

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

**ANNUAL MEETING OF COUNCIL**

**20th MAY, 2011**

**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 2011/12, together with the Leader and Deputy Leader of the Council and to approve the continuation of the office of the Executive Members and the Chairs and Vice Chairs up to the date of the adjourned meeting on 25<sup>th</sup> May, 2011.

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 2011/12 based on the current Constitution provisions.

### 3. **DECISIONS REQUIRED FOR CIVIC YEAR 2011/12**

#### (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 Transformation
  - 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
- 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.

Note: **Appendix ‘A’** sets out the **current** Membership arrangements (2010/11) 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**

- |   |   |
|---|---|
| • *Cabinet Scrutiny Committee   | 16 Members<br>(incl. 4 Chairs<br>of other<br>Scrutiny Cttees) |
| • *Policy and Resources<br>Scrutiny Committee<br><br>(*Same Chair & Vice Chair) | 16 Members<br>(incl. 4 Chairs<br>of other<br>Scrutiny Cttees) |
| • 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 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 Chair & Vice Chair and Committee Membership)*
- Personnel Committee 12 Members
- Special Appointments Committee 9 Members
- Audit Committee 12 Members
- Appeals Committee 5 Members  
*(Note: Revised jurisdiction: Personnel and Homelessness matters)* (plus 20 substitutes)
- Standards Committee 2 Members and 1 Substitute (and 4 other external voting Appointees and 2 Substitutes)

Council is requested to consider the following:-

- to appoint the above Committees for the Civic Year 2011/12 (i.e. the period to the next Annual Meeting) and to determine the number of places thereon;
- to confirm the apportionment of seats amongst the constituted Political Groups (refer to **Appendix ‘B’**) - 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 Independent and Democratic Group; and one each from the Liberal Democrat Group and the Neath Port Talbot Independent Group;
- (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; (**Note:** there is currently one Co-opted Non Voting Member vacancy);
- (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 the NPT Member, two for the 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 2011/12, 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 Member Briefing Group (15 Members)
- (ii) Communities First Member Briefing Group (all Ward Members for the Communities First areas)
- (iii) Modernisation Group (10 Members)

*NB: The Valleys Strategy Member Briefing Group and the Corporate Parenting Member Briefing Group will be replaced by other methods of reporting to all Members on these issues.*

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

Details of the **current** appointments for 2010/2011 can be found in **Appendix 'C'**. Council is asked to determine new appointments for the Civic Year 2011/12.

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 for the Timetable/Cycle for 2011/12 are set out in **Appendix 'D'** for Council's consideration and approval. Members should note that, apart from the Regulatory Committees (Planning, Licensing and Appeals Committees), a recess of all other meetings will take place for the month of August.

(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).

(7) **CONSTITUTIONAL CHANGES**

There are a number changes required to be made to the Council’s Constitution. These are set out in **Appendix ‘E’**, for Members’ consideration.

**S.Phillips**  
**Chief Executive**

**Appendices**

- ‘A’ - Current Membership Arrangements – 2010/11
- ‘B’ - Size of Council Committees and Political Group Proportionalities - 2011/12
- ‘C’ - Current Representation on Joint Committees, Outside and Other Public Bodies 2010/11
- ‘D’ - Provisional Timetable of Meetings – 2011/12
- ‘E’ - Constitutional Changes

**Background Papers**

Constitution Document.

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