



## **C O U N C I L   S U M M O N S**

**To all Members of Council**

**You are hereby summoned to attend a**

**MEETING OF THE COUNCIL**

**to be held at 2.00 pm on**

**7 June 2022**

**Hybrid Meeting**

**(Attendance at Council Chamber or  
Remotely via Microsoft Teams)**

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE  
DURATION OF THE MEETING**

**Webcasting:** This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

### **--- A G E N D A ---**

1. Election of Mayor and Deputy Mayor for 2022/2023
  - *Speech of Incoming Mayor*
  - *Vote of Thanks to Outgoing Mayor*
  - *Speech of Outgoing Mayor*

## **Short Adjournment**

2. Appointment of the Leader and Deputy Leader of Council for 2022/2023 (Pages 3 - 6)
3. Administration Issues 2022/2023 (Appendices to Follow) (Pages 7 - 18)
4. Urgent Items  
***The Mayor will declare the meeting closed.***

*Please note the following meetings will be held at the close of Council:*

*Cabinet*

*Cabinet Scrutiny Committee*

*Licensing and Gambling Acts Committee*



**Chief Executive**

**Civic Centre  
Port Talbot**

Monday, 30<sup>th</sup> May 2022

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

7<sup>th</sup> June 2022

### Report of the Chief Executive – Mrs Karen Jones

#### **Matter for Decision**

#### **Wards Affected:**

All wards

#### **Appointment of Leader and Deputy Leader of Neath Port Talbot Council**

#### **Purpose of the Report:**

To notify Council of the names submitted for the position of Leader and Deputy Leader for Neath Port Talbot County Borough Council by a coalition of the Independent Democratic Group, Plaid Cymru and Dyffryn Independent Group supported by a Confidence and Supply Agreement with the Coedffranc Liberal and Green Group.

#### **Background:**

In accordance with the Council's Constitution, the Council is obliged at its annual meeting to elect the Leader and Deputy Leader of the Council.

At the Council meeting of the 25<sup>th</sup> May 2022, this item was deferred to the next meeting of Full Council.

The Chief Executive of the Council has received notification from the Independent Democratic Group, Plaid Cymru and Dyffryn Independent Group supported by a Confidence and Supply Agreement with the Coedffranc Liberal and Green Group that they wish to propose Cllr Stephen Hunt as Leader and Cllr Alun Llewelyn as Deputy Leader of Neath Port Talbot County Borough Council.

It will be for Full Council to confirm these nominations.

#### **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:**

That Council vote to determine whether Cllr Stephen Hunt be confirmed as Leader of Neath Port Talbot County Borough Council and that Cllr Alun Llewelyn be confirmed as Deputy Leader of Neath Port Talbot County Borough Council

**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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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

7<sup>th</sup> June 2022

### Report of the Chief Executive – Mrs Karen Jones

#### Matter for Decision

#### Wards Affected:

All wards

#### Reconstitution of Council 2022/2023

#### 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 2022/2023

#### 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.

At the meeting of Full Council on the 25<sup>th</sup> May 2022, Council deferred consideration of these matters to the next meeting of Council.

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 2022/2023
- 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 2022/2023, 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 2022/2023 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 2022/2023, 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 2022/2023, 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 2022/2023 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 Neighbourhood 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 2022/2023, 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 2022/2023 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 2022/2023:

**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 2022/2023 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 2022/2023. 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 2022/2023. 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 2022-2023 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 2022/2023 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 2022/2023 as set out in **Annex D**.
- (5) Approves the proposals in respect of the revised “Other Committees”, arrangements for the Civic Year 2022/2023 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 2022/2023, 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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