



**Joint Report of the Presiding Member, Monitoring Officer & Head of Democratic Services**

**Annual Meeting of Council – 18 May 2023**

**Amendments to the Council Constitution – Part 4.8  
Rules of Procedure (JNC Officer Appointment Procedure  
Rules)**

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|------------------------------------|---|
| <b>Purpose:</b>                    | To make amendments to simplify, improve and / or add to the Council Constitution. A decision of Council is required to change the Council Constitution. |
| <b>Policy Framework:</b>           | Council Constitution.   |
| <b>Consultation:</b>               | Access to Services, Finance, Legal  |
| <b>Recommendation(s):</b>          | It is recommended that:<br><br>1) The amendments to the Council Constitution as outlined in Paragraph 3 and attached at Appendix B are approved.        |
| <b>Report Author:</b>              | Rachael Davies  |
| <b>Finance Officer:</b>            | Ben Smith   |
| <b>Legal Officer:</b>              | Tracey Meredith   |
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**1. Introduction**

- 1.1 In compliance with the Local Government Act 2000, the City and County of Swansea has adopted a Council Constitution. From time to time, it is necessary to review the Council Constitution in line with legislative requirements and to ensure good governance arrangements.
- 1.2 Several issues have arisen since adoption and in order to maintain the aims, principles and procedures set out in Articles 1 and 15 of the Council Constitution, it is proposed that the amendment set out below should be made to the Constitution.

1.3 The terms of reference of the Constitution Working Group includes keeping under review the Council Constitution and to make appropriate recommendations for change.

## **2. Delegated Minor Corrections to the Council Constitution**

2.1 There are no delegated minor corrections to the Council Constitution.

## **3. Amendments to the Council Constitution**

3.1 This report outlines a suggested amendment to the Council Constitution. The amendments are within the following areas of the Council Constitution:

- a) Part 4 – Rules of Procedure  
Section 4.8 – JNC officer appointment procedure rules

3.1 The JNC officer appointment procedure rules are attached at Appendix A. The Head of HR and Service Centre has reviewed and amended the procedure rules to update legislative changes and streamline the appointment process. Much of the content remains the same particularly around Chief Executive appointment procedures but there are some key changes highlighted as follows:

- The Appointments Committee to use their delegated authority to appoint Chief Officers, with the exception of the Chief Executive post which remains a Council appointment,
- A merger of the Appointments Committee interview with the wider assessment centre procedure in order to streamline the length of time to complete an appointment process,
- The flexibility for long listing to take place prior to short listing in order to provide greater depth of candidate experience and aptitude to inform the Appointments Committee,
- All reference to informal social meetings between the Appointments Committee and candidates to be deleted,
- Written ballot votes at Council removed and replaced with current voting arrangements.

3.2 Attached at Appendix B is a draft version of the JNC officer appointment procedure rules which members are asked to consider and to assist with the proposed changes, Appendix C is also included as a tracked changes version.

## **4. Integrated Assessment Implications**

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage.
- Consider opportunities for people to use the Welsh language.
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4.2 The Well-being of Future Generations (Wales) Act 2005 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

4.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also considers other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

4.4 An IIA Screening Form has been completed and no adverse implications have been noted.

## **5. Financial Implications**

5.1 There are no financial implications associated with this report.

## **8. Legal Implications**

8.1 There are no legal implications associated with this report.

**Background Papers:** None.

### **Appendices:**

Appendix A – current JNC officer appointment procedure rules

Appendix B – proposed JNC officer appointment procedure rules

Appendix C – tracked changes JNC officer appointment procedure rules

Appendix D – IIA screening form