

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**  
**CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT**

**ANNUAL MEETING OF COUNCIL**

**16<sup>TH</sup> MAY 2008**

**REPORT OF THE CHIEF EXECUTIVE**

1. **INTRODUCTION**

The principal purpose of the Annual Meeting of Council is to elect the Mayor and Deputy Mayor for the Civic Year 2008/09, together with the Leader and Deputy Leader of the Council and to approve the continuation of the office of the re-elected Executive Members and the re-elected Chairs and Vice Chairs up to the date of the adjourned meeting on 28<sup>th</sup> May, 2008.

There are also a number of other matters for the Council to determine at its Annual Meeting (set out below), and it is proposed that these be dealt with at the adjourned meeting.

2. **THE CURRENT STRUCTURE**

The Council has a Constitution based on a Leader and Cabinet Executive. Part 3 of the Constitution summarises the discharge of functions by:-

- (i) Cabinet and Cabinet Boards
- (ii) Scrutiny Committees
- (iii) Other Committees of the Council.

The next sections of this report set out the decisions required for the Civic Year 2008/09 based on the current Constitution provisions.

### 3. DECISIONS REQUIRED FOR CIVIC YEAR 2008/09

#### (1) APPOINTMENT OF CABINET AND CABINET BOARDS

To affirm the size of the Cabinet and the Cabinet Boards in accordance with the Constitution; and to appoint Members thereto.

The Constitution provides as follows:-

- (i) Cabinet of 10 Members including the Leader;
- (ii) the following Cabinet Boards:-
  - Policy and Resources Cabinet Board  
(3 Members holding Cabinet Portfolios 1, 2 and 3)
  - Social Care, Health and Housing Cabinet Board  
(2 Members holding Cabinet Portfolios 4 and 5)
  - Children, Young People and Education Cabinet Board  
(2 Members holding Cabinet Portfolios 5 and 6)
  - Economic and Community Regeneration Cabinet Board  
(2 Members holding Cabinet Portfolios 7 and 8)
  - Environment and Highways Cabinet Board  
(2 Members holding Cabinet Portfolios 9 and 10)

**Note:** the Cabinet Boards are “Cabinet Committees” under the Local Government Act 2000.

- (iii) Portfolios of Cabinet Members:-
  - Portfolio 1 – Community and Strategic Leadership
  - Portfolio 2 – Finance and Improvement
  - Portfolio 3 – Corporate Services
  - Portfolio 4 – Social Care, Health and Housing
  - Portfolio 5 – Children and Young People
  - Portfolio 6 – Education and Lifelong Learning

- Portfolio 7 – Community and Leisure Services
- Portfolio 8 – Economic Development and Property Services
- Portfolio 9 – Environment and Transport
- Portfolio 10 – Streetcare and Highways.

Council is requested to consider the arrangements in (i) (ii) and (iii) above, and to appoint Members of the Cabinet, and to Cabinet Portfolios.

(2) **APPOINTMENT OF COMMITTEES**

The following Committees are proposed for appointment, and to be responsible for the functions set out in the Constitution:-

(i) **Scrutiny Committees**

- |  |   |
|--|---|
| • *Cabinet Scrutiny Committee                                | 16 Members<br>(incl. 4 Chairs<br>of other<br>Scrutiny Cttees) |
| • *Policy and Resources<br>Scrutiny Committee                | 16 Members<br>(incl. 4 Chairs<br>of other<br>Scrutiny Cttees) |
| <i>(*same Membership)</i>                                    |   |
| • Social Care, Health and Housing<br>Scrutiny Committee      | 13 Members  |
| • Children, Young People and<br>Education Scrutiny Committee | 15 Members<br>(plus 4 voting/<br>4 non voting<br>co-optees)   |
| • Economic and Community<br>Regeneration Scrutiny Committee  | 12 Members  |
| • Environment and Highways<br>Scrutiny Committee             | 12 Members  |

**Note:** These Committees are “Overview and Scrutiny Committees” under the Local Government Act 2000.

(ii) Other Committees

- Planning and Development Control Committee 45 Members
- \*Registration and Licensing Committee 15 Members
- \*Licensing and Gambling Acts Committee 15 Members  
(\*same Membership)
- Personnel Committee 12 Members
- Special Appointments Committee 9 Members
- Audit Committee 12 Members
- Appeals Committee 5 Members  
(plus 20 substitutes)
- Standards Committee 2 Members  
and  
1 Substitute  
(and 4 other external voting appointees)

Council is requested to consider the following:-

- (a) to appoint the above Committees for the Civic Year 2008/09 (i.e. the period to the next Annual Meeting) and to determine the number of places thereon;
- (b) to confirm the apportionment of seats amongst the constituted Political Groups (refer to **Appendix A** – to follow) - but to unanimously resolve that, pursuant to Section 17 of the Local Government and Housing Act 1989, the political balance requirements of Sections 15 and 16 do not apply to the Appeals Committee.

**Notes:** (i) for the Appeals Committee, substitute Members will be identified once the Political Groups are known;

- (ii) for the Licensing and Gambling Acts Committee, the 1989 Act does not apply, but the principle of proportionality still pertains as the membership follows the same as that of the Registration and Licensing Committee.
- (c) to approve the Members (and substitutes where relevant) to serve on each Committee on the basis of the wishes of each Political Group and also the appointment of voting and non voting co-optees on the Children, Young People and Education Scrutiny Committee for Education matters;
- (d) to appoint the Chairs and Vice Chairs of the Committees;
- (e) to re-appoint the Neath Port Talbot Council Members, and the Community Committee Member to the Standards Committee for the ensuing year (together with substitutes i.e. one for NPT Member, one for Community Committee Member).

(3) **APPOINTMENT OF STAFF COUNCIL AND OTHER MEMBER/OFFICER GROUPS**

It is proposed that a Staff Council of 12 Members be appointed for the Civic Year 2008/09, together with a Local Government Services Sub Group (7 Members) and a Schools Sub Group (7 Members). Council is asked to appoint a Chairman and Members thereto. There will also be appropriate Trade Union representatives.

Council is also requested to appoint three Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-

- (i) Safer Neath Port Talbot Group (15 Members)
- (ii) Communities First Group (all ward Members for the CF areas)
- (iii) Modernisation Group (10 Members)

(4) **APPOINTMENTS TO JOINT COMMITTEES, OUTSIDE AND OTHER PUBLIC BODIES**

Details of the appointments for 2007/08 can be found in **Appendix B**. Council is asked to determine new appointments for the Civic Year 2008/09.

For Joint Committees, the Assembly now permits Non Executive Members to serve on such Committees where they deal with Executive functions. The Members will however represent the Executive, be accountable to the Executive and thus the Cabinet is responsible for making such appointments.

(5) **TIMETABLE AND CYCLE OF MEETINGS**

The proposals here are set out in **Appendix C (i) and (ii)** for Council's consideration and approval.

(6) **APPOINTMENT OF SUB COMMITTEES**

The Sub Committees below will be dealt with by the relevant Committees:-

- Planning (Site Visits) Sub Committee – 12 Members (with relevant ward members and UDP/LDP Cabinet Member attending in a non voting capacity)
- Children's Services Scrutiny Sub Committee – 7 Members
- Licensing and Gambling Acts Sub Committee (3 Members with Substitutes).

**K.R. Sawyers**  
**Chief Executive**

**Background Papers**

Constitution Document.

**Contact Officer**

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