

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

**ANNUAL MEETING OF COUNCIL**

**20<sup>TH</sup> MAY 2005**

**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 ensuing Civic Year, together with the Leader and Deputy Leader of the Council.

There are also a number of other matters for the Council to determine at its Annual Meeting (set out below), some of which may be adjourned to another meeting the following week.

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 2005/06 based on the current Constitution provisions.

### 3. **DECISIONS REQUIRED FOR CIVIC YEAR 2005/06**

#### (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)
- (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 Transportation
- Portfolio 10 – Streetcare and Highways Services.

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

Note: **Appendix “A”** sets out the current Membership arrangements for all Cabinet posts and for executive and non executive Committees.

(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**

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

(ii) Other Committees

- Planning and Development Control Committee 40 Members
- Registration, Licensing and Highways Regulatory Committee 15 Members
- Licensing (2003 Act) Committee 15 Members
- Personnel Committee 12 Members  
(with some Cabinet Members attending as non voting advisers as necessary)
- Special Appointments Committee 9 Members  
(a core membership of 8 with 1 additional member who will vary according to the appointing Directorate).
- Audit Committee 12 Members
- Appeals Committee 5 Members  
(plus 20 substitutes)
- Standards Committee 2 Members  
(plus 1 substitute)

Council is requested to consider the following:-

- (a) to appoint the above Committees for the Civic Year 2005/06 (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 'C'**) - 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, the substitute Members to be 12 Labour Group; 3 Plaid Cymru Group; 3 NPT Ratepayers Group; and one each from the Independent and Democratic Group and the Liberal Democrat Group; (ii) for the Licensing (2003 Act) 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, Licensing and Highways Regulatory 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 2005/06, 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 four Member Briefing/Advisory Groups (chaired by the relevant Cabinet Member), namely:-

- (i) Safer Neath Port Talbot Group (13 Members)
- (ii) Communities First Group (all ward Members for the CF areas)

- (iii) Environment/Sustainability Group (13 Members including 2 other Cabinet Members)
- (i) Modernisation Group (10 Members)

These are not Groups with decision making powers, but provide opportunities for Members to be informed/briefed on issues, and to be able to input views from a Member/Ward perspective (thus also assisting policy development/decision processes).

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

Details of the appointments for 2004/05 can be found in **Appendix 'C'**. Council is asked to determine new appointments for the Civic Year 2005/06.

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 'D'(i) and (ii)** for Council's consideration and approval.

(6) **CONSTITUTION ADJUSTMENTS**

The following adjustments are submitted for Council approval:-

**Part 3 Functions**

New page 3.33 under Policy and Resources (e) - delete bracketed note at the final bullet point.

New page 3.34 under Social Care, Health and Housing (a) - add to fourth bullet point "incl. housing land purchases/disposals/easements"; similarly to Portfolio 4 page 3.45.

New page 3.37 under Economic and Community Regeneration (b) - add “High Hedges”; similarly to Portfolio 8 page 3.47.

New page 3.39 under Environment and Highways (a) - add “Sea Fisheries”; similarly to Portfolio 9 page 3.47.

New page 3.61 (f) - the existing to read “(f)(i)”. Then add “(ii) any powers or duties delegated to a Director or Head of Service may be exercised by any other person duly authorised by him/her in writing from time to time” and also “(iii) a record shall be kept in each Directorate of all such authorisations which have been made by the Director or Head of Service as in (ii) above; and a central register of same shall be kept by the Head of Democratic Services”.

New page 3.100 (3) - add the following words as a second paragraph “The Head of Legal Services is also authorised to instruct Counsel to provide advice to the Authority on any matters relating to the carrying out of its functions and to represent the Authority at Inquiries (of whatever nature) where he/she deems it necessary in the Authority’s interests to do so”.

(The above also to be included in Article 13.03 as a second paragraph).

(7) **APPOINTMENT OF SUB COMMITTEES**

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

- Planning (Site Visits) Sub Committee – 12 Members (with local ward members and UDP Cabinet Member attending in a non voting capacity)
- Appointments Sub Committee – 4 Members (a core membership of Chair or Vice of Personnel Committee with an additional 3 members as set out in **Appendix ‘A’**). Substitute arrangements also to apply, plus the relevant Regulatory Chair attending as a non voting adviser as appropriate.

- Children's Services Scrutiny Sub Committee – 7 Members
- Licensing (2003 Act) Sub Committee (3 Members with Substitutes)

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

**Background Papers** – Constitution Document.

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