich teclyn Ipad.*
- ☐ Pan fyddwch chi eisiau gweld yr agenda, agorwch y rhaglen Modern.Gov ar eich iPad trwy glicio ar yr eicon yma:



- ☐ Defnyddiwch eich enw defnyddiwr a chyfrinair, sydd yng nghefn y llyfryn yma, i fewngofnodi.




- Ar ôl gwneud hynny, fe welwch chi restr o bwyllgorau ar ochr chwith y sgrîn.

☐ Cliciwch ar y pwyllgor perthnasol

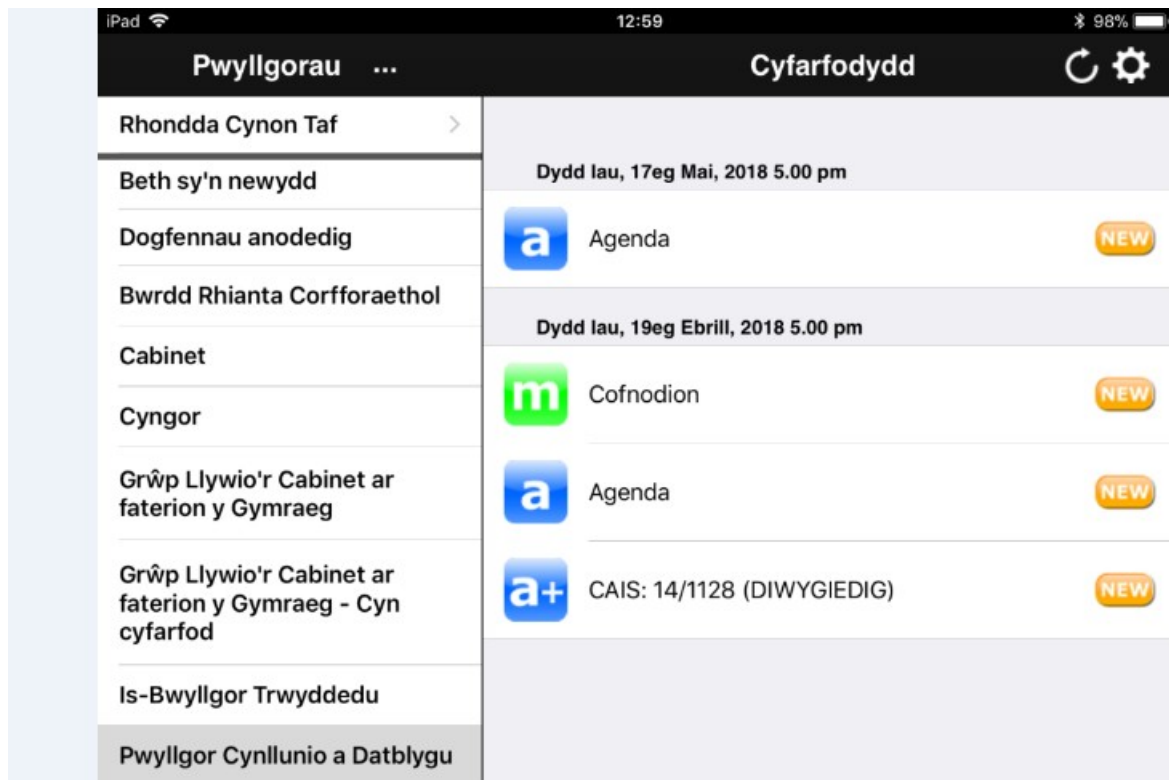
- Bydd rhestr o ddyddiadau ynghyd ag agendâu yn ymddangos.

- Cliciwch ar yr agenda berthnasol – *Bydd yr eicon **NEW** yn ymddangos os na fydd dogfen wedi'i hagor eto – unwaith i chi weld y ddogfen, bydd yr eicon*

 yn diflannu.


- Bydd yr eicon yma  yn ymddangos pan fydd dogfen yn cael ei llwytho. Wedyn, bydd hi ar gael i chi wneud nodiadau. **Trowch at dudalennau 6 a 7 yn y llyfryn yma am gymorth ynglŷn â gwneud nodiadau.**
- Unwaith i chi wneud nodiadau, cliciwch 'done', ar y gornel chwith tua'r brig, a bydd y rhain yn cael eu harbed *yn awtomatig* yn eich tab 'annotated documents' (sy'n rhan o'r rhestr o bwyllgorau)

Enghraifft o'r hyn fydd ar eich sgrîn:-



ANFON DOGFENNAU TRWY EBOST

Mae modd ichi e-bostio'r ddogfen wreiddiol a/neu e-bostio'r fersiwn â nodiadau, **ond, mae rhaid i'r ddogfen fod ar gael yn gyhoeddus i allu gwneud hynny (heb ddogfennau eithriedig wedi'u hatodi).**

Pan fyddwch chi'n agor dogfen, mae'r eicon isod yn ymddangos ar ochr dde tua brig y sgrîn; mae rhaid ichi ddewis yr eicon yma 




Yna, rhaid ichi ddewis 'Open in' ac yna 'Blackberry Work'.

Bydd hyn yn symud y ddogfen wedi'i dewis i'ch ebost.

PINIO DOGFENNAU

Ar hyn o bryd, dim ond am 6 mis bydd eich dogfen yn cael ei harbed cyn iddi gael ei dileu o'r ddyfais. Erbyn haf 2018, *fe ddylai* fod modd i'r rhaglen ddal dogfennau am gyfnod o 3 blynedd ond tan hynny, bydd modd ichi 'roi pin' ar y dogfennau er mwyn eu hatal rhag cael eu dileu.

- Cliciwch ar enw'r pwyllgor perthnasol (neu glicio ar 'Annotated Documents' os bydd dogfennau â nodiadau o amryw bwyllgorau yr hoffech chi'u dewis).
- Dewiswch y botwm 'settings' ar y dde, tua brig y sgrîn
- ☐ Dewiswch 'Rheoli Dogfennau'
- Nawr, bydd modd ichi ddewis y dogfennau sy'n ymwneud â'r pwyllgor yr hoffech chi'u harbed trwy bwyso ar y cylchoedd wrth eu hymyl nhw
- ☐ Dewiswch eicon y pin ar y dde tua'r gwaelod 
- Nodwch: Bydd modd i chi ddad-wneud y dewis trwy glicio ar y ddogfen.
- ☐ Bydd y pin wedi'i osod, a fydd y ddogfen ddim yn cael ei dileu yn awtomatig.

GWNEUD NODIADAU

Unwaith i ddogfen gael ei dewis, bydd modd ichi ddechrau gwneud nodiadau. Mae'r holl eiconau ar gyfer gwneud nodiadau i'w cael ar hyd gwaelod eich sgrîn.

- **Dim ond chi sy'n cael gweld eich nodiadau, ac mae modd dileu pob dim yn ddigon hawdd, felly bant â chi o ran ymarfer!**



Mae'r eicon yma'n cloi'r ddogfen yn ei lle, sy'n golygu na allwch chi nesáu/pellhau.

Da o beth fyddai i chi glicio ar yr eicon yma cyn mynd ati i wneud nodiadau.

Dyma ysgifbin coch syml.

Unwaith i chi glicio ar yr eicon, bydd modd ichi glicio unrhywle ar y ddogfen ar unwaith.

Ar y dde tua brig y sgrîn, mae opsiwn i chi newid lliw a maint yr ysgrifbin.

Cofiwch, bob tro, i glicio ar 'done/scroll' ar y dde tua'r brig unwaith i chi orffen, gan fod hyn yn rhoi'r modd ichi fynd i lawr y dudalen.



Mae'r eicon yma'n fodd i chi oleuo/amlygu testun mewn melyn. I wneud hynny, rhowch eich bys/pen ar ddechrau'r testun hoffech chi'i amlygu, a symud eich bys/pen tua diwedd y darn i'w amlygu.

Eto, cliwch ar 'done/scroll' ar y dde tua brig y sgrîn unwaith byddwch chi wedi gorffen defnyddio'r eicon yma, er mwyn i chi fynd i lawr y dudalen.



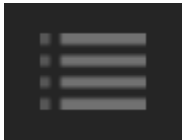
Bydd yr eicon yma'n fodd i chi danlinellu testun.
Cliciwch ar yr eicon a llusgo'ch bys/ysgrifbin o dan unrhyw destun - fel byddwch chi'n gwneud ag ysgrifbin arferol.





Bydd yr eicon yma'n fodd i chi deipio nodiadau mewn swigod siarad unrhywle ar y ddogfen.
Dewiswch yr eicon, a phwyso'r man lle'r hoffech chi osod y swigod, a theipio yn y blwch. Unwaith i chi orffen, cliciwch 'done'.

Dyma'r nod tudalen.
Unwaith i chi ddewis yr eitemau sydd ar yr agenda ac atodiadau, byddan nhw'n ymddangos ar ochr dde'r sgrîn.
Cliciwch ar yr eitemau yr hoffech chi'u gweld, a bydd y ddogfen yn eich cyfeirio chi at y dudalen.



Bydd yr eicon yn mynd â chi at unrhyw o'ch nodiadau blaenorol yn y ddogfen.

Bydd yr eicon yma'n fodd ichi chwilio am unrhyw air yn y ddogfen.
Unwaith i chi glicio, bydd blwch testun yn ymddangos tua'r brig ar y dde. Teipiwch air a phwyso 'enter' - byddwch chi'n cael eich cyfeirio at y gair yn y ddogfen yma yn awtomatig.



Bydd y saethau'n mynd â chi i'r dudalen flaenorol/nesaf pan fyddwch chi'n clicio. Efallai bydd hyn yn haws na sgrollo.

Mae hyn yn golygu rhif y dudalen.
Ar ôl clicio, mae modd ichi naill ai deipio rhif y dudalen yn y blwch neu symud y cyrchwr i rif y dudalen berthnasol.




Awgrymiadau


- **CYSYLLTU Â'R RHYNGRWDYD** – Bydd eisiau i chi agor eich dogfen yn gyntaf pan fyddwch chi wedi cysylltu â'r rhyngrwyd. Drwy wneud hyn, byddwch chi'n sicrhau bod y ddogfen wedi'i llwytho i'ch dyfais cyn y cyfarfod. Bydd hyn yn rhoi modd i chi agor y ddogfen rhag ofn bydd problemau gyda'r rhyngrwyd ar y diwrnod.

Bydd darpariaeth rhyngrwyd y Cwlwm/Cloud ar gael yn Siambr y Cyngor – i gadarnhau'ch bod chi wedi cysylltu, agorwch y rhaglen 'safari' ar eich dyfais a cheisio agor tudalen we:

- Os bydd y dudalen yn ymddangos, rydych chi wedi cysylltu'n iawn
- Os byddwch chi'n cael eich cyfeirio at dudalen borffor RCT Cloud, pwyswch 'continue'. Yna, fe ddylai'r dudalen we agor, a fydd yn golygu'ch bod chi wedi cysylltu.

- **OS NA FYDDWCH CHI'N GALLU GWELD PWYLLGOR WEDI'I RESTRU YN RHAGLEN MODERN.GOV** - Ar y chwith tua brig y sgrîn, cliciwch  wrth ymyl y pwyllgorau, a phwyso'r Pwyllgor(au) perthnasol, fel bydd tic yn ymddangos wrth eu hymyl, a chlicio 'done'.

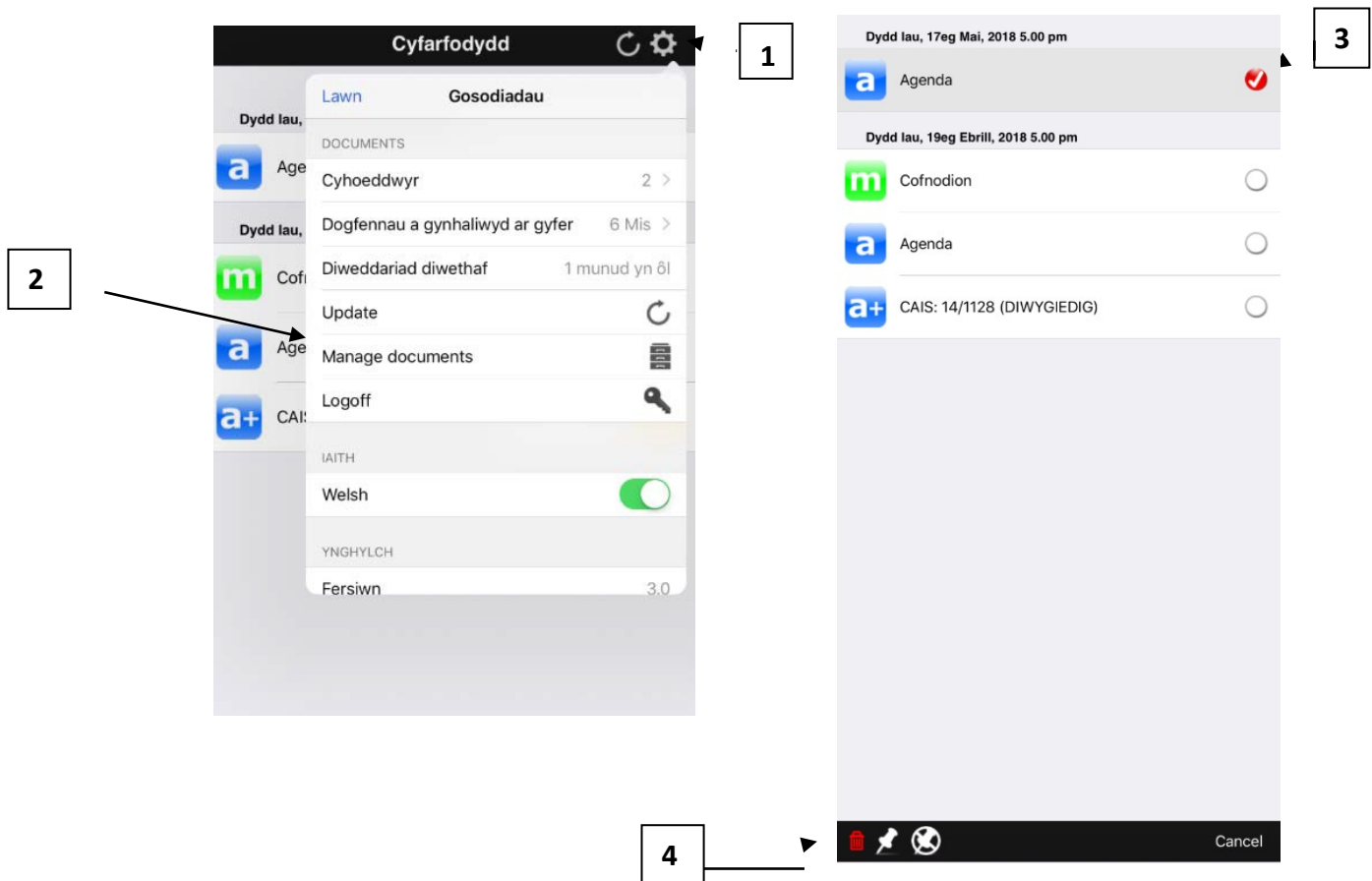
Bydd modd ichi ddewis a dad-wneud eich dewis unrhyw bryd

- **OS BYDDWCH CHI WEDI DERBYN EBOST SY'N NODI BOD AGENDA AR GAEL, OND FYDDWCH CHI DDIM YN GALLU'I GWELD TRWY RAGLEN MODERN.GOV** – Cliciwch ar yr eicon  wrth ymyl y gair 'Committees' tua brig y dudalen ar y chwith, dad-ddewis y Pwyllgor perthnasol, a chlicio 'done'. Yna, ewch yn ôl i ail-ddewis y Pwyllgor, a chlicio ar 'done'. Fe ddylai'r dogfennau i gyd ymddangos.
- **ANGHOFIO CYFRINAIR** – Cysylltwch â swyddogion a fydd yn gallu rhoi cymorth i chi ynglŷn â hyn.

- **DOGFEN WAG - 'ANNOTATION UNAVAILABLE'** – Os bydd y sgrîn yn aros yn ddu pan fyddwch chi'n agor dogfen, dyw'r ddogfen ddim wedi lawrlwytho'n iawn.

I lwytho'r ddogfen eto, bydd eisiau:

1. dewis y togl yn y gornel ar y dde
2. dewis 'manage documents'
3. ticio'r ddogfen hoffech chi'i llwytho eto
4. dewis eicon y bin ar y chwith tua gwaelod y sgrîn
5. Bydd eich dogfen yn cael ei dileu



6. Bydd eich dogfen wedi'i dileu yn ymddangos mewn llwyd – pwyswch ar hon er mwyn ei llwytho eto.

