

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd**

**Democratic Services
Gwasanaethau Democrataidd**

Chief Executive: K.Jones

Date: 24 May 2023

Dear Member,

ANNUAL MEETING OF COUNCIL - WEDNESDAY, 24TH MAY, 2023

Please find attached the following appendices in relation to Item 4 - Administrative Arrangements, for consideration at the next meeting of the **Annual Meeting of Council - Wednesday, 24th May, 2023.**

Item

4. **Administration Issues 2023/2024 (Pages 3 - 92)**

Yours sincerely

p.p Chief Executive

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Council

24th May 2023

Report of the Chief Executive – Mrs Karen Jones

Matter for Decision

Wards Affected:

All wards

Reconstitution of Council 2023/2024

Purpose of the Report:

To fulfil the legal requirements of the Local Government Act 1972 and the Constitution of Neath Port Talbot County Borough Council and constitute Neath Port Talbot County Borough Council for the civic year 2023/2024

Background:

In accordance with the Council's Constitution, the Council is obliged at its annual meeting to undertake the following:

- (a) elect a person to preside if the Chair of Council is not present; but no member of the Executive can preside, or be Chair or Vice Chair of the Council;
- (b) elect the Chair of the Council (who will be entitled "Mayor");
- (c) appoint the Vice Chair of the Council (who will be entitled "Deputy Mayor");
- (d) receive any announcements from the Chair and/or Chief Executive;

- (e) elect the Leader and Deputy Leader of the Council;
- (f) agree the number of Members to be appointed to the Executive;
- (g) appoint Scrutiny Committees, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions;
- (h) agree such delegations as the Constitution determines it is for the Council to agree;
- (i) approve a programme of ordinary meetings of the Council and its Committees for the year, and
- (j) consider any business set out in the notice convening the meeting.

Various decisions are required to be taken by Council today, in respect of the following matters:

Section 1	Policy and Budget Framework;
Section 2:	Executive Arrangements;
Section 3:	Apportionment of seats to the political groups
Section 4:	Scrutiny Arrangements;
Section 5:	Member representation on Other Committees;
Section 6:	Staff Council and Other Member/Officer Groups;
Section 7:	Joint Committees, Outside and Other Public Bodies;
Section 8:	Cycle and Timetable of Meetings plus schedule of Seminar Dates for 2023/2024
Section 9:	Distribution of Senior Salaries
Section 10:	Democratic Services Structure and Staffing Resources

1. Policy and Budget Framework

- 1.1 In order to reflect changes in Welsh Government Policy and Legislation, an updated version of the Neath Port Talbot County Borough Council's Constitution in relation to the Policy and Budget Framework is attached for approval at **Annex A**.

Recommendation

- 1.2 Council is requested to approve the Policy and Budget Framework set out in **Annex A**.

2. Executive Arrangements

- 2.1 Council is required to make decisions for the Civic Year 2023/2024, in respect of:

- the size of the Cabinet (number of Executive Posts);
- the relevant Portfolios for each of the Executive Posts; and
- the number and size of Cabinet Boards and their respective Functions.

- 2.2 For Council's consideration, the proposed Executive Structure for the Civic Year 2023/2024 is to confirm a Cabinet of ten (10) Members, including the Leader.

- 2.3 Council will note that a Sub Committee of the Cabinet to deal with decisions relating to policy and resources (that being matters contained in Portfolio 2 - finance, performance and social justice) will be confirmed. Cabinet will proceed to officially constitute this Sub-Committee in due course.

- 2.4 Council is also required to receive and approve the proposals in respect of the Cabinet portfolios for the Civic Year 2023/2024, together with the appointment of Members thereto. These details are set out at **Annex B**.

Recommendations

- 2.5 Council is requested to approve the proposals set out in **Annex B**.

3. Apportionment of Seats to the Political Groups

- 3.1 The proposed apportionment of seats to the political groups for each relevant Committee is enclosed at **Annex C**.

Recommendations

3.2 Council is asked to approve the apportionment of seats to the political groups for each relevant Committee as set out in **Annex C**.

4. Scrutiny Arrangements

4.1 The Neath Port Talbot County Borough Council Constitution summarises the Scrutiny functions and specifies that they “mirror” Cabinet or their respective Cabinet Boards.

4.2 Council is now required to make decisions for the Civic Year 2023/2024, in respect of:

- the proposed appointment of the four Scrutiny Committees identified and their functions;
- the number of Members on each Scrutiny Committee and the apportionment of seats-amongst the constituted Political Groups;
- to designate the Social Services, Housing and Community Safety Scrutiny Committee to discharge the powers in respect of Crime and Disorder matters and to be authorised to make a report or recommendation under Section 19 (1)(b) and (3)(a) of the Police and Justice Act 2006; and
- to designate the Cabinet Scrutiny Committee to discharge the power under s35 of the Wellbeing of Future Generations (Wales) Act 2015.

4.3 For Council’s consideration, the proposed Scrutiny Committee Structure for 2023/2024 is set out in **Annex D** of this report – the functions to “mirror” the Cabinet Boards as set out in **Annex B**.

4.4 Following approval of the above, Council then needs to consider the allocation of the Chairs to the Scrutiny Committees, taking into account the political constitution of the Council and the requirements of Section 21(1) of the Local Government (Wales) Measure 2011 in that Chairs of the Scrutiny Committees are allocated on a proportional basis i.e. the number of Scrutiny Chairs apportioned to the Executive (Majority) Group; and the number of Scrutiny Chairs apportioned amongst the remaining eligible Opposition Political Groups;

4.5 Accordingly, the Executive Group is to be apportioned 2 Chairs of Scrutiny Committees (Cabinet Scrutiny Committee, and Education,

Skills and Wellbeing Scrutiny Committee) whilst the number apportioned to Welsh Labour will be 2 Chairs of Scrutiny Committees (Social Services, Housing and Community Safety Scrutiny Committee and Environment, Regeneration and Streetscene Services Scrutiny Committee).

- 4.6 The Member appointments to the Scrutiny Committees, including Chairs and Vice Chairs, are then received by Council, in accordance with the wishes of the respective Political Groups.
- 4.7 The co-optees to the Education, Skills and Wellbeing Scrutiny Committee are also required to be re-appointed by Council.

Recommendation

- 4.8 Council is requested to approve the Recommendations in respect of the above, as set out in **Annex D** of this report.

5. Other Committees of the Council

- 5.1 The Neath Port Talbot Council Constitution summarises the current discharge of functions of the Other Committees of the Council:

Planning Committee

Registration and Licensing Committee

Licensing and Gambling Acts Committee

Personnel Committee

Special Appointments Committee

Governance and Audit Committee

Democratic Services Committee

Standards Committee

Appeals Panel

- 5.2 Council is now required to make decisions for the Civic Year 2023/2024, in respect of:
- the continuation of, or any changes to, the existing Constitutional arrangements for each Committee;

- the number of Members on each Committee and the apportionment of seats amongst the constituted Political Groups; and
- the Chairs and Vice Chairs of each Committee.

5.3 For Council's consideration, the recommendation in **Annex E** of this report proposes the following "Other Committees" be re-constituted under the existing arrangements:

Planning Committee
Registration and Licensing Committee
Licensing and Gambling Acts Committee
Personnel Committee
Special Appointments Committee
Appeals Panel
Standards Committee

5.4 In order to comply with the Local Government (Wales) Measure 2011, a **Democratic Services Committee** must be established to comprise elected Members only, with no more than one Executive (Cabinet) Member (who is not the Leader) and with the Committee Membership reflecting the political balance of the Council, including an Opposition Chair (appointed by Council).

5.5 The Member appointments to the above Committees, including Chairs and Vice Chairs, are received by Council, in accordance with the wishes of the respective Political Groups - taking into account the requirements of the Local Government (Wales) Measure 2011 where applicable.

Recommendations

5.7 Council is requested to approve the Recommendations in respect of the revised "Other Committees" arrangements for 2023/2024 as set out in **Annex E** of this report

6. Staff Council and Other Member/Officer Groups

6.1 Council is required to consider the re-appointment of the following Groups, the number of Members thereon and the respective Chairs for the Civic Year 2023/2024:

Staff Council;

Corporate Parenting Panel Schools Standards Partnership Group

and to receive the Member appointments to the same, according to the wishes of the Political Groups.

Recommendations

- 6.2 Council is requested to approve the Recommendations in respect of the above Member/Officer Groups for 2023/2024 as set out in **Annex F**.

7. Joint Committees, Outside and Other Public Bodies

- 7.1 Council is required to appoint the Member/Officer representation on the above bodies for the Civic Year 2023/2024. It should be noted Non-Executive Members are permitted 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.
- 7.2 The Outside Body Representation is contained in **Annex G**

Recommendations

- 7.3 Council is requested to approve the Recommendation in **Annex G** for the appointment of Member/Officer appointments to Joint Committees, Outside and Other Public Bodies.

8. Cycle and Timetable of Meetings

- 8.1 Council is required to approve the provisional Committee Cycle and Timetable of Meetings for the Civic Year 2023/2024. Consultation has been carried out in accordance with Section 6 of the Local Government Measure 2011 and related Statutory Guidance.
- 8.2 Full details are given in **Annex H** and are subject to the approval of the proposals agreed earlier in this report

- 8.3 It should be noted that the Cycle includes the usual four-weekly recess during August for all meetings, other than the “Regulatory” meetings – Planning and Licensing Committees and Appeals Panel. Members are also asked to note that dates for Members’ Seminars included in the Cycle to aid Members in planning their own diary commitments and to promote maximum attendance at Seminars.
- 8.4 Consultation will continue to be undertaken as appropriate regarding the start time of meetings, with the Chair of each committee being provided with the opportunity to vary the start time by up to one hour following consultation with the committee members. A review of committee times will also be carried out in the 2023/2024 by the statutory Head of Democratic Services in order in accordance with the Local Government Measure 2011 and related Statutory Guidance.

Recommendations

- 8.5 Council is requested to consider and approve the new Committee Cycle and Timetable set out at **Annex H**.

9. Distribution of Senior Salaries

- 9.1 Members occupying specific posts shall be paid a Senior Salary. In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales. A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.

Recommendation

- 9.2 That Council approves the proposed distribution of the available Senior Salaries as set out in **Annex I**

10. Democratic Services Structure and Staffing Resource

- 10.1 Section 9(h) of the Local Government (Wales) Measure 2011 places a duty on the statutory Head of Democratic Services to make reports and recommendations in respect of the number and grades of staff required to discharge democratic services

functions. The structure set out in **Annex J** has been considered and supported by the Democratic Services Committee. Also included are the executive support officers, whose role are to support the Cabinet office.

Recommendation

10.2 That Council endorses the structure of the Democratic Services section and Executive Support section as set out in **Annex J**.

Financial Impacts:

There are no financial impacts associated with this report

Integrated Impact Assessment:

There is no requirement for an Integrated Impact Assessment as this is a report in respect of governance arrangements only

Valleys Communities Impacts:

There are no valley community impacts

Workforce Impacts:

There are no workforce impacts associated with this report

Legal Impacts:

The report discharges duties placed on the Council pursuant to the Local Government Act 1972

Risk Management Impacts:

Failure to ensure that the appropriate appointments are made could render the Council in breach of its statutory duties.

Consultation:

There will be no requirement for any consultation.

Recommendations:

It is recommended that Council:

- (1) Approves the Policy and Budget Framework as set out in **Annex A**.
- (2) Approves the proposals for the Executive arrangements for the Civic Year 2023/2024 as set out in **Annex B**.
- (3) Approves the proposed size of the Council Committee and apportionment of seats to the political groups as set out in **Annex C**.
- (4) Approves the proposals for the Scrutiny arrangements for the Civic Year 2023/2024 as set out in **Annex D**.
- (5) Approves the proposals in respect of the revised “Other Committees”, arrangements for the Civic Year 2023/2024 as set out in **Annex E**
- (6) Approves the proposals in respect of the Staff Council and other Member/Officer Groups as set out in **Annex F**
- (7) Approves the proposals in respect of the Joint Committees, Outside and Other Public Bodies as set out in **Annex G** subject to the membership appointment to Joint Committees being approved by Cabinet at its meeting following Council.
- (8) Approves the Cycle and Timetable of Meetings for 2023/2024, as set out in **Annex H** be approved;
- (9) Approves the proposed distribution of the available Senior Salaries as set out in **Annex I**
- (10) Endorses the structure of the Democratic Services section and Executive Support section as set out in **Annex J**.

Reasons for Proposed Decision:

To ensure the Council is appropriately constituted pursuant to the Local Government Act 1972 and Local Government Act 2000

Implementation of Decision:

The decision is proposed for implementation immediately

Appendices:

None

List of Background Papers:

Constitution of Neath Port Talbot County Borough Council

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ANNEX A

POLICY AND BUDGET FRAMEWORK

Budget and Policy Framework Procedure Rules

1. The Framework for Executive Decisions

The Council will be responsible for the adoption of its policy framework and budget. The Policy framework and budget adopted by the Council will be based on that proposed by the executive. Once a budget or a policy framework is in place, it will be the responsibility of the executive to implement it.

2. Process for Developing the Framework

The process by which the policy framework and budget shall be developed is:

- (a) The executive will publicise a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, and its arrangements for consultation after publication of any initial proposals where available. The relevant Scrutiny Committee will also be notified. If a relevant Scrutiny Committee wishes to respond to the executive in that consultation process then it may do so.
- (b) The executive will draw up proposals having regard to the responses to that consultation. There will then be formal consultation with the relevant Scrutiny Committee which may wish to undertake further external consultation and/or make policy recommendations. The executive will take any response from a Scrutiny Committee into account in drawing up final proposals for submission to the Council, and its report to Council will reflect the comments made by consultees. Consultation on the Local Development Plan preparation should also be undertaken with the Planning Committee.
- (c) Once the executive has approved the final proposals, the Chief Executive or relevant director will refer them at the earliest opportunity to the Council for decision
- (d) In reaching a decision, the Council may adopt the executive's proposals, amend them, refer them back to the executive for further consideration, or in principle, substitute its own

proposals in their place.

- (e) If it accepts the recommendation of the executive without amendment, the Council may make a decision which has immediate effect. Otherwise, it may only make an in-principle decision. In either case, the decision will be made on the basis of a simple majority of votes cast at the meeting.
- (f) A copy of the decision will be given to the Leader
- (g) An in-principle decision will automatically become effective after the expiry of 5 working days from the date of the Council's decision, unless the Leader informs the Chief Executive in writing within that period that he/she objects to the decision becoming effective and provides reasons why
- (h) In that case, the Chief Executive will call a Council meeting within a further 10 working days to re-consider its decision and the Leader's submission. The Council may
 - (i) approve the executive's recommendation by a simple majority of votes cast at the meeting; or
 - (ii) approve a different decision which does not accord with the recommendation of the executive by a simple majority
- (i) The decision shall then be made public; and shall be implemented immediately;
- (j) In approving the budget and policy framework, the Council may also specify the extent of virement within the budget and degree of in-year changes to the policy framework which may be undertaken by the executive, in accordance with paragraphs 5 and 6 of these Rules (virement and in-year adjustments). Any other changes to the policy and budgetary framework are reserved to the Council.

3. Decisions Outside the Budget or Policy Framework

- (a) Subject to the provisions of paragraph 5 (virement) the executive, a committee of the executive an individual member of the executive and any officers, or joint arrangements

discharging executive functions may only take decisions which are in line with the budget and policy framework. If any of these bodies or persons wishes to make a decision which is contrary to the policy framework, or contrary to or not wholly in accordance with the budget approved by full Council, then that decision may only be taken by the Council, subject to paragraph 4 below.

- (b) If the executive, a committee of the executive an individual member of the executive and any officers, or joint arrangements discharging executive functions want to make such a decision, they shall take advice from the Monitoring Officer and/or the Chief Financial Officer as to whether the decision they want to make would be contrary to the policy framework, or contrary to or not wholly in accordance with the budget. If the advice of either of those officers is that the decision would not be in line with the existing budget and/or policy framework, then the decision must be referred by that body or person to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 4 (urgent decisions outside the budget and policy framework) shall apply.

4. Urgent Decisions Outside the Budget or Policy Framework

- (a) The executive, a committee of the executive, an individual member of the executive or officers of the Authority, or joint arrangements discharging executive functions may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency. A decision will be urgent if any delay likely to be caused by the call-in process would prejudice the Council's or the public's interest. However, the decision may only be taken:
 - (i) if it is not practical to convene a quorate meeting of the full Council; and
 - (ii) if the chair of the relevant Scrutiny Committee (or in his/her absence the Mayor or Deputy Mayor) decide to allow the decision to proceed for implementation as a matter of urgency.

Where an Officer takes a decision here under his delegated urgency powers, there shall be consultation in respect of the decision with the Leader and relevant Cabinet member (or in the absence of either or both, any other two Cabinet members).

The reasons why it is not practical to convene a quorate meeting of full Council and the agreement to allow the decision to proceed for implementation as a matter of urgency must be noted on the record of the decision.

- (b) Following the decision, the decision taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

5. Virement

The provisions in the Financial Procedure Rules shall apply in respect of budget virements.

6. In-year Changes to Policy Framework

The responsibility for agreeing the budget and policy framework lies with the Council, and decisions by the executive, a committee of the executive an individual member of the executive or officers of the Authority or joint arrangements discharging executive functions must be in line with it. No changes to any policy and strategy which makes up the policy framework may be made by those bodies or individuals except those changes:

- (a) necessary to ensure compliance with the law, ministerial direction or government guidance;
- (b) in relation to the policy framework in respect of a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.

But a report shall be made to the executive to Council with respect to those changes. It is also open to the executive to recommend such changes to the Council rather than take decisions on those changes.

7. Call-in of Decisions outside the Budget or Policy Framework

- (a) Where a Scrutiny Committee, or three members of the committee and the chair (or in absence vice chair) are of the opinion that an executive decision is, or if made would be, contrary to the policy framework, or contrary to or not wholly in accordance with the Council's budget, then advice shall be sought from the Monitoring Officer and/or Chief Financial Officer.
- (b) In respect of functions which are the responsibility of the executive, the Monitoring Officer's report and/or Chief Financial Officer's report shall be to the executive with a copy to every member of the Council. Regardless of whether the decision is delegated or not, the executive must meet to decide what action to take in respect of the Monitoring Officer's report and to prepare a report to Council in the event that the monitoring officer or the Chief Financial Officer conclude that the decision was a departure, and to the Scrutiny Committee if the Monitoring Officer or the Chief Financial Officer conclude that the decision was not a departure.
- (c) If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Financial Officer is that the decision is or would be contrary to the policy framework or contrary to or not wholly in accordance with the budget, the Scrutiny Committee, or three members of the committee and the chair (or in absence vice chair), may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within 10 working days of the request. At the meeting it will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Financial Officer.

The Council may either:

- (i) endorse a decision or proposal of the executive decision taker as falling within the existing budget and policy framework. In this case no further action is required, save

that the decision of the Council be minuted and circulated to all councillors in the normal way;

Or

- (ii) amend the council's budget or policy concerned to encompass the decision or proposal of the body or individual responsible for that executive function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all councillors in the normal way;

Or

- (iii) where the Council accepts that the decision or proposal is contrary to the policy framework or contrary to or not wholly in accordance with the budget, and does not amend the existing framework to accommodate it, require the executive to reconsider the matter in accordance with the advice of either the Monitoring Officer/Chief Financial Officer.

Policy and Budget Framework

A. Policy Framework

The policy framework means the following plans and strategies:-

(a) Those required by The Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations (Schedule 3) to be adopted by the Council:

- Corporate Plan (containing Wellbeing Objectives and Wellbeing Statement);
- Public Services Board Wellbeing Plan
- Corporate Plan Annual Report
- Regional Transport Plan;
- Local Development Plan;
- Welsh Language Standards;
- Youth Justice Plan

(b) Other documents to be adopted by the Council:-

- Strategic Housing Functions including Local Housing Strategy
- Regional Economic Strategy
- Environmental Strategy 2008-2026
- Asset Management Plans
- Municipal Waste Strategy
- Road Safety Strategy
- Public Participation Strategy
- Flood Risk Strategy
- Digital, Data and Technology Strategy
- Air Quality Strategy
- Equalities Strategies
- Welsh in Education Strategic Plan (WESP)
- Director of Social Services Annual Report
- Corporate Parenting Policy and Annual Report
- Freedom of Information Publication Scheme
- Data Protection Policy
- Families First Plan
- Community Development Delivery Plan
- Licensing Policy

- Gambling Policy
- Social Services and Wellbeing (Wales) Act 2014 – Population Assessment
- Area Plan of the Regional Partnership Board
- Members ICT Policy
- Petition and Public Speaking at Meetings Protocols
- Supplementary Planning Guidance to support the LDP
- Standards Committee Annual Report
- Democratic Services Committee Annual Report
- Such plans, strategies or policies not listed in this Appendix which are otherwise for determination by the Executive, but which the Executive considers should be referred to the full Council for its decision on whether it should, pursuant to the Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2007 (as amended), adopt such plans, strategies or policies as part of the Policy and Budget Framework (this being without prejudice to the right of the Council at any time under the above Regulations to add any plans, strategies or policies, to this Appendix).

B. Budget

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits. Members to also take account of Forward Financial Planning, use of Reserves and Treasury Management.

C. Housing Land Transfer

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the National Assembly for Wales for approval of a programme of large scale disposal of land used for residential purposes where approval is required under Sections 32 or 43 of the Housing Act 1985.

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ANNEX B

EXECUTIVE ARRANGEMENTS

**LEADER / CABINET EXECUTIVE
(Cabinet – 10)**

Portfolio Number	Portfolio Title	Portfolio Holder
Portfolio 1	Community and Strategic Leadership / Leader	Cllr Steve Hunt
Portfolio 2	Finance, Performance and Social Justice	Cllr Simon Knoyle
Portfolio 3	Education and early years	Cllr Nia Jenkins
Portfolio 4	Climate Change and Economic Growth	Cllr Jeremy Hurley
Portfolio 5	Nature, Tourism, and Well-being	Cllr Cen Phillips
Portfolio 6	Children and Family Services	Cllr Sian Harris
Portfolio 7	Adult Social Services and Health	Cllr Jo Hale
Portfolio 8	Housing and Community Safety	Cllr Alun Llewelyn
Portfolio 9	Strategic Planning, Transport and Connectivity	Cllr Wyndham Griffiths
Portfolio 10	Streetscene	Cllr Scott Jones

CABINET

Cabinet (10)

All Cabinet Members

Major plans, policies, service change and budgets, including Decarbonisation and Renewable Energy Policy and strategic response to the nature emergency

CABINET (SUB COMMITTEE)

Cabinet (Policy and Resources) Sub Committee (3)

Holder of Portfolio 2 (Leader and Deputy Leader to attend as voting members)

CABINET COMMITTEES/BOARDS

Social Services, Housing and Community Safety (3):

Holders of Portfolio 6, Portfolio 7 and Portfolio 8

Education, Skills and Wellbeing (3):

Holders of Portfolio 3, Portfolio 4 (for regional education, skills and training arrangements; lifelong learning, adult education and post-16 provision; employability) and Portfolio 5

Environment, Regeneration and Streetscene Services (3):

Holders of Portfolio 4 (functions not covered in Education, Skills and Wellbeing), Portfolio 9 and Portfolio 10 (excluding decarbonisation and renewable energy policy and the strategic response to the nature emergency)

- Notes: (1) If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Cabinet Board.*
- (2) Leader and Deputy Leader, as of right, may attend any Cabinet Board; other Cabinet Members may also be invited to attend other Cabinet Boards depending on the issues.*

Portfolio 1 - Community and Strategic Leadership

- Political Leadership
- Policy and Strategic Resource Planning
- Covid-19 Recovery
- Corporate Plan, including wellbeing objectives and wellbeing statement
- Well-being Plan/Public Services Board
- Corporate Joint Committees (CJC's)
- Overview of regional and wider area collaborative working arrangements
- Corporate Governance and Risk Management, including Annual Governance Statement
- Community Relations, Communications and Marketing
- West Glamorgan Trust Fund

Other:

- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Chief Executive's Office as a whole

Deputy Leader

- Deputising for the Leader
- Co-ordination of Council Business/Forward Work Programme
- Town and Community Councils Charter
- Portfolio 7 – Housing and Community Safety

Portfolio 2 - Finance, performance and social justice

- Revenue and Capital Budget strategy
- Medium Term Financial Plan
- Investment Strategy
- Budget monitoring
- Treasury Management
- Income Generation – Policy and Strategy
- Revenues and housing benefits
- Debt write off

- Corporate Performance Management oversight
- Social inclusion policies/strategies, including Strategic Equalities Plan, cost of living/anti-poverty policies, Welsh Language standards, plans and policies, support to equality/diversity networks and groups
- Executive personnel policy/strategy, including pay policy
- Trade Union relationships/Staff Council
- Occupational Health and Safety oversight (as an employer)
- Customer Services policies and strategies
- Digital Strategy, including cyber security
- Procurement Strategy
- Voluntary Sector compact and relationships
- Licensing – executive functions
- Business Continuity Planning and Emergency Planning oversight

Other

- Functions in respect of calculation of council tax base, as specified in Schedule 2 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007 as amended hereafter the 2007 Regulations being Sections 33 (1), 44 (1), 34 (3), 45 (3), 48 (3) and (4) of the Local Government Act 1992
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Finance, Digital Services, Legal Services and People Services departments as a whole

Portfolio 3 - Education, Skills and Training

- Integrated Planning and Commissioning for Children's Services – under Part 5 - Children's Act 2004 (Cabinet Member is Lead Member as required in the Act)
- Families First Plan
- Children's Rights
- Play Strategy
- Childcare Strategy
- Youth engagement and progression framework, Youth Service, Youth Council
- School Improvement and Inclusion
- Welsh in Education Strategic Plan
- School governors
- School reorganisation (Strategic School Improvement Programme)
- Additional Learning Needs
- Access managed services, including catering, cleaning etc

Other

- Education Trust Fund
- As Local Education Authority
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Education, Leisure and Lifelong Learning Directorate as a whole
- Functions specified in Schedule 2 of the 2007 Regulations in respect of approval by a local authority under Section 51 or a determination by a local authority under Section 53 of the Schools Standards and Organisation (Wales) Act 2013 WESP Forum

Portfolio 4 – Climate Change and Economic Growth

- Climate change policy, including decarbonisation and renewable energy strategy
- Corporate Joint Committee – economy and energy lead member
- City Deal oversight
- Local and regional economic development and regeneration strategies
- Relationship with the private and not-for-profit businesses

- Freeport policy
- Foundational/circular economy strategies
- Business services and grants/loans to businesses
- Industrial estates
- Baglan Energy Park
- Coed Darcy
- Town Centres Strategies
- Valleys and villages strategies
- Europe and European Funding
- Levelling Up and Shared Prosperity programmes
- Architectural Design
- Construction project management
- Promotion of high quality design
- Asset Management
- Canals
- Estate Management (non-housing/non-operational property)
- Estates and Valuation (including acquisition and disposal of land/property)
- Facilities Management
- Energy Management, including renewable energy strategies
- Enterprise Zone
- Regional education, skills and training arrangements – lead member
- Lifelong Learning, adult education, post-16 provision
- Employability

Other:

- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above

Portfolio 5 – Nature, Tourism and Wellbeing

- Strategic response to the nature emergency
- Culture and Heritage Strategy
- Leisure Strategy
- Tourism and Destination Management Strategy
- Aberavon Seafront Strategy
- Indoor leisure services

- Community Centres
- Libraries and Archives
- Country Parks
- Sports Development and outdoor leisure services
- Cultural services
- Lead member for wellbeing

- Environmental Health, including pollution control and contaminated land, food safety, private drains and sewers, housing enforcement and tobacco protection
- Pest Control policy
- Air Quality Strategy
- Trading Standards, including animal welfare
- Trading Standards Performance Plan
- Food Law Enforcement Plan
- Tobacco Protection Plan
- Test, Trace, Protect oversight

Other:

- Functions of Schedule 2 of the 2007 Regulations as follows:
 - Any function relating to contaminated land.
 - The discharge of any function relating to the control of pollution or the management of air quality.
 - The service of an abatement notice in respect of a statutory nuisance.
 - The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
 - The inspection of the authority's area to detect any statutory nuisance.
 - The investigation of any complaint as to the existence of a statutory nuisance.
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above

Portfolio 6 - Children and Families

- Children in Need and families policy
- Youth Justice Plan and Youth Offending Service
- Hillside Secure Unit

- Team Around the Family policy
- Corporate Parenting policy
- Safeguarding policy
- Support to adoption and fostering panels
- Regional Partnership Board - lead member for children and family services

Other

- Children and Young People Social Services functions under the Social Services and Well-being (Wales) Act 2014
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above

Portfolio 7 - Adult Social Services and Health

- Adult community care services policy
- Older people's community care services policy
- Local Area Co-ordination and early intervention/prevention policy
- Welfare Rights
- Health partnerships and integrated services oversight
- Safeguarding policy
- Support to Fostering and Adoption panels
- Older persons and carers champion
- Regional Partnership Board - lead member for adults/older persons and carers services

Other

- Adult Social Services functions under the Social Services and Well-being (Wales) Act 2014
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Social Services, Health and Housing Directorate as a whole

Portfolio 8 - Housing and Community Safety

- Retained Strategic Housing responsibilities
- Local Housing Strategy and relevant sub-strategies [with links to LDP and regeneration]

- Policy to support asylum seekers and refugees
- Homelessness policy
- Housing, including private sector renewal, disabled facilities grants, registered social landlords, housing association partnerships and housing strategy
- Community Safety strategy
- Counter-terrorism and extremism policy
- Violence Against Women, Domestic Abuse and Sexual Violence strategy
- Anti-Social Behaviour policy
- Substance Misuse and Area Planning Board oversight
- CCTV policy

Other:

- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Community safety and related community safety partnership matters, including drug and alcohol misuse, anti-social behaviour enforcement

Portfolio 9 - Strategic Planning, Transport and Connectivity

- Place making charter oversight
- Planning policy and guidance
- Local Development Plan
- Regional Development Plan
- Environmental Strategy
- Local and regional transport plans and policies
- Active travel plans and policy
- Existing Route Map (ERM)
- Integrated Network Map
- Corporate Joint Committee – lead member for strategic development plan and transport theme
- Sustainability policy
- Environmental Stewardship/quality including biodiversity
- Countryside Access including Footpaths, bridleways, public paths, rights of way, definitive map
- Street Naming
- Development Management
- Building Control

- High Hedges
- Engineering and Highways functions oversight
- South Wales Trunk Road Agency oversight
- Coastal Protection policy
- Road Safety policy
- Highway Development Control – including Sustainable Urban Drainage (SUD'S) approval body oversight
- Traffic Orders
- Bus shelters
- Concessionary Fares
- Passenger/community transport
- Fleet Management and Maintenance
- On and off street parking policy– including CCTV mobile enforcement
- Highway Asset Management oversight
- Biodiversity policy
- Japanese Knotweed

Other

- Residual planning functions – eg preparation of supplementary planning guidance, designation of conservation areas, areas of archaeological interest and nature reserves, removal of permitted development rights through Article 4 directions
- Obtaining particulars of persons interested in land (s16 Local Government[Miscellaneous Provisions] Act 1976)
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above
- Any overview issues related to the corporate management of the Environment Directorate as a whole
- Obtaining of information under s 300 Town and Country Planning Act 1990 as to interest in land.
- Functions of Schedule 2 of the 2007 Regulations relating to The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land and the obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

Portfolio 10 - Streetscene

- Regional and local waste plans and policies
- Neighbourhood Services and Management oversight

- Town centre management oversight
- Grass verge and associated landscaping oversight
- Land Drainage oversight
- Flood Defence oversight
- In-house Building Services oversight
- Public Lighting oversight
- Maintenance and management of parks, playgrounds, sports fields, bowling greens etc. oversight
- Grounds maintenance, arboricultural services oversight
- Cemeteries and Margam Crematorium oversight
- Waste management, including recycling oversight
- Dog and animal impounding policy
- Waste transfer station
- Highways Maintenance and Operations
- Litter enforcement policy

Other

- Functions of Schedule 2 of the 2007 Regulations in respect of the making of agreements for the execution of highways works
- NPT Waste Management Company Limited (as shareholder)
- Monitor quarterly budget and performance in securing continuous improvement of all the functions listed above

General Cabinet Functions

Cabinet are to discharge with delegated authority the following general functions:-

1. Strategic leadership and direction; responsibility for the economic, social and environmental well-being of the area within the Council's policy and budgetary framework, and the three guiding principles of sustainability, social inclusion and equalities.
2. Developing and proposing to the full Council, those plans and strategies which are set out under the Council's terms of reference as the policy and budget framework (*2007 Regulations*) or approving such other executive plans or strategies which are for the executive to determine.
3. Proposing the annual budget to the full Council for approval, including the allocations to different services and projects, proposed taxation levels and contingency funds (*2007 Regulations*).
4. Consulting the relevant Scrutiny Committees in the development of the policy and budget framework.
5. To comply with the performance measures and duties incorporated within the Local Government and Elections (Wales) Act 2021 and to ensure compliance with the duty to promote the wellbeing of the Neath Port Talbot locality as set out in the Wellbeing of Future Generations Act 2015 search for Improvement and receiving the outcome of reviews from Scrutiny Committees.
6. Taking in-year decisions on resources and priorities (together with other stakeholders and partners in the local community as appropriate) to deliver the budget and policies decided by the full Council i.e. implementing the policies and spending the budget in accordance with the policy framework and the Council's financial rules and regulations. The Executive will then be accountable to the Council and the public for its decisions – and it will be able to take decisions within a virement limit set out in financial procedure rules of the requisite budget if the decisions are in line with the policy and budget framework.
7. Dealing with emerging issues.

8. Dealing with unexpected events (e.g. civil contingencies/emergencies)
9. Continuing to develop partnerships with other public, private, voluntary and community sector organisations to address local needs.
10. Delivering services in line with the adopted policies and budgets, including electronic service delivery.
11. Consulting other relevant Committees of the Council in other matters e.g. Planning Committee in the case of Local Development Plan.
12. Responding to any recommendations of Scrutiny Committees.
13. Compulsory purchase orders where appropriate to executive functions.
14. To determine any arrangements for the discharge of executive functions directly by or jointly with another Authority or Authorities (unless being matters within the purview of the Council).
15. To deal with the following functions on a “local choice basis” (*Schedule 2 of 2007 Regulations*):-
 - Receive and approve the outcome of Reviews from Scrutiny Committees or from Officers;
 - Any local Act functions delegated by the Council other than a function specified or referred to in Schedule 1 of the 2007 Regulations;
 - Make appointments to outside bodies if relevant to executive functions;
 - Control of pollution (air, water, land) related statutory nuisances and other environmental protection functions, incorporating in particular the functions 10-15 of schedule 2 of the “local choice” Regulations 2007;

- Making of agreements for execution of highway works – Section 278 Highways Act 1980;
 - Obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976;
 - Functions in respect of Council Tax base as specified in the Regulations;
 - Functions in relation to the revision of decisions made in connection with claims for Housing Benefit or Council Tax Benefits (note: appeals under Section 68 and Schedule 7 to the Child Support Pensions & Security Act 2000 are to an independent tribunal);
 - Mal-administration issues under Section 92 of the Local Government Act 2000 (except for Section 19 Ombudsman reports under the 2005 Act) – and also under Sections 21 & 34 of the Public Services Ombudsman (Wales) Act 2005.
16. Draft the Corporate Plan, including the identification of the Council's Well-being objectives, well-being statement during the plan period; consult the Cabinet Scrutiny Committee and any other Scrutiny Committees as deemed appropriate and recommend to Council.
 17. Draft the Annual Report, accounting for the extent to which the Council has delivered the programme identified in the Corporate Plan.
 18. Executive overview (a) of implementation and monitoring of Improvement and action plans that respond to recommendations made by the Council's external regulators (b) of Wales Audit Office Reports (c) of executive performance management; and to receive any recommendations in this respect from Cabinet Committees or the "principal" Scrutiny Committee.
 19. Health and Safety as employer and other personnel related policies/issues the responsibility of the executive (note: also to be able to discuss personnel related issues which are non-executive functions and to comment to the Personnel Committee responsible for such matters).

20. Initiate planning applications as appropriate to executive functions.
21. Institute or defend any legal proceedings, including those of Tribunals, Arbitrations and forums involving dispute resolutions in relation to matters which are the responsibility of the executive.
22. All of the local authority's functions including those hereafter (except functions which by statute, regulations or local choice are not executive functions); and to be able to deal with any executive matters which are otherwise delegated to Cabinet Committees or Officers.

CABINET COMMITTEE FUNCTIONS

The Cabinet Committees hereunder are delegated to discharge any executive functions in relation to the matters listed under the respective headings, namely:-

Cabinet (Policy and Resources) Sub-Committee

(Three Members - Member Holding Portfolio 2 with Leader and Deputy Leader attending as voting members)

Social Services, Housing and Community Safety Cabinet Committee

(Three members Holders of Portfolio 6, Portfolio 7 and Portfolio 8 below)

Education, Skills and Wellbeing Cabinet Committee

(Three members holding Cabinet Portfolios Numbers 3, 4 (as detailed above) and 5 below)

Environment, Regeneration and Streetscene Cabinet Committee

(Three members holding Cabinet Portfolios Numbers 4 (as detailed above), 9 and 10 below)

The Cabinet Committees are also delegated to discharge executive functions as follows in relation to the matters referred to above:-

- (a) deal with any matters referred from Cabinet
- (b) work closely with the relevant Overview and Scrutiny Committees, particularly in pre decision-scrutiny.
- (c) Continuously review whether the Council is:
 - exercising its functions effectively,
 - using its resources economically, efficiently and effectively, and
 - ensuring its governance is effective for securing the matters above
- (d) implement and monitor improvement actions following improvement or efficiency reviews
- (e) implement and monitor recommendations arising from Audit Wales Reports.

- (f) Implement and monitor recommendations arising from other inspection or review activity
- (g) manage operational land and property
- (h) authorise expenditure from approved budget limits on matters within their purview, and recommend any virements where appropriate to Cabinet or Council
- (i) any executive matters which are otherwise delegated to officers which relate to the functions of the Committee
- (j) the other general matters specified for the Cabinet in as far as they relate to the functions of the Cabinet Committees.

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ANNEX C

POLITICAL CALCULATIONS

Committee (Based on 60 members)	Number of Members on Committee	Welsh Labour (27)	Plaid Cymru (12)	Coedffranc Liberal and Green Group (3)	Independent Democrats (16)	Dyffryn Independents (2)
Cabinet Scrutiny Committee	15	6	3	1	4	1
Cabinet (Policy and Resources) Scrutiny Sub Committee) <i>(to be comprised of members of the Cabinet Scrutiny Committee)</i>	9	4	2	1	2	0
Social Services, Housing and Community Safety Scrutiny Committee	12	6	2	1	3	0
Education, Skills and Wellbeing Scrutiny Committee <i>(plus 8 co-opted)</i>	13	6	2	1	3	1
Environment, Regeneration and Streetscene Scrutiny Committee	12	6	2	1	3	0
Planning Committee	12	5	3	1	3	0
Registration and Licensing	15	7	3	0	4	1
Licensing and Gambling Acts Committee	15	7	3	0	4	1
Licensing and Gambling Acts Sub Committee <i>(comprising Chair/Vice Chair of Licensing and Gambling Acts Committee and one member of the Committee from Welsh Labour on a rota/availability basis).</i>	3	1	1	0	1	0
Governance and Audit Committee <i>(plus 4 co-opted voting lay members)</i>	8	4	2	0	2	0
Democratic Services Committee	12	5	2	1	3	1
Personnel Committee	12	5	2	1	3	1
Special Appointments Committee <i>(appropriate cabinet member to be voting member)</i>	10/11	5	2	1	2	0
Standards Committee <i>(plus 4 co-opted and one community council voting lay members and 2 substitute members)</i>	2	1	0	0	1	0
Appeal Panel <i>(plus 15 substitute members comprising 5 from each political group nominated)</i>	5	2	1	0	2	0
City Deal Scrutiny Committee	3	1	1	0	1	0
CJC Scrutiny Committee	3	1	1	0	1	0
CJC Governance and Audit Committee <i>(plus NPT Chair of Governance and Audit Committee)</i>	2	1	0	0	1	0
Margam Crematorium Committee	5	2	1	0	2	0
Archives Committee <i>(in addition to relevant Cabinet Member)</i>	4	2	1	0	1	0

Total	172/173	77	34	9	46	6
Other Groups						
Staff Council <i>(To include all 10 Cabinet Members plus additional members identified)</i>	12	1	Cabinet Members	Cabinet Member	Cabinet Members	1
Corporate Parenting Panel	13	6	2	1	3	1
School Standards Partnership Group	6	3	1	0	2	0

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ANNEX D
SCRUTINY COMMITTEES

SCRUTINY COMMITTEES

CABINET SCRUTINY COMMITTEE (15)

Chairperson:	Cllr. P. Rogers
Vice Chairperson:	Cllr. C James
Members: Labour Group	Cllr. C. Galsworthy, Cllr S.Pursey, Cllr R. Jones, Cllr S. Reynolds, Cllr C. Clement-Williams, Cllr. S. Paddison
Members: Independent Group	Chairperson, Vice Chair Person, Cllr. J.Jones and Cllr. T Bowen
Members: Plaid Cymru Group	Cllr. R. Phillips, Cllr. A. Richards and Cllr. M. Spooner
Members: Coedffranc Liberal and Green Group	Cllr. H Ceri Clarke
Members: Dyffryn Independent Group	Cllr. J. Henton

CABINET (POLICY AND RESOURCES) SCRUTINY SUB-COMMITTEE (9)

Chairperson:	Cllr. P. Rogers
Vice Chairperson:	Cllr. C. James
Members: Labour Group	Cllr. C. Galsworthy, Cllr S.Pursey, Cllr R. Jones, Cllr C.Clement Williams.
Members: Independent Group	Chairperson, Vice Chairperson
Members: Plaid Cymru Group	Cllr. R. Phillips and Cllr. A. Richards
Members: Coedffranc Liberal and Green Group	Cllr.H Ceri Clarke
Members: Dyffryn Independent Group	

EDUCATION, SKILLS AND WELLBEING (13) PLUS 8 CO-OPTEEES	
Chairperson:	Cllr. R. Phillips
Vice Chairperson:	Cllr. D. Thomas
Members: Labour Group	Cllr. S. Renkes, Cllr. D. Whitelock, Cllr. R. Wood, Cllr. P. Rees, Cllr. S. Reynolds and Cllr. R. Mizen
Members: Independent Group	Cllr. C. Lewis, Cllr. W. Carpenter and Cllr. J. Jones
Members: Plaid Cymru Group	Chairperson and Vice Chairperson
Members: Coedffranc Liberal and Green Group	Cllr. N. Goldup John
Members: Dyffryn Independent Group	Cllr. J. Henton
*Co-opted Voting Members: (4)	M. Caddick, A. Amor, L. Newman and 1 vacancy
*Co-opted Non-Voting Members: (4) <i>(*for education matters)</i>	R. De Benedictis and 3 vacancies

ENVIRONMENT, REGENERATION AND STREETSCENE SERVICES (12)	
Chairperson:	Cllr. S. Pursey
Vice Chairperson:	Cllr. T. Bowen
Members: Labour Group	Chairperson, Cllr S. Penry, Cllr. C. James, Cllr. S. Grimshaw, Cllr L. Williams and Cllr S Freeguard.
Members: Independent Group	Cllr. W. Carpenter and Cllr. K. Morris
Members: Plaid Cymru	Cllr. A. Dacey, Cllr. R. Davies
Members: Coedffranc Liberal and Green Group	Cllr. N Goldup-John
Members: Dyffryn Independent Group	

SOCIAL SERVICES, HOUSING AND COMMUNITY SAFETY (12)	
Chairperson:	Cllr. C. Galsworthy
Vice Chairperson:	Cllr. H Ceri-Clarke
Members: Labour Group	Chairperson, Cllr. P. Richards, Cllr. A. Lockyer, Cllr. O. Davies, Cllr S Rahaman, and Cllr A Aubrey.
Members: Independent Group	Cllr. J. Jones, Cllr. H.Davies and Cllr. A. Lodwig
Members: Plaid Cymru	Cllr. D. Thomas, Cllr. M. Spooner

Members: Coedffranc Liberal and Green Group	Vice Chairperson
Members: Dyffryn Independent Group	

ANNEX E
OTHER COMMITTEES

REGULATORY AND OTHER COMMITTEES

PLANNING COMMITTEE (12)	
Chairperson:	Cllr. C James
Vice Chairperson:	Cllr. J Jones
Members Labour Group	Cllr. S. Paddison, Cllr D. Keogh, Cllr. S. Thomas and Cllr. C. James and Cllr R Mizen.
Members: Independent Group	Chairperson, Vice Chairperson, Cllr. C Jordan and Cllr. T. Bowen
Members Plaid Cymru Group	Cllr. R. Davies and Cllr. H. Davies (one seat offered to Independent Group)
Members: Coedffranc Liberal and Green Group	Cllr. N Goldup-John.
Members: Dyffryn Independent Group	
<i>Note: the Cabinet LDP Member to be invited to attend as a non voting Member.</i>	

*REGISTRATION AND LICENSING COMMITTEE (15)	
Chairperson:	Cllr. A. Richards
Vice Chairperson:	Cllr. J. Henton
Members: Labour Group	Cllr. S. Paddison, Cllr. R Jones, Cllr. R.Wood, Cllr. S. Thomas, Cllr. L. Williams, Cllr. S. Renkes and Cllr. D. Whitelock
Members: Independent Group	Cllr. A. Lodwig, Cllr. W. Carpenter, Cllr. D. Lewis (1 seat offered to Dyffryn Independent Group.)
Members: Plaid Cymru	Chairperson, Cllr. H. Davies and Cllr. A. Dacey
Members: Coedffranc Liberal and Green Group	
Members: Dyffryn Independent Group	Vice Chairperson, Cllr D.M Peters.

* LICENSING AND GAMBLING ACTS COMMITTEE (15)	
Chairperson:	Cllr A Richards
Vice Chairperson:	Cllr. J Henton
Members: Labour Group	Cllr. S. Paddison, Cllr. R.Jones, Cllr. R.Wood, Cllr. S. Thomas, Cllr. L. Williams, Cllr. S. Renkes and Cllr. D. Whitelock
Members: Independent Group	Cllr. A. Lodwig, Cllr. W. Carpenter, Cllr. D. Lewis (1 seat offered to Dyffryn Independent Group.)
Members: Plaid Cymru Group	Chairperson, Cllr. H. Davies and Cllr. A. Dacey

Members: Coedffranc Liberal and Green Group	
Members: Dyffryn Independent Group	Vice Chairperson, Cllr D.M Peters

LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)	
Chairperson:	Cllr A Richards
Vice Chairperson:	Cllr. J Henton (nominated by Independent Group)
Members:	Cllr. S. Paddison or one Member drawn on a rota/availability basis from the remainder of the Labour Members of the Licensing and Gambling Acts Committee
<p><i>Note: if the Chair or Vice Chair are unavailable, then other Members of the Sub-Committee (irrespective of political grouping) shall be utilised for the purpose of maintaining a quorum of three Members for each Sub Committee meeting to be drawn on a rota/availability basis.</i></p>	

PERSONNEL COMMITTEE (12)	
Chairperson:	Cllr. S. Knoyle
Vice Chairperson:	Cllr. A. Richards
Members: Labour Group	Cllr. C. Clement-Williams, Cllr. S. Lynch, Cllr. D. Keogh, Cllr. S. Pursey and Cllr. P. Richards
Members: Independent Group	Chairperson, Cllr. T. Bowen and Cllr. C. Lewis, Cllr K Morris.
Members: Plaid Cymru Group	Vice Chairperson and Cllr. J. Hale

Members: Coedffranc Liberal and Green Group	1 seat offered to Independent Group
Members: Dyffryn Independent Group	Cllr. J. Henton
<i>Note: Remaining Cabinet Members to attend as non-voting advisers as necessary</i>	
SPECIAL APPOINTMENTS COMMITTEE (10/11)	
Chairperson:	Cllr. S. Knoyle
Vice Chairperson:	Cllr. A. Richards
Members: Labour	Cllr. C. Galsworthy, Cllr. S. Pursey, Cllr. R. Jones, Cllr M Harvey and Cllr. S. Reynolds
Members: Independent Group	Chairperson, and Cllr. J. Hurley
Members: Plaid Cymru	Vice Chairperson and Cllr. R. Phillips
Members: Coedffranc Liberal and Green Group	1 seat offered to Dyffryn Independent Group
Members: Dyffryn Independent Group	Cllr. J. Henton
<p>*and one of the following Cabinet Members for Heads of Service appointments: two of the following Cabinet Members for Corporate Directors appointments</p> <p>Community and Strategic Leadership Finance, Performance and Social Justice Education and Early Years Climate Change and Economic Growth Nature, Tourism and Wellbeing Children and Family Services Adult Social Services and Health Housing and Community Safety Strategic Planning, Transport and Connectivity Streetscene</p> <p><i>Note: the relevant Regulatory Chairs or relevant Scrutiny Chair to be invited to attend as a non-voting advisers as appropriate to the appointment</i></p>	

GOVERNANCE AND AUDIT COMMITTEE (8) + 4 CO-OPTED MEMBERS	
Chairperson:	Lay member to be elected by the committee
Vice Chairperson:	Lay member to be elected by the committee
Members: Labour Group	Cllr. A. Aubrey, Cllr. O. Davies, Cllr. R. Mizen and Cllr. P. Richards
Members: Independent Group	Cllr. W. Carpenter and Cllr. P. Rogers
Members: Plaid Cymru Group	Cllr. A. Richards and Cllr. M. Spooner
Members: Coedffranc Liberal and Green Group	
Members: Dyffryn Independent Group	
Voting Lay Members	J Jenkins H Griffiths A Begley M Owen

DEMOCRATIC SERVICES COMMITTEE (12)	
Chairperson:	Cllr. S Rahaman
Vice Chairperson:	Cllr. N Goldup-John
Members: Labour Group	Chairperson, Cllr. P. Rees, Cllr. A Lockyer, Cllr. M. Harvey, Cllr. S Thomas
Members: Independent Group	Cllr. P. Rogers, Cllr. W. Carpenter and Cllr. A. Ludwig
Members: Plaid Cymru Group	Cllr. C. Williams and Cllr. J. Hale

Members: Coedffranc Liberal and Green Group	Vice Chairperson
Members: Dyffryn Independent Group	Cllr. J. Henton
APPEALS PANEL (5)	
Chairperson:	Cllr. R. Davies
Vice Chairperson:	Cllr. T. Bowen
Members: Labour Group	Cllr. A. Aubrey and Cllr. D. Keogh
Members: Independent Group	Vice Chairperson and Cllr. C. Jordan
Members: Plaid Cymru Group	Chairperson
Members: Coedffranc Liberal and Green Group	
Members: Dyffryn Independent Group	
Substitutes: Labour Group	To be confirmed
Substitutes: Independent Group	Cllr. K. Morris, Cllr. A. Lodwig, Cllr. C. Lewis, Cllr. W. Carpenter and Cllr. P. Rogers
Substitutes: Plaid Cymru Group	Cllr. H. Davies, Cllr. M. Spooner, Cllr. D. Thomas. Cllr. A. Dacey and Cllr. A. Richards
Substitute: Coedffranc Liberal and Green Group	
Substitute: Dyffryn Independent Group	

STANDARDS COMMITTEE (7)	
*Chairperson:	L. Fleet
*Vice Chairperson:	T. Ward
*Independent Members:	D. Lewis, A. Davies
NPTCBC Members:	Cllr. S. Thomas Cllr. W. Carpenter
Community Council Member: <i>(* independent members)</i>	C. Edwards
Substitutes: For NPTCBC Members: For Community Council Member	Cllr. S. Grimshaw (Labour) and Cllr. A. Ludwig (Independent) G. Francis.

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ANNEX F
OTHER MEMBER GROUPS

OTHER MEMBER GROUPS

STAFF COUNCIL (12)	
Chairperson:	Cllr. S. Knoyle
Cabinet Members:	Cllr A Llewelyn, Cllr. S Jones, Cllr. W Griffiths, Cllr J Hale, Cllr S Hunt, Cllr. J Hurley, Cllr N Jenkins, Cllr S Harris, Cllr C Phillips
Members: Labour Group	Cllr R. Jones
Members: Coedffranc Liberal and Green Group	
Members: Dyffryn Independent Group	Cllr D.M Peters

CORPORATE PARENTING PANEL (13)	
Chairperson:	Cllr. S. Harris
Members:	Cllr. J. Hale, Cllr. D. Thomas, Cllr. J. Henton, Cllr. C. Lewis, Cllr. K. Morris, Cllr. H. Ceri-Clarke, Cllr. C. Galsworthy, Cllr. P. Richards, Cllr. A. Lockyer, Cllr. O. Davies, Cllr. R. Mizen and Cllr. A.Aubrey

SCHOOLS STANDARDS PARTNERSHIP GROUP (6)	
Chairperson:	Cllr N Jenkins
Members:	Cllr. P. Rees, Cllr. S. Reynolds, Cllr. R.Wood, Cllr. C. Lewis and Cllr. J. Jones

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ANNEX G
OUTSIDE BODIES

NAME OF OUTSIDE BODY	COUNCILLOR REPS
The Pension Fund Committee (City and County of Swansea)	Cllr. P.Rogers
Local Pension Board (City and County of Swansea)	S Knoyle
South Wales Police and Crime Panel	C Lewis
Mid and West Wales Fire Authority	M. Crowley, S Freeguard, D Thomas and C Jordan
South West Wales Trade Union Consultative Committee	S Knoyle
Standing Advisory Council on Religious Education (Neath Port Talbot)	N Jenkins D, Whitelock, P. Rees, R, Mizen, R Phillips, W Carpenter, J Jones and Director of Education, Leisure and Lifelong Learning
Welsh Association of Standing Advisory Council on Religious Education	N Jenkins
Local Government Association (England & Wales) Groups	S Hunt, A Llewelyn, S Knoyle
Welsh Local Government Council/General Assembly	S Hunt, A Llewelyn, S Knoyle (substitute)
Welsh Local Government	S Hunt

Association Executive Board	
Welsh Local Government Association – South West Wales Regional Board	S Hunt and Chief Executive
ATC Port Talbot 499 Squadron	A. Dacey (local)
Wales Territorial Auxiliary and Volunteer Reserve Association	A Lockyer and A Lodwig (local)
Neath Port Talbot Menter Iaith (formerly Neath Port Talbot Welsh Language Initiative)	M Spooner
Afan Tawe Nedd Crime Prevention Panel	A Llewelyn, C. Galsworthy, H Ceri Clarke and Principal Officer Community Safety
Regeneration NPT (Formerly NPT Local Regeneration Partnership Board)	J Hurley and K Morris (Substitute)
Neath Town Centre Consortium Executive Group	S Hunt, A Llewelyn, plus D Thomas, J Hurley and A Lodwig
Central and South West Wales Regional Partnership Forum	S Hunt
The Industrial Communities Alliance (incorporating CC/Steel Action)	J Hurley, A Dacey, T Bowen and Director of Environment and Regeneration
Welsh Books Council	D Thomas
West Glamorgan Crimebeat Committee	H Ceri Clarke and Principal Officer Community Safety

Court of Swansea University (formerly Court of Governors)	N Jenkins and Director of Education, Leisure and Lifelong Learning
Welsh Joint Education Committee Ltd.	A.Lockyer (until November 2023)
National Youth Orchestra of Wales Advisory Panel	N Jenkins
Llewellyn Almshouses Trustees	W Carpenter, A Lodwig and T.Bowen
Swansea Bay Port Health Authority	S.Grimshaw, M.Harvey, R.G.Jones A Dacey, W Carpenter and A Lodwig
Vision Impaired West Glamorgan	M Spooner, D Thomas, J Jones and K Morris
Wales Council for the Deaf	H Ceri Clarke and Director of Social Services, Health and Housing
Consortium of Local Authorities Wales (C.L.A.W.)	S Jones, J Hurley and Head of Property and Regeneration
Joint Working Party On Animal Trespass	S Thomas, S.Reynolds and Cathy James
Patrol Adjudication Joint Committee (formerly National Parking Adjudication Service Joint Committee)	W Griffiths (Substitute – S.Jones)
Neath Port Authority (Previously Neath Harbour Commissioners)	J Hurley and Director of Environment and Regeneration
Neath Port Talbot Local Access Forum	J Hurley and Jonathan Griffiths (Officer)
National Eisteddfod Council	Welsh Language Champion- M Spooner
FLEXIS Advisory Board (FAB)	Chief Executive and Director of Environment and Regeneration (no Member representation)

West Glamorgan Regional Partnership Board	S Hunt, S Harris, J Hale, Chief Executive and Director of Social Services
Neath Port Talbot Biodiversity Forum	J Hurley
The Joint Council for Wales	S Knoyle and Vice Chair of Personnel Committee
Neath Town Centre Redevelopment Group	S Hunt,(Leader), J Hurley, W Griffiths, S Jones, C Phillips Local Member (A Lodwig), S Pursey, C Galsworthy and C. Jordan Chief Executive, Director of Environment and Regeneration and Chief Finance Officer
Adoption Panel	S Harris
Foster Panel	S Harris
Secure Review Panel	S Harris and Head of Children and Young People Services, Legal Safeguarding Manager, Member of Panel of Independent Persons
The Schools Admissions Forum	N Jenkins, R Phillips, D Thomas and P Rees
County Borough Council/Community Councils Liaison Forum	Cabinet Members, Leaders of other Political Groups (or nominated deputies), Chief Executive and Corporate Directors
Neath Port Talbot Public Services Board	Leader and Chief Executive

NPT/Youth Council Liaison Forum	All Cabinet Members, Chief Executive, Corporate Directors, Head of Education Development and representatives from Youth Council
Joint Archives Committee	C Phillips, N Jenkins, R Mizen, S Renkes and W. Carpenter
Margam Joint Crematorium Committee	S Jones, A Dacey, W Carpenter, R Jones and E Latham
South West Wales Regional Waste Management Joint Committee	S Jones, Scrutiny Chair Environment, Regeneration and Streetscene and J Hurley
Tata Steel Joint Consultative Group	Cabinet Member for Strategic Planning Transport and Connectivity (or Cabinet Member substitute), L Williams, D.Keogh, S.Freeguard, S Rahaman, M.Crowley, E.V.Latham, S.Purse, R.Mizen, R.Wood, R G Jones, A. Dacey, O.S.Davies and S Paddison
Joint Venture Steering Group (Global Centre of Rail Excellence Project)	Chief Executive, Director of Environment and Regeneration (No Member reps)
Global Centre of Rail Excellence Community Committee of Advisory Panel	Leader (or person nominated by him) and Director of Environment and Regeneration.
Global Centre of Rail Excellence Local Liaison Group	S.Hunt and S. Harris
Neath Port Talbot Council and Wildfox Resort Afan Valley Limited Liaison Forum	Leader, Deputy Leader, Cabinet Member for Climate Change and Economic Growth, J.Jones, S.Jones, Chief Executive, Director of Environment and Regeneration, Head of Leisure Tourism Heritage and Culture.
Association for Public Service Excellence (APSE)- Climate Change and Renewables Advisory Group	Leader, Officer of Environment and Regeneration Directorate (tbc.)
Voluntary Sector Liaison Committee	Cabinet Members, A Lockyer, S Reynolds, S Grimshaw, J Henton and R Davies
Swansea Bay City Deal Joint Committee	S Hunt or nominated representative

Swansea Bay City Region Joint Scrutiny Committee	M Harvey, T Bowen and A Dacey
South West Wales Corporate Joint Committee	S Hunt or nominated representative
South West Wales Corporate Joint Committee - Scrutiny Committee	S Pursey, T Bowen and R Davies
South West Wales Corporate Joint Committee Strategic Planning Sub Committee	S.Hunt, W.Griffiths, Director of Environment and Regeneration, Planning Policy Officer (Lana Beynon)
South West Wales Corporate Joint Committee Energy Sub Committee	J Hurley, Chief Executive, Director of Environment and Regeneration, Head of Property and Regeneration (Simon Brennan), Energy Manager (Chris Jones.)
South West Wales Corporate Joint Committee Economic Wellbeing and Regional Economic Development Sub Committee	J Hurley, Head of Property and Regeneration (Simon Brennan)
South West Wales Corporate Joint Committee Regional Transport Sub Committee	W Griffiths, Head of Engineering and Transport
South West Wales Corporate Joint Committee - Governance and Audit Committee	Mrs J Jenkins (voting lay member of Governance and Audit Committee) Cllr P Rogers and Cllr. M.Harvey

ANNEX H

CYCLE OF MEETINGS and MEMBER SEMINAR PROGRAMME 2023/24

Committee	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
All Member Seminar 10:00AM Thursday	11th,25th	8th,22nd	6th,20th		7th,28th	12th,26th	9th,23rd	7th	18th	1st,15th,29th	14th,28th	11th,25th	9th,23rd
Annual Meeting of Council 2:30PM Monday	24 th												22nd
Cabinet (Policy and Resources) Scrutiny Sub Committee 2:00PM Tuesday		13 th (FWP)	25th		5th	17th	28th		9th	20th		9th	14th
Cabinet (Policy and Resources) Sub Committee Following Scrutiny Sub			25th		5th	17th	28th		9th	20th		9th	14th
Cabinet Members Briefing 2:00PM Wednesday	3 rd	14 th	5th, 26th		6th	18th	29th		10th	21st		3rd	15 th
Cabinet Scrutiny Committee 2:00PM Wednesday	17th	28th	21st (10.00am PSB Scrutiny)		20th	13th (10.00am PSB Scrutiny)	8th, 24th (10.00am PSB Scrutiny)	13th	24th	16 th (10.00am PSB Scrutiny)	6th	17th	9th (2.00pm PSB Scrutiny), 29th
Cabinet 2:05PM Wednesday following Cabinet Scrutiny Committee)	17th	28th			20th		8th	13th	24th		6th	17th	29th
Chairs and Vice Chairs Forum 11:00AM Monday					25th						11th		
Corporate Parenting Panel 2:00PM Thursday			27 th			19 th			11 th			11th	
Council 2:00PM Wednesday			12th			4th	15th			7th	20th		1st
County Borough Council/Community							21st			27th			

Councils Liaison Forum 2:30PM Tuesday													
Democratic Services Committee 2:00PM Monday					4th		27th				4th	8th	
Education, Skills & Wellbeing Cabinet Board Thursday following scrutiny committee	25 th		6th		28th		23rd			1st	14th	25th	
Education, Skills, and Wellbeing Scrutiny Committee 2:00PM Thursday	25th	22nd (FWP)	6th		28th		23rd			1st	14th	25th	
Environment, Regeneration and Streetscene Services Cabinet Board (Friday following scrutiny committee)		2nd	14th			6th	17th		12th	9th	22 nd		3rd
Environment, Regeneration and Streetscene Services Scrutiny Committee 10:00AM Friday		2nd, 15th (FWP)	14th			6th	17 th		12th	9 th	22nd		3rd
Governance and Audit Committee 10:00AM Thursday		16th (2.00pm)	31st			12th (2.00 pm)			26 th		21st		
Joint Archives Committee 10.00AM		16 th			15th			15 th			15th		
Licensing and Gambling Acts Committee 10:00AM Monday	15th	19th	10th	7th	4th	2nd,30th	27th		22 nd	19th	18th	15th	13th
Licensing and Gambling Acts Sub Committee (Monday following Committee)		12th	17th	14th	11th	9th	6th	4th	29th	26th	25th	22nd	20th

Margam Crematorium Joint Committee 2:15PM Friday		2nd			29th			1st		16th			
Neath Port Talbot/Youth Council Liaison Forum 6:00PM Wednesday						4th				7th			
Personnel Committee 2:00PM Monday					25 th			11 th			11th		
Planning Committee 10:00AM Tuesday	9th,30th	20 th	11th	1st,22nd	12th	3rd,24th	14th	5th	16th	6th,27th	19th	9th,30th	21st
Registration and Licensing Committee 10:00AM Monday	8th,15 th	19th	10th	7th	4th	2nd,30th	27th		22nd	19th	18th	15th	13th
School Standards Partnership Group 1:00PM Monday	22nd					2nd			29th			22nd	
Social Services, Housing and Community Safety Cabinet Board (Thursday following scrutiny)		8th	13th		21st		16th		25th		21st		2nd
Social Services, Housing and Community Safety Scrutiny Committee 2:00PM Thursday		8th, 29th (FWP)	13th		21st		16th		25th		21 st		2nd
South West Wales Corporate Joint Committee 10.00AM Tuesday		6th			5 th (10.00am)			5th	16th (Pre-brief @11.00am), 23rd		12th (pre-brief 11.00am)19th		

South West Wales Corporate Joint Committee - Overview and Scrutiny Sub Committee 2.00PM Thursday			20 th (FWP/meeting)				2nd		16th		12th		
Staff Council 2:30PM Monday		26th (am)			18th (am)		28th (am)				4th (am)		14th (am)
Standards Committee 9:30AM Tuesday		13th				10th			30th			23rd	
Swansea Bay City Region Joint Scrutiny Committee 2:00PM Tuesday	2nd		4th			24th				13th		16th	
TATA STEEL Joint Consultative Group 10:30AM Tuesday	16th				19th			12th			5th		28th
Voluntary Sector Liaison Forum 10:00AM Monday							13			13			
UK Shared Prosperity Fund Member Briefing 10.00AM Friday		9th			8th			8th			8th		10th
South West Wales Corporate Joint Committee - Regional Transport Sub Committee 2.00PM Monday			10th							12th			
South West Wales Corporate Joint Committee - Economic Wellbeing and Regional Economic Development Sub Committee 2.00PM Monday						9th						15th	

South West Wales Corporate Joint Committte - Strategic Planning Sub Committee 2.00PM Monday					18th						18th		
South West Wales Corporate Joint Committee - Energy Sub Committee 2.00PM Monday							6th						13th
Shadow Cabinet 3.00PM Monday			3rd	7th	18th	30th		11th (4.00pm)	22nd		4th (3.30pm)	15th	27th
Wildfox Liasion Forum 12.00PM Thursday					21st			14th			21st		

SCHEDULE OF SEMINAR DATES 2023/24

Date	Time	Subject	Responsible Officer
16 March 2023	10.00am	Liberty Protection Safeguards (LPS)	Andrew Jarrett
13 April 2023	10.00am	EFC Carers Induction	Leigh Batchelor
21 April	10am	RLDP	
27 April 2023	2.00pm	Emergency Preparedness for Elected Members	Caryn Furlow-Harris
11 May 2023	10.00am	Introduction Voter ID and other elections act reforms	Rhys George
25 May 2023	10.00am		
8 June 2023	10.00am	Code of Conduct Refresher Training and Council Procedure Rules	Craig Griffiths
22 June 2023	10.00am	CJC Seminar	Karen Jones
6 July 2023	10.00am		
20 July 2023	10.00am	Vapes and the Law	Mark Thomas
7 Sept 2023	10.00am	Culture, Destination and Built Heritage Strategies	Chris Saunders
28 Sept 2023	10.00am	Bus Network	Dave Griffiths
12 October 2023	10.00am	NPT Procurement Strategy – Craig Checking if required	Craig Griffiths
26 October 2023	10.00am		
9 November 2023	10.00am		

23 November 2023	10.00am		
7 December 2023	10.00am		
18 Jan 2024	10.00am	Curriculum for Wales	Mike Daley
1 February 2024	10.00am		
15 February 2024	10.00am		
29 February 2024	10.00am		
14 March 2024	10.00am		
28 March 2024	10.00am	Regional Transport Plan	Dave Griffiths
11 April 2024	10.00am		
25 April 2024	10.00am		
9 May 2024	10.00am	Road Safety Strategy	Dave Griffiths
23 May 2024	10.00am		

ANNEX I

DISTRIBUTION OF SENIOR SALARIES

Distribution of Senior Salaries

The Independent Remuneration Panel for Wales has determined the number of Senior Salaries that can be paid by every Local Authority in Wales. For Neath Port Talbot County Borough Council the maximum number of Senior Salaries that can be paid are to 18 members. In line with this determination the following posts will be paid Senior Salaries in 2023/2024

Senior Salary Roles	Number
Leader, Deputy Leader and Cabinet Members	10
Chairs of Scrutiny Committees	4
Chairs of Regulatory Committees (Planning & Registration and Licensing)	2
Chair of Democratic Services Committee	1
Leader of Welsh Labour (Largest Opposition Group Leader)	1
Total Number of Senior Salaries	18

Only one payment can be made of a Senior Salary per Member.

Civic Salaries are also payable to the Mayor and Deputy Mayor in addition to the 18 Senior Salaries shown above.

The range and level of payment for Senior Salaries and Civic Salaries are determined by the Independent Remuneration Panel for Wales in their 2023/2024 Annual Report.

Independent Remuneration Panel for Wales – proposed salaries for the civic year 2023/2024

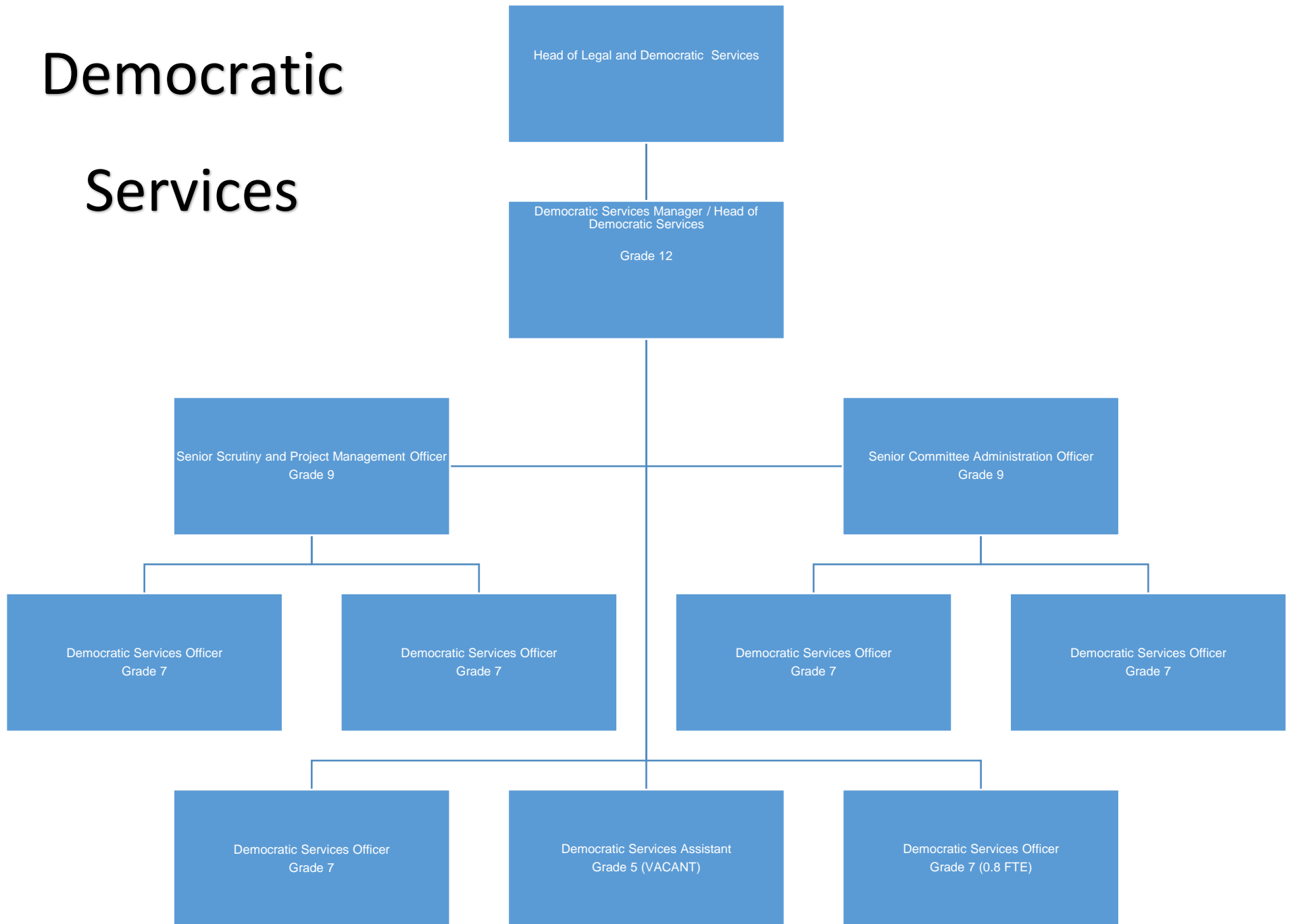
Basic salary (payable to all elected members) £17,600			
	Group A Cardiff, Rhondda Cynon Taf, Swansea	Group B Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	Group C Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire Torfaen, Isle of Anglesey
Senior salaries (inclusive of basic salary)			
Band 1 Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
Band 2 Executive Members	£39,600	£35,640	£33,660
Band 3 Committee Chairs (if remunerated):		£26,400	
Band 4 Leader of Largest Opposition Group		£26,400	
Band 5 Leader of Other Political Groups		£21,340	

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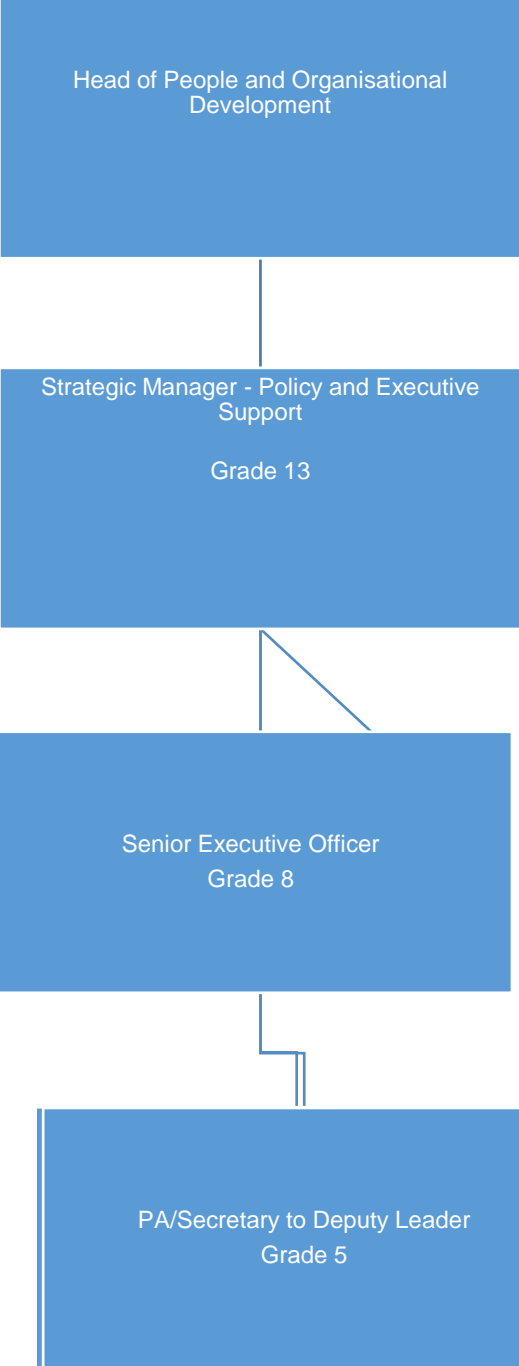
ANNEX J

DEMOCRATIC SERVICES STRUCTURE / STAFFING RESOURCES and EXECUTIVE SUPPORT STRUCTURE/STAFFING RESOURCES

Democratic Services



Executive Support



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