



## **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 the**

**ANNUAL MEETING OF COUNCIL**

**to be held at 2.00 pm on**

**Wednesday 15 May 2024**

**HYBRID MEETING. COUNCIL CHAMBER AND 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. Mayor's Announcements
2. Appointment of the Leader and Deputy Leader of Council for 2024/25 (Pages 3 - 6)
3. Administration Issues 2024/2025 (Pages 7 - 86)
4. Appointment of Lay Member to the Governance and Audit Committee (Pages 87 - 124)

5. Urgent Items

***The Mayor will declare the meeting closed.***

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

*Cabinet*

*Licensing and Gambling Acts Committee*



**Chief Executive**

**Civic Centre  
Port Talbot**

**Thursday 9<sup>th</sup> May 2024**

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

15<sup>th</sup> May 2024

### 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 for Civic Year 2024-2025.**

#### **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 for the Civic Year 2024-2025.

#### **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.

The Chief Executive of the Council has received notification of a wish to propose Cllr Steve Hunt as Leader and Cllr Alun Llewellyn 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 Full Council vote to determine whether Cllr Steve Hunt be confirmed as Leader of Neath Port Talbot County Borough Council and that Cllr Alun Llewellyn 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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Chief Executive

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## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### Council

15<sup>th</sup> May 2024

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

#### Matter for Decision

#### Wards Affected:

All wards

#### Reconstitution of Council 2024/2025

#### 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 2024/2025.

#### 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 2024/2025
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 2024/2025, in respect of:

- the size of the Cabinet (number of Executive Posts);
- the relevant Portfolios for each of the Executive Posts; and

2.2 For Council's consideration, the proposed Executive Structure for the Civic Year 2024/2025 is to confirm a Cabinet of ten (10) Members, including the Leader. These details are set out at **Annex B**.

2.3 Council will note that at its meeting of the 20<sup>th</sup> March 2024, Council endorsed moving to Cabinet meeting on a three weekly cycle with all decision making vesting in the Cabinet and no longer convening Cabinet Boards.

2.4 Council is also required to receive and approve the proposals in respect of the Cabinet portfolios for the Civic Year 2024/2025, 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.
- 4.2 Council is now required to make decisions for the Civic Year 2024/2025, 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 Community, Finance and Strategic Leadership Scrutiny Committee to discharge the power under s35 of the Wellbeing of Future Generations (Wales) Act 2015.
- 4.3 It should be noted the model for scrutiny is as endorsed by Council at its meeting of the 20<sup>th</sup> March 2024.
- 4.4 For Council's consideration, the proposed Scrutiny Committee Structure for 2024/2025 is set out in **Annex D** of this report.
- 4.5 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;
- 4.6 Accordingly, the Executive Group is to be apportioned 2 Chairs of Scrutiny Committees (Community, Finance and Strategic Leadership 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).

- 4.7 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.
- 4.8 The co-optees to the Education, Skills and Wellbeing Scrutiny Committee are also required to be re-appointed by Council.
- 4.9 The proposed appointments to the Scrutiny Committees for 2024/2025 are set out in **Annex D** of this report.

### 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 2024/2025, 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 2024/2025 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 2024/2025:

**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 2024/2025 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 2024/2025. 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 2024/2025. 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 2024/2025 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.

10.2 It should be noted that during the course of the 2024/2025 a review will be undertaken in respect of the Democratic Services Structure to incorporate the recent proposals to amend the scrutiny model and decision making forums (i.e. removal of Cabinet Boards). This will be reported to Democratic Services Committee and a report will be brought to Full Council for information in 2024/2025.

### 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 proposed size of the Executive and the Executive portfolios for the Civic Year 2024/2025 as set out in **Annex B**.
- (3) Approves 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 2024/2025 as set out in **Annex D**.
- (5) Approves the proposals in respect of the revised “Other Committees”, arrangements for the Civic Year 2024/2025 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 2024/2025, 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)**

<b>Portfolio Number</b>	<b>Portfolio Title</b>	<b>Portfolio Holder</b>
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

#### 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
- 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 Strategy and Corporate Services 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);

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# ANNEX C

## POLITICAL CALCULATIONS

<b>Committee (Based on 60 members)</b>	<b>Number of Members on Committee</b>	<b>Welsh Labour (27)</b>	<b>Plaid Cymru (11)</b>	<b>Coedffranc Liberal and Green Group (4)</b>	<b>Independent Democrats (18)</b>
Community Finance and Strategic Leadership Scrutiny Committee	15	6	3	1	5
Social Services, Housing and Community Safety Scrutiny Committee	12	6	2	1	3
Education, Skills and Wellbeing Scrutiny Committee <i>(plus 8 co-opted)</i>	13	6	2	1	4
Environment, Regeneration and Streetscene Scrutiny Committee	12	6	2	1	3
Planning Committee	12	5	2	1	4
Registration and Licensing	15	7	3	1	4
Licensing and Gambling Acts Committee	15	7	3	1	4
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
Governance and Audit Committee <i>(plus 4 co-opted voting lay members)</i>	8	4	1	1	2
Democratic Services Committee	12	5	2	1	4
Personnel Committee	12	5	2	1	4
Special Appointments Committee <i>(appropriate cabinet member to be voting member)</i>	10/11	5	2	1	2
Standards Committee <i>(plus 4 co-opted and one community council voting lay members and 2 substitute members)</i>	2	1	0	0	1
Appeal Panel <i>(plus 15 substitute members comprising 5 from each political group nominated)</i>	5	2	1	0	2
City Deal Scrutiny Committee	3	1	1	0	1
CJC Scrutiny Committee	3	1	1	0	1
CJC Governance and Audit Committee <i>(plus NPT Chair of Governance and Audit Committee)</i>	2	1	0	0	1
Margam Crematorium Committee	5	2	1	0	2
Archives Committee <i>(in addition to relevant Cabinet Member)</i>	4	2	1	0	1
<b>Total</b>	<b>163/164</b>	<b>73</b>	<b>30</b>	<b>11</b>	<b>49</b>
<b>Other Groups</b>					

Staff Council ( <i>To include all 10 Cabinet Members plus additional members identified</i> )	11	1	Cabinet Members	Cabinet Member	Cabinet Members
Corporate Parenting Panel	13	6	2	1	4
School Standards Partnership Group	6	3	1	0	2

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**ANNEX D**  
**SCRUTINY ARRANGEMENTS**

<b>SCRUTINY COMMITTEES</b>
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<b>COMMUNITY, FINANCE AND STRATEGIC LEADERSHIP SCRUTINY COMMITTEE (15)</b>	
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<b>Chairperson:</b>	Cllr. P. Rogers
<b>Vice Chairperson:</b>	Cllr. C Jordan
<b>Members: Labour Group</b>	Cllr. R.Jones, Cllr S.Paddison, Cllr C.Galsworthy, Cllr S. Thomas, Cllr S.Pursey and Cllr S.Reynolds.
<b>Members: Independent Group</b>	Chairperson, Vice Chair Person, Cllr. J.Jones, Cllr. J.Henton and Cllr. T Bowen
<b>Members: Plaid Cymru Group</b>	Cllr. R. Phillips, Cllr. A. Richards and Cllr. A.Dacey.
<b>Members: Coedffranc Liberal and Green Group</b>	Cllr. H Ceri Clarke

<b>EDUCATION, SKILLS AND WELLBEING (13) PLUS 8 CO-OPTees</b>	
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<b>Chairperson:</b>	Cllr. R. Phillips
<b>Vice Chairperson:</b>	Cllr. D. Thomas
<b>Members: Labour Group</b>	Cllr. P.Rees, Cllr. S.Rahaman, Cllr.R.Mizen, Cllr.D.Keogh, Cllr. L. Heard, Cllr. S.Reynolds.
<b>Members: Independent Group</b>	Cllr. C. Lewis, Cllr. B.Woolford, Cllr.J.Henton and Cllr. P.Rogers
<b>Members: Plaid Cymru Group</b>	Chairperson and Vice Chairperson

<b>Members: Coedffranc Liberal and Green Group</b>	Cllr. N. Goldup John
<b>*Co-opted Voting Members: (4)</b>	M. Caddick, A. Amor, L. Newman and 1 vacancy
<b>*Co-opted Non-Voting Members: (4) (*for education matters)</b>	R. De Benedictis and 3 vacancies

<b>ENVIRONMENT, REGENERATION AND STREETSCENE SERVICES (12)</b>	
<b>Chairperson:</b>	Cllr. S. Pursey
<b>Vice Chairperson:</b>	Cllr. T. Bowen
<b>Members: Labour Group</b>	Chairperson, Cllr G.Rice, Cllr.C.Clement Williams, Cllr. R. Wood, Cllr C. James, Cllr. L. Williams.
<b>Members: Independent Group</b>	Vice Chairperson, Cllr. B.Woolford and Cllr. J.Jones
<b>Members: Plaid Cymru</b>	Cllr. A. Dacey, Cllr. R. Davies
<b>Members: Coedffranc Liberal and Green Group</b>	Cllr. A. Aubrey.

<b>SOCIAL SERVICES, HOUSING AND COMMUNITY SAFETY (12)</b>	
<b>Chairperson:</b>	Cllr. C. Galsworthy
<b>Vice Chairperson:</b>	Cllr. H Ceri-Clarke
<b>Members: Labour Group</b>	Chairperson, Cllr D.Whitelock, Cllr. A.Lockyer, Cllr.O.Davies, Cllr. S.Freeguard, Cllr. P.Richards.
<b>Members: Independent Group</b>	Cllr. J.Jones, Cllr. H. Davies and Cllr. A. Lodwig
<b>Members: Plaid Cymru</b>	Cllr. D. Thomas, Cllr. C.Williams.
<b>Members: Coedffranc Liberal and Green Group</b>	Vice Chairperson

## **Scrutiny Committees**

### **Specific Roles**

In discharging the functions conferred by Section 21 of the Local Government Act 2000, as set out in Article 6, the Scrutiny Committees will have the following specific roles and terms of reference:-

#### **1. Performance Scrutiny of the Executive**

Performance scrutiny of the Executive – the extent to which the Council has appropriate arrangements in place to secure the continuous improvement of its functions

#### **Community, Finance and Strategic Leadership Scrutiny Committee**

- 1.1 Scrutiny of the processes the Council has gone through to discharge its duty to improve;
- 1.2 Scrutiny of the functions of the Council to discharge its duty to improve;
- 1.3 Scrutiny of the processes the Council has gone through to determine its improvement priorities;
- 1.4 Monitor progress on the delivery of the Council's improvement priorities;
- 1.5 The Community, Finance and Strategic Leadership Scrutiny Committee is the scrutiny committee designated to scrutinise the work of the Neath Port Talbot Public Services Board (hereinafter "the Board") in accordance with Section 35 of the Well-being of Future Generations (Wales) Act 2015 (the Act) and will have the following specific roles: –
  - 1.5.1 Review or scrutinise decisions made or other action taken, by the Board for the local authority area in the exercise of its functions;
  - 1.5.2 Review or scrutinise the Board's governance arrangements;
  - 1.5.3 Make reports or recommendations to the Board with respect to its functions or governance arrangements;

- 1.5.4 Consider such matters relating to the Board as the Welsh Ministers may refer to it and to report to the Welsh Ministers accordingly;
- 1.5.5 Carry out such other functions in relation to the Board as are imposed on it by the Act
- 1.6 It may, for the purpose of the roles specified in points 1.5.1 to 1.5.5 above, require one or more of the persons who may attend a meeting of the Board<sup>1</sup>, or anyone designated by such a person, to attend a meeting of the committee and provide it with explanations of such matters as it may specify<sup>2</sup>.
- 1.7 It must send a copy of any report or recommendation made under item 3 above to the Welsh Ministers, the Future Generations Commissioner and the Auditor General for Wales
- 1.8 In addition it will:
- 1.8.1 Formally receive the Wellbeing Assessment and Wellbeing Plan from the Board;
- 1.8.2 Act as statutory consultee for the draft Wellbeing Assessment and draft Wellbeing Plan;
- 1.8.3 Formally receive the Board's annual report.
- 1.9 Review the Wellbeing Plan if directed to by the Welsh Ministers

### **Social Services, Housing and Community Safety Scrutiny Committee**

- 1.10 to be authorised to make a report or recommendation under Section 19 (1)(b) and (3)(a) of the Police and Justice Act 2006.

### **All Scrutiny Committees**

Will have a remit to specifically examine the performance of all services within its portfolio and the extent to which services are continuously

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<sup>1</sup> The Leader and Chief Executive of the Council; either the Chair, Chief Executive or both of Abertawe Bro Morgannwg University Health Board; either the Chair, Chief Officer or both of the Mid and West Wales Fire and Rescue Service and the Chief Executive of Natural Resources Wales.

<sup>2</sup> Section 35(3) Well-being of Future Generations (Wales) Act 2015

improving, including ensuring performance measures reflect what matters to citizens.

## **2. Conduct Improvement Reviews**

(*Schedule 2 'Local Choice' 2007 Regulations*) through appropriate mechanisms; in particular

### **Community, Finance and Strategic Leadership Scrutiny Committee**

2.1 The Committee will:-

2.1.1 Consider the draft Corporate Plan prepared by the Cabinet and comment upon it and the methods that have been used to produce it;

2.1.2 Monitor overall progress made in response to the annual Improvement Report;

2.1.3 Comment on the draft Annual Report prior to publication each year.

### **All Scrutiny Committees**

2.2 The Committee will:-

2.2.1 Receive service-specific contents of the Corporate Plan (the service issues being those under the purview of the "equivalent" Cabinet committee;

2.2.2 Commission and participate in improvement reviews through appropriate mechanisms and recommend onwards to the Executive (the Executive being accountable for improvement, for drafting the Corporate Plan, for determining improvement priorities and for ensuring executive performance management). Note: while a committee will conduct reviews in relation to the areas covered by the Committee, the Committee may agree that a particular review normally in its remit shall be undertaken by another Committee for example a Committee had too many reviews in a particular year but in such cases the Chair of the relevant Committee may be present throughout the review process;

2.2.3 Monitor implementation by the Executive of the appropriate improvement actions and responses to the Council's external regulators;

2.2.4 Promote innovation by challenging the status quo and encourage different ways of thinking and options for delivery;

2.2.5 Monitor implementation by the Executive of business plans.

### **3. Scrutiny of Executive Systems**

Scrutiny of Executive Systems which deliver functions to see whether they are robust and are being observed.

### **4. Pre-decision Scrutiny**

Through consultation by/dialogue with the Executive on policy, budget or other forthcoming issues, with attendance by relevant Cabinet Members as a standing arrangement, in order to provide evidence and information for the Scrutiny Committee, and to ensure the "executive" and "scrutiny" work constructively and inclusively together in the best interests of the Council and its communities. The pre-decision scrutiny of Cabinet proposals may involve ensuring that policy and procedure has been complied with; assessing the likely impact or risk of a course of action; or questioning the values behind a recommendation. The process of scrutiny can also bring into question whether stakeholders have been adequately involved and whether their views have been properly taken into account. The pre-scrutiny should be on selective issues, both operational and financial.

### **5. Post-decision Scrutiny**

Post-decision scrutiny of Executive decisions or actions, with power also to "call-in" decisions not yet implemented under relevant procedures.

### **6. Scrutiny of Executive Policies**

Scrutiny of Executive Policies evaluating existing Council policies and strategies as to their effectiveness/outcomes and community needs, recommending any proposals to the Executive; and also assisting the Executive in the development of new policies (as appropriate through specific member/officer groups). The foregoing in conjunction with the specialist directorate officers.



## **7. General Scrutiny Role**

General Scrutiny Role is to report as appropriate on matters of more general concern (including external issues) and which might link to the authority's powers to promote economic, social and environmental well-being. Committees may invite people other than those people to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and shall invite such people to attend

## **8. Scrutinise Outside Bodies**

Scrutinise Outside Bodies particularly those upon which the Council is represented.

## **9. Joint Scrutiny**

Regulations may be made to permit two or more local authorities to appoint a joint [Overview and Scrutiny Committee. This is set out in the Local Authority (Joint Overview and Scrutiny) (Wales) Regulations 2013

## **10. Political Balance**

All Scrutiny Committees shall be politically balanced in line with the Local Government Act 2000

The Chairs of the Scrutiny Committees shall be appointed taking into account the Political Constitution of the Council and the requirements of Section 21(1) of the Local Government (Wales) Measure 2011

## The Scrutiny Committees

The Committee set out in the left hand column of the Table below will discharge their functions and roles in relation to the matters which are respectively the responsibility of the Executive or of the Council/Council Committees set out in the right hand column; the other roles set out in the preceding pages will also apply:-

<b>Scrutiny Committee</b>	<b>Matters to be covered by the Committee</b>
<p>Community, Finance and Strategic Leadership (15 Members)</p>	<p>The powers conferred by Section 35 of the Well-being of Future Generations (Wales) Act 2015</p> <p>(a) <u>Executive</u></p> <p>(1) Matters for consideration and/or decision by the Cabinet Committee including related plans/strategies and budget i.e.:-</p> <p style="padding-left: 40px;">Cabinet Portfolio 1 Cabinet Portfolio 2</p> <p style="padding-left: 40px;">Major plans, policies, service change and budgets, including Climate Change, Decarbonisation and Renewable Energy Policy and strategic response to the nature emergency)</p> <p>(b) <u>Non-Executive</u></p> <p style="padding-left: 40px;">Personnel Committee matters Registration/Licensing Committee</p>
<p>SOCIAL SERVICES, HOUSING AND COMMUNITY SAFETY (12 Members)</p>	<p>Crime and Disorder matters (including those matters within Section 19 of the Police and Justice Act 2006)</p>

	<p>Matters for consideration and/or decision including related plans/strategies and of:</p> <p>Cabinet Portfolio 6 Cabinet Portfolio 7 Cabinet Portfolio 8</p>
<p><b>EDUCATION, SKILLS AND WELLBEING</b> (13 Members + 4 Voting Co-optees + 4 Non-Voting Co-optees)</p>	<p>Matters for consideration and/or decision including related plans/strategies and of</p> <p>Cabinet Portfolio 3 Cabinet Portfolio 4 (in respect of regional education, skills and training arrangements, lifelong learning, adult education and post-16 provision and employability) Cabinet Portfolio 5</p> <p>(Note: Voting co-optees can only vote in relation to School Education matters)</p>
<p><b>ENVIRONMENT REGENERATION AND STREETSCENE SERVICES</b> (12 Members)</p>	<p>Matters for consideration and/or decision including related plans/strategies and of</p> <p>Cabinet Portfolio 4 (functions not covered by Education, Skills and Wellbeing Scrutiny Committee) Cabinet Portfolio 9 Cabinet Portfolio 10</p> <p>Excluding decarbonisation and renewable energy policy and the strategic response to the nature emergency</p>



**ANNEX E**  
**OTHER COMMITTEES**

**REGULATORY AND OTHER COMMITTEES**

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

<b>*REGISTRATION AND LICENSING COMMITTEE (15)</b>	
<b>Chairperson:</b>	Cllr. A. Richards
<b>Vice Chairperson:</b>	Cllr. J. Henton
<b>Members: Labour Group</b>	Cllr. L.Williams, Cllr.S.Freeguard, Cllr. D.Whitelock, Cllr. S. Paddison, Cllr.G.Rice, Cllr. S. Renkes, Cllr. A.Lockyer.
<b>Members: Independent Group</b>	Vice Chairperson, Cllr. B. Woolford, Cllr. M Peters, Cllr. A. Lodwig.
<b>Members: Plaid Cymru</b>	Chairperson, Cllr. H. Davies and Cllr. A. Dacey
<b>Members: Coedffranc Liberal and Green Group</b>	Cllr A.Aubrey

<b>* LICENSING AND GAMBLING ACTS COMMITTEE (15)</b>	
<b>Chairperson:</b>	Cllr A Richards
<b>Vice Chairperson:</b>	Cllr. J Henton
<b>Members: Labour Group</b>	Cllr. L.Williams, Cllr.S.Freeguard, Cllr. D.Whitelock, Cllr. S. Paddison, Cllr.G.Rice, Cllr. S. Renkes, Cllr. A.Lockyer.
<b>Members: Independent Group</b>	Vice Chairperson, Cllr. B. Woolford, Cllr. M Peters, Cllr. A. Lodwig
<b>Members: Plaid Cymru Group</b>	Chairperson, Cllr. H. Davies and Cllr. A. Dacey

<b>Members: Coedffranc Liberal and Green Group</b>	Cllr A.Aubrey
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<b>LICENSING AND GAMBLING ACTS SUB COMMITTEE (3)</b>	
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<b>Chairperson:</b>	Cllr A Richards
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<b>Vice Chairperson:</b>	Cllr. J Henton (nominated by Independent Group)
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<b>Members:</b>	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
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*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.*

<b>PERSONNEL COMMITTEE (12)</b>	
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<b>Chairperson:</b>	Cllr. S. Knogle
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<b>Vice Chairperson:</b>	Cllr. A. Richards
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<b>Members: Labour Group</b>	Cllr. R.Jones, Cllr. R.Mizen, Cllr. S.Pursey, Cllr.P.Richards, Cllr. S. Grimshaw
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<b>Members: Independent Group</b>	Chairperson, Cllr. T. Bowen and Cllr. C. Lewis, Cllr J.Jones
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<b>Members: Plaid Cymru Group</b>	Vice Chairperson and Cllr. J. Hale
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<b>Members: Coedffranc Liberal and Green Group</b>	Cllr. A. Aubrey
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*Note: Remaining Cabinet Members to attend as non-voting advisers as necessary*



<b>SPECIAL APPOINTMENTS COMMITTEE (10/11)</b>	
<b>Chairperson:</b>	Cllr. S. Knoyle
<b>Vice Chairperson:</b>	Cllr. A. Richards
<b>Members: Labour</b>	Cllr.R.Jones, Cllr. S.Reynolds, Cllr. S.Pursey, Cllr. C.Galsworthy, Cllr. S.Thomas.
<b>Members: Independent Group</b>	Chairperson, and Cllr. J. Henton
<b>Members: Plaid Cymru</b>	Vice Chairperson and Cllr. R. Phillips
<b>Members: Coedffranc Liberal and Green Group</b>	Cllr. N. Goldup-John
<p>*and <b>one</b> of the following Cabinet Members for Heads of Service appointments:  <b>two</b> of the following Cabinet Members for Corporate Directors/Chief Executive 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>	

<b>GOVERNANCE AND AUDIT COMMITTEE (8) + 4 CO-OPTED MEMBERS</b>	
<b>Chairperson:</b>	Lay member to be elected by the committee
<b>Vice Chairperson:</b>	Lay member to be elected by the committee
<b>Members: Labour Group</b>	Cllr. S.Grimshaw, Cllr. O. Davies, Cllr. R.Mizen and Cllr. P. Richards

<b>Members: Independent Group</b>	Cllr. W. Carpenter and Cllr. J.Henton
<b>Members: Plaid Cymru Group</b>	Cllr. A. Richards
<b>Members: Coedffranc Liberal and Green Group</b>	Cllr.A. Aubrey
<b>Voting Lay Members</b>	J Jenkins A Begley M Owen 1 Vacancy

<b>DEMOCRATIC SERVICES COMMITTEE (12)</b>	
<b>Chairperson:</b>	Cllr. S Rahaman
<b>Vice Chairperson:</b>	Cllr. N Goldup-John
<b>Members: Labour Group</b>	Chairperson, Cllr. P. Rees, Cllr. A Lockyer, Cllr. M. Harvey, Cllr. S.Reynolds
<b>Members: Independent Group</b>	Cllr. P. Rogers, Cllr. C.Lewis, Cllr. J Henton and Cllr. A. Lodwig
<b>Members: Plaid Cymru Group</b>	Cllr. C. Williams and Cllr. J. Hale
<b>Members: Coedffranc Liberal and Green Group</b>	Vice Chairperson

<b>APPEALS PANEL (5)</b>	
<b>Chairperson:</b>	Cllr. R. Davies
<b>Vice Chairperson:</b>	Cllr. C.Jordan
<b>Members: Labour Group</b>	Cllr. C.Clement Williams, Cllr. S.Renkes
<b>Members: Independent Group</b>	Vice Chairperson and Cllr. B.Woolford

<b>Members: Plaid Cymru Group</b>	Chairperson
<b>Substitutes: Labour Group</b>	Cllr. L. Heard, Cllr. G. Rice, Cllr. S.Grimshaw, Cllr. R.Wood, Cllr. C.James.
<b>Substitutes: Independent Group</b>	Cllr. A. Lodwig, Cllr. C. Lewis, and Cllr. P. Rogers
<b>Substitutes: Plaid Cymru Group</b>	Cllr. H. Davies, Cllr. D. Thomas. Cllr. A. Dacey and Cllr. A. Richards
<b>STANDARDS COMMITTEE (7)</b>	
<b>*Chairperson:</b>	L. Fleet
<b>*Vice Chairperson:</b>	T. Ward
<b>*Independent Members:</b>	D. Lewis, A. Davies
<b>NPTCBC Members:</b>	Cllr. S. Thomas Cllr. W. Carpenter
<b>Community Council Member:</b> <i>(* independent members)</i>	C. Edwards
<b>Substitutes:</b> For NPTCBC Members: For Community Council Member	Cllr. S. Grimshaw (Labour) and Cllr. A. Lodwig (Independent) Vacancy for Community Council Member

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**ANNEX F**

**OTHER MEMBER GROUPS**

**OTHER MEMBER GROUPS**

<b>STAFF COUNCIL (12)</b>	
<b>Chairperson:</b>	Cllr. S. Knogle
<b>Cabinet Members:</b>	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
<b>Members: Labour Group</b>	Cllr R. Jones

<b>CORPORATE PARENTING PANEL (13)</b>	
<b>Chairperson:</b>	Cllr. S. Harris
<b>Members:</b>	Cllr. J. Hale, Cllr. D. Thomas, Cllr. J. Henton, Cllr. C. Lewis, Cllr. J. Jones, Cllr. H. Ceri-Clarke, Cllr. C. Galsworthy, Cllr. P. Richards, Cllr. A. Lockyer, Cllr. O. Davies, Cllr. R. Mizen and Cllr. S. Freeguard

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

**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 for Religion, Values and Ethics (Neath Port Talbot)	N Jenkins  D, Whitelock, P. Rees, R. Mizen, W. Carpenter, J Jones, Director of Education, Leisure and Lifelong Learning and RVE Support Officer
Welsh Association of Standing Advisory Council for Religion Values and Ethics	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)	R.Philips (substitute R.Davies)
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
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 June 2024)
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	R.Davies, D Thomas, J Jones
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 Rebecca Sharp (Officer)
National Eisteddfod Council	Welsh Language Champion- R.Philips
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), L.Heard, A.Lockyer 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, C.Williams, 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.Pursey, 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	R.Wood, 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 J.Henton and Cllr. A. Lockyer



Annex H

CYCLE OF MEETINGS and MEMBER SEMINAR PROGRAMME 2024/25

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
All Members Seminar - 10:00AM Thursday	9 <sup>th</sup> 23 <sup>rd</sup>	6 <sup>th</sup> 20 <sup>th</sup>	4 <sup>th</sup> 18 <sup>th</sup>		12 <sup>th</sup> 26 <sup>th</sup>	10 <sup>th</sup> 24 <sup>th</sup>	7 <sup>th</sup> 21 <sup>st</sup>	5 <sup>th</sup> 19 <sup>th</sup>	16 <sup>th</sup> 30 <sup>th</sup>	13 <sup>th</sup> 27 <sup>th</sup>	13 <sup>th</sup> 27 <sup>th</sup>	10 <sup>th</sup> 24 <sup>th</sup>	8 <sup>th</sup> 22 <sup>nd</sup>
Annual Meeting of Council – 2.30PM Monday	15 <sup>th</sup>												
Cabinet Members Briefing 2.00pm Tuesday	21 <sup>st</sup>	10 <sup>th</sup>	2 <sup>nd</sup> 16 <sup>th</sup>		3 <sup>rd</sup> 24 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> 26 <sup>th</sup>		7 <sup>th</sup> 28 <sup>th</sup>	18 <sup>th</sup>	11 <sup>th</sup>	1 <sup>st</sup> 22 <sup>nd</sup>	13 <sup>th</sup>
Cabinet – 2.05pm Wednesday	8 <sup>th</sup> 29 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup> 24 <sup>th</sup>		11 <sup>th</sup>	2 <sup>nd</sup> 23 <sup>rd</sup>	13 <sup>th</sup>	4 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> 26 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup> 30 <sup>th</sup>	21 <sup>st</sup>
CBC/ Community Councils Liaison Forum 10.00am													6 <sup>th</sup>
Community, Finance and Strategic Leadership Scrutiny Committee – 2.00PM Thursday		14 <sup>th</sup>	18 <sup>th</sup>		5 <sup>th</sup>	17 <sup>th</sup>	28 <sup>th</sup>		9 <sup>th</sup>	20 <sup>th</sup>		3 <sup>rd</sup>	15 <sup>th</sup>
Corporate Directors Group - 9:15AM Wednesday	1 <sup>st</sup> , 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> 29 <sup>th</sup>	5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup>	3 <sup>rd</sup> 10 <sup>th</sup> 17 <sup>th</sup> 24 <sup>th</sup> 31 <sup>st</sup>	7 <sup>th</sup> 14 <sup>th</sup> 21 <sup>st</sup> 28 <sup>th</sup>	4 <sup>th</sup> 11 <sup>th</sup> 18 <sup>th</sup> 25 <sup>th</sup>	2 <sup>nd</sup> 9 <sup>th</sup> 16 <sup>th</sup> 23 <sup>rd</sup> 30 <sup>th</sup>	6 <sup>th</sup> 13 <sup>th</sup> 20 <sup>th</sup> 27 <sup>th</sup>	4 <sup>th</sup> 11 <sup>th</sup> 18 <sup>th</sup> 25 <sup>th</sup>	8 <sup>th</sup> 15 <sup>th</sup> 22 <sup>nd</sup> 29 <sup>th</sup>	5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup>	5 <sup>th</sup> 12 <sup>th</sup> 19 <sup>th</sup> 26 <sup>th</sup>	2 <sup>nd</sup> 9 <sup>th</sup> 16 <sup>th</sup> 23 <sup>rd</sup> 30 <sup>th</sup>	7 <sup>th</sup> 14 <sup>th</sup> 21 <sup>st</sup>
Corporate Parenting Panel - 1:00PM Thursday	30 <sup>th</sup>				5 <sup>th</sup>		14 <sup>th</sup>			6 <sup>th</sup>			8 <sup>th</sup>
Council - 2:00PM Wednesday	12 <sup>th</sup>		31		4 <sup>th</sup>	16 <sup>th</sup>	27 <sup>th</sup>		8 <sup>th</sup>	19 <sup>th</sup>		2 <sup>nd</sup>	14 <sup>th</sup>
Democratic Services Committee – 2PM Monday			22 <sup>nd</sup>				11 <sup>th</sup>			3 <sup>rd</sup>		28 <sup>th</sup>	
Education Skills and Wellbeing		13 <sup>th</sup>	25 <sup>th</sup>		12 <sup>th</sup>	24 <sup>th</sup>		5 <sup>th</sup>	16 <sup>th</sup>		6 <sup>th</sup>	10 <sup>th</sup>	22 <sup>nd</sup>



Scrutiny Committee - 2:00PM Thursday													
Environment, Regeneration and Streetscene Scrutiny Committee - 10:00AM Friday	3 <sup>rd</sup>		5 <sup>th</sup>		20 <sup>th</sup>		8 <sup>th</sup>	6 <sup>th</sup>	31 <sup>st</sup>		14 <sup>th</sup>		2 <sup>nd</sup>
Governance and Audit Committee - 10:00AM Friday			12 <sup>th</sup>		6 <sup>th</sup>		29 <sup>th</sup>			21 <sup>st</sup>			16 <sup>th</sup>
Licensing and Gambling Acts Committee - 10:00AM Monday	13 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> 19 <sup>th</sup>	16 <sup>th</sup>	7 <sup>th</sup>	18 <sup>th</sup>	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>		12 <sup>th</sup>
Licensing and Gambling Acts Sub Committee - 10:05AM Monday	13 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> 19 <sup>th</sup>	16 <sup>th</sup>	7 <sup>th</sup>	18 <sup>th</sup>	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>		12 <sup>th</sup>
Margam Crematorium Joint Committee - 2:00PM Tuesday		17 <sup>th</sup>				29 <sup>th</sup>		10 <sup>th</sup>	14 <sup>th</sup>			15 <sup>th</sup>	
Neath Port Talbot/Youth Council Liaison Forum - 6:00PM Wednesday		5 <sup>th</sup>				2 <sup>nd</sup>				5 <sup>th</sup>			
Personnel Committee - 2:00PM Monday		4 <sup>th</sup>			2 <sup>nd</sup>		18 <sup>th</sup>			10 <sup>th</sup>	10 <sup>th</sup>		
Planning Committee - 10:00AM Tuesday	21 <sup>st</sup>	11 <sup>th</sup>	2 <sup>nd</sup> 23 <sup>rd</sup>	13 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> 26 <sup>th</sup>	17 <sup>th</sup>	28 <sup>th</sup>	18 <sup>th</sup>	11 <sup>th</sup>	1 <sup>st</sup> 22 <sup>nd</sup>	13 <sup>th</sup>
Public Services Board - 2:00PM Tuesday			11 <sup>th</sup>			1 <sup>st</sup> 17 <sup>th</sup>			28 <sup>th</sup>	6 <sup>th</sup>		29 <sup>th</sup>	8 <sup>th</sup>
Registration and Licensing	13 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup> 30 <sup>th</sup>	28 <sup>th</sup>	25 <sup>th</sup>		20 <sup>th</sup>	17 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>

Committee - 10:00AM Monday													
School Standards Partnership Group - 1:00PM Monday			15 <sup>th</sup>			7 <sup>th</sup>			20 <sup>th</sup>		24 <sup>th</sup>		
Shadow Cabinet - 3:00PM Monday	27 <sup>th</sup>	3 <sup>rd</sup>	15 <sup>th</sup>		9 <sup>th</sup>	21 <sup>st</sup>		2 <sup>nd</sup>	13 <sup>th</sup>	24 <sup>th</sup>		7 <sup>th</sup>	19 <sup>th</sup>
Social Services, Housing and Community Safety Scrutiny Committee - 2:00PM Thursday	2 <sup>nd</sup>	27 <sup>th</sup>			19 <sup>th</sup>		7 <sup>th</sup>	12 <sup>th</sup>	23 <sup>rd</sup>		13 <sup>th</sup>		1 <sup>st</sup>
South West Wales, Corporate Joint Committee – Economic Wellbeing and Regional Economic Development Sub- Committee - 2:00PM Monday			22 <sup>nd</sup>		23 <sup>rd</sup>				20 <sup>th</sup>				6 <sup>th</sup>
South West Wales, Corporate Joint Committee – Energy Sub Committee - 2:00PM Monday	13 <sup>th</sup>		29 <sup>th</sup>		30 <sup>th</sup>				27 <sup>th</sup>			28 <sup>th</sup>	
South West Wales, Corporate Joint Committee – Overview and Scrutiny Committee	16 <sup>th</sup>		16 <sup>th</sup>		3 <sup>rd</sup>	14 <sup>th</sup>	21 <sup>st</sup>		9 <sup>th</sup>		11 <sup>th</sup>		
South West Wales, Corporate Joint Committee – Regional Transport Sub – Committee - 2:00PM Monday			2 <sup>nd</sup>			8 <sup>th</sup>					4 <sup>th</sup>		

South West Wales, Corporate Joint Committee – Strategic Planning Sub-Committee - 2:00PM Monday		24 <sup>th</sup>				7 <sup>th</sup>					3 <sup>rd</sup>		12 <sup>th</sup>
South West Wales, Corporate Joint Committee - 10:00AM Tuesday	23 <sup>rd</sup>		30 <sup>th</sup>		12 <sup>th</sup>	22 <sup>nd</sup>		3 <sup>rd</sup>	21 <sup>st</sup>		18 <sup>th</sup>		
Special Appointments Committee	8 <sup>th</sup>	3 <sup>rd</sup>	17 <sup>th</sup>										
Staff Council - 10:00AM Monday	14 <sup>th</sup>				9 <sup>th</sup>		4 <sup>th</sup>		27 <sup>th</sup>			28 <sup>th</sup>	
Standards Committee - 10:00AM Monday		17 <sup>th</sup>	22 <sup>nd</sup>			14 <sup>th</sup>			13 <sup>th</sup>			7 <sup>th</sup>	
Swansea Bay City Region Joint Scrutiny Committee - 2:00PM Tuesday		25 <sup>th</sup>			17 <sup>th</sup>			3 <sup>rd</sup>			18 <sup>th</sup>		13 <sup>th</sup>
Tata Steel Joint Consultative Group - 10:30AM Tuesday	28 <sup>th</sup>				10 <sup>th</sup>		12 <sup>th</sup>			4 <sup>th</sup>		29 <sup>th</sup>	
UK Shared Prosperity Fund Member Briefing – 10.00am Thursday	10 <sup>th</sup>	13 <sup>th</sup>			19 <sup>th</sup>			12 <sup>th</sup>			20 <sup>th</sup>		1 <sup>st</sup>
Voluntary Sector Liaison Forum			9 <sup>th</sup>				12 <sup>th</sup>				25 <sup>th</sup>		
Wildfox Liaison - 12:00PM Thursday		20 <sup>th</sup>			12 <sup>th</sup>			5 <sup>th</sup>		27 <sup>th</sup>			

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## SCHEDULE OF SEMINAR DATES 2024/25

Date	Time	Subject	Responsible Officer
23 <sup>rd</sup> May 2024	10.00am		
6 <sup>th</sup> June 2024	10.00pm		
20 <sup>th</sup> June 2024	10.00am		
4 <sup>th</sup> July 2024	10.00am		
18 <sup>th</sup> July 2024	10.00am	Council Procedure Rules Training /Scrutiny Procedures	Craig Griffiths
12 <sup>th</sup> September 2024	10.00am	Substance Use Transformation	Julia Jenkins/Angharad Metcalf
26 <sup>th</sup> September 2024	10.00am	Road Safety Strategy	Dave Griffiths/Joy Smith
10 <sup>th</sup> October 2024	10.00am	Budget Seminar	Huw Jones
24 <sup>th</sup> October 2024	10.00am		
7 <sup>th</sup> November 2024	10.00am		
21 <sup>st</sup> November 2024	10.00am		

5 <sup>th</sup> December 2024	10.00am		
19 <sup>th</sup> December 2024	10.00pm	Community Safety Partnership	Elinor Wellington
January 16 <sup>th</sup> 2025	10.00am		
30 <sup>th</sup> January 2025	10.00am	Rapid Rehousing Plan	Mark Edwards
13 <sup>th</sup> February 2025	10.00am		
27 <sup>th</sup> February 2025	10.00am		
13 <sup>th</sup> March 2025	10.00am		
27 <sup>th</sup> March 2025	10.00am		
10 <sup>th</sup> April 2025	10.00am		
24 <sup>th</sup> April 2025	10.00am		
8 <sup>th</sup> May 2025	10.00am		
22 <sup>nd</sup> May 2025	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 2024/2025

<b>Senior Salary Roles</b>	<b>Number</b>
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
<b>Total Number of Senior Salaries</b>	<b>18</b>

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 2024/2025 Annual Report.



**Independent Remuneration Panel for Wales – proposed salaries for the civic year 2024/2025**

<b>Basic salary (payable to all elected members) £18,666</b>			
	<b>Group A</b> Cardiff, Rhondda Cynon Taf, Swansea	<b>Group B</b> Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham	<b>Group C</b> Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire  Torfaen, Isle of Anglesey
<b>Senior salaries (inclusive of basic salary)</b>			
<b>Band 1</b> Leader	£69,998	£62,998	£59,498
Deputy Leader	£48,999	£44,099	£41,649
<b>Band 2</b> Executive Members	£41,999	£37,799	£35,699
<b>Band 3</b> Committee Chairs (if remunerated):		£27,999	
<b>Band 4</b> Leader of Largest Opposition Group		£27,999	
<b>Band 5</b> Leader of Other Political Groups		£22,406	

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## ANNEX J

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

# Democratic Services

Head of Legal and Democratic Services

Democratic Services Manager / Head of Democratic Services  
Grade 12

Senior Scrutiny and Project Management Officer  
Grade 9

Senior Committee Administration Officer  
Grade 9

Democratic Services Officer  
Grade 7

Democratic Services Officer  
Grade 7

Democratic Services Officer  
Grade 7

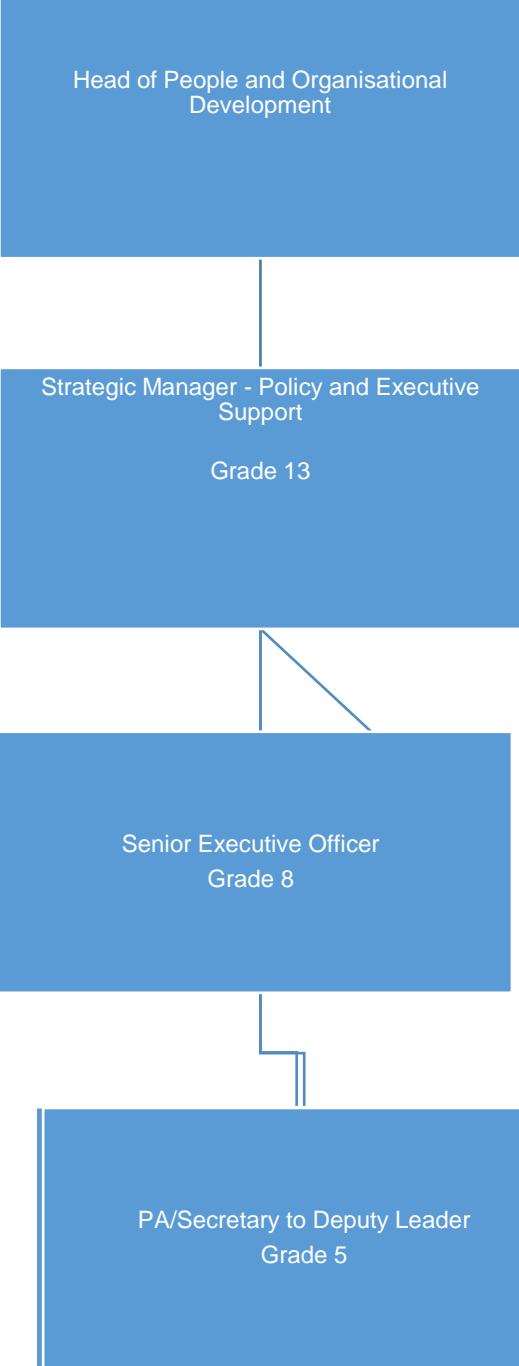
Democratic Services Officer  
Grade 7

Democratic Services Officer  
Grade 7

Democratic Services Assistant  
Grade 5 (VACANT)

Democratic Services Officer  
Grade 7 (0.8 FTE)

# Executive Support



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## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL COUNCIL**

**15<sup>th</sup> May 2024**

### **Joint Report of the Director of Finance and Head of Legal and Democratic Services**

#### **Matter for Decision**

**Wards Affected:** All Wards

#### **NPTCBC Governance and Audit Committee – Appointment of Independent Member**

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

To seek authority from Council to advertise for an independent member to the Neath Port Talbot County Borough Council Governance and Audit Committee.

#### **Background**

The composition of the governance and Audit Committee is governed by the Local Government and Elections (Wales) Act 2021 and stipulates that one third of the members are lay persons.

The Governance and Audit Committee currently comprises of 8 elected members of the Council and 4 Lay members. During April, the resignation of one Lay member was received and given that the Council no longer has the required number of Lay members, a recruitment exercise to recruit a new Lay member to the Governance & Committee must now commence.

Local Authorities are required to establish a panel to consider applications in relation to a vacancy, to apply criteria established by the Local Authority when considering applications and to make recommendations to Council in respect of any applications received. The panel shall consist of not more than five panel members one of

whom is described as “a lay panel member”. This must be a person who is not a member of the Local Authority and also is not a lay person of the Governance and Audit Committee.

Accordingly it would be proposed that a selection panel be convened with the following membership:

- Mayor (as a member of the Labour Group)
- Mrs Joanna Jenkins (Chair of the Governance and Audit Committee)
- A member of the Plaid Cymru Group
- A member of the Independent Group
- Independent Lay person

Nominations will be sought from group leaders at the appropriate time and an appropriate lay person will be identified.

### **Financial Impact**

Any expenditure will be contained within existing budgets.

### **Integrated Impact Assessment**

There is no requirement for an integrated impact assessment as this report relates to governance matters only.

### **Valleys Communities Impacts**

No implications.

### **Workforce Impacts**

No implications.

### **Legal Powers**

The legal requirements are set out in this report.

### **Risk Management Impacts**

Failure to ensure the Governance and Audit Committee is properly constituted renders any decisions of the Governance and Audit Committee invalid.

### **Consultation**



There is no requirement under the Constitution for external consultation on this item

## **Recommendations**

It is recommended that:

- Members approve the recruitment exercise to appoint 1 lay person to the Governance and Audit Committee.
- Members approve the eligibility criteria, application form and advert set out in Appendix 1, 2 and 3 of this report for use in the recruitment process
- Members approve the establishment of a selection panel in the manner set out in this report.
- A report be brought back to full council following conclusion of the selection process for members to consider views of the Selection Panel and consider appointment of lay members.

## **Reason for Proposed Decision**

To ensure the Governance and Audit Committee is constituted appropriately.

## **Implementation of Decision**

This report will be for immediate implementation.

## **Appendices**

Appendix 1 – Eligibility Criteria for Information Pack

Appendix 2 – Application Form

Appendix 3 – Advert

## **Officer Contact**

Huw Jones

Director of Finance

[h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

Craig Griffiths

Head of Legal and Democratic Services

[c.griffiths2@npt.gov.uk](mailto:c.griffiths2@npt.gov.uk)

Diane Mulligan  
Chief Accountant – Technical & Governance (Head of Internal Audit)  
[d.mulligan@npt.gov.uk](mailto:d.mulligan@npt.gov.uk)

## Appendix 1

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL GOVERNANCE AND AUDIT COMMITTEE APPOINTMENT OF LAY PERSONS

### Introduction

1. The Governance and Audit Committee is a key component of Neath Port Talbot County Borough Council's ("the Council") corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards
2. The purpose of the Governance and Audit Committee is to provide independent assurance to the members of the Council and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. It provides an independent review of the Council's governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

## **Governance and Audit Committee**

3. The Council's Governance and Audit Committee is required to discharge the following functions of this Council
  - review and scrutinise the authority's financial affairs, including approval of the Annual Statement of Accounts;
  - make reports and recommendations in relation to the authority's financial affairs;
  - review and assess the risk management, internal control and corporate governance arrangements of the authority;
  - make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
  - oversee the authority's internal and external audit arrangements, including internal and external audit work plans, receive, review and make reports on audit work and performance;
  - review the financial statements prepared by the authority.
  
4. As a lay person, you will:
  - participate in meetings of the committee and making decisions
  - demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements.
  - have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Chief Financial Officer and Head of Internal Audit (or equivalent)
  - comply with the authority's Code of Conduct of which full training will be provided
  - work according to the Terms of Reference for the Committee

- contribute to the development of the forward work programme for the Committee.
  - promote the role of the committee within the authority
  - report as required to Council
  - respond to any recommendations made by the Auditor General for Wales
  - participate in any training and development required for the role
5. As part of this you will be
- Contributing to the work of the Committee in its role in: Reviewing and scrutinising the authority's financial affairs
    - Make reports and recommendations in relation to the authority's financial affairs
    - Oversee the authority's internal and external audit arrangements
    - Work with internal and external auditors
    - Review the financial statements prepared by the authority and approve them when powers are delegated including making relevant reports and recommendations.
  - Contributing to the effective performance of the authority
    - Review the draft report of the authority's annual self-assessment and make recommendations for changes to the conclusions or actions that the authority intends to take
    - Make recommendations in response to the draft report of the authority's Panel Assessment (commissioned once per term from May 2022)
    - Review and assess the authority's ability to handle complaints effectively.

- Make reports and recommendations in relation to the authority's ability to handle complaints effectively.
- Reviewing and assessing the Governance, Risk Management and Control of the authority
  - Review and assess the risk management, internal control, and corporate governance arrangements of the authority
  - Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
  - Review and Assess the financial risks associated with corporate governance, and be satisfied that the authority's assurance statements, including the annual governance statement, reflects the risk environment and any activities required to improve it

## **Lay Persons**

6. The criteria for selection and the qualities sought from candidates are that applicants have:-
  - a. To be committed to the values of the council and the following values in public office:
  - b. Openness and transparency
  - c. Honesty and integrity
  - d. Tolerance and respect
  - e. Equality and fairness
  - f. Appreciation of cultural differences
  - g. Sustainability
  
7. Lay Persons must also be able to meet the required time commitment and flexibility necessary to ensure the efficient running

of the Governance and Audit Committee and respond to certain requests at short notice. It is expected there will be at least four meetings a year although there may be more depending on business transacted. The Governance and Audit Committee will choose from amongst the lay persons a Chair and Vice-Chair. Leadership and presentation qualities may, therefore, be required.

8. A detailed knowledge of local government is not necessary although it would be an advantage to have some experience relative to the type of work of Governance and Audit Committees and previous experience in governance and audit work would be desirable.

### **Eligibility to serve as Lay Persons**

9. The Council cannot (subject to the proviso below) consider applications from the following persons:-
  - (a) Current Members, officers or employees, or the civil partners or spouses of current Members, officers or employees, of the Council or any Town/Community Councils situated within the Council's area.
  - (b) Past Members, officers or employees, or the civil partners or spouses of past Members, officers or employees, of the Council or any Town/Community Councils situated within its area.
  - (c) Current Members, officers or employees of any other County Council, County Borough Council, Brecon Beacons National Park Authority or the Mid & West Wales Fire and Rescue Authority (or any legal successors of these National Park and

Fire & Rescue Authorities) or any civil partners or spouses of such Members, officers or employees.

[For the purposes of (a), (b) and (c) above a person shall not be regarded as being a “Member” of the Council, a Town/Community Council, the National Park or the Fire & Rescue authorities where that person is a Member of such a body solely by virtue of the fact that he/she has been appointed to that body as an Lay person of its Governance and Audit Committee.]

10. Past Members, officers or employees of other County Councils, County Borough Councils, the Brecon Beacons National Park or the Mid & West Wales Fire and Rescue authorities, or their civil partners or spouses, may apply to become Lay persons of the Council’s Governance and Audit Committee provided that:-
  - a) They or their civil partners/spouses, have ceased to be Members, officers or employees of those bodies for a period of at least 12 months prior to their applications being made to become an Lay person of the Council’s Governance and Audit Committee, and
  - (b) Such applicants have never been a Member, officer or employee of the Council and/or one of the Town/Community Councils in its area.
11. Further, to be eligible for appointment to and thereafter to continue membership of the Governance and Audit Committee, the Lay person must:-



- Satisfy the requirements for membership contained in Section 53 of the Local Government Act 2000 and Regulations made thereunder.
- Be over 18 and preferably by a registered elector for the County Borough of Neath Port Talbot;
- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town and Community Councils in its area, and local politics;
- Provide two referees
- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;

12. Applicants should not

- Be a close relative (parent, partner, brother, sister or child) of any member or holder of any politically restricted post in the County Borough Council or any Town or Community Council in its area;
- Be a Member (including a co-opted Member) of any Committee, Sub Committee, Joint Committee or Panel connected to the Neath Port Talbot Council Borough Council;
- Be a representative nominated by the Local Authority to serve on a School Governing Body;
- Be an official or employee of a Trade Union whose members include persons in Local Authority employment;
- Be a person with a significant commercial relationship with the Council

(Section 80 and 81 of The Local Government Act 1972 and definitions for being judged as being independent of the Council and local politics is set out in the application pack)

13. Selection for membership may also take account of the balance of the Governance and Audit Committee as a whole including diversity, the ability to speak Welsh and the geographical spread of its membership.
  
14. While the following will not necessarily be matters which disqualify someone from consideration for membership, every applicant will be required to disclose criminal convictions which have not been spent and membership of political parties or trade union or trade or employers association or professional association or any other organisations, clubs or societies including those with secret activities or membership.

## **Application**

15. It is anticipated that assessments and interviews will take place in June 2024 with the appointments being confirmed shortly afterwards. Lay persons will be appointed to serve for 5 years, subject to terms of appointment/termination as agreed by the County Borough Council.

## **Expenses and Remuneration**

16. Lay Persons will be remunerated at the rate of £105 for a half day and £210 for a day or where appropriate an hourly rate of £26.25. Approved travel expenses will be payable in accordance with Council's scheme of Remuneration for Members.
  
17. A copy of the completed Application Form and Equal Opportunities Form should be forwarded to Mr Huw Jones (h.jones@npt.gov.uk). The closing date for applications is twelve noon on TO BE CONFIRMED

## Appendix 2

### APPLICATION TO SERVE AS LAY PERSON ON GOVERNANCE AND AUDIT COMMITTEE

To be eligible for appointment to the Governance and Audit Committee a lay person must:-

- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;
- Be over 18 and preferably be a registered elector for the County Borough of Neath Port Talbot;
- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town/Community Councils in its area and of local politics
- Not be a member or an officer of any local authority,
- Not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority, and
- Not be the spouse or civil partner of a member or an officer of any local authority.

#### Section 1: Personal Details

Last name:	Title:
First name:	
Address:	
Telephone No:	Email:
Present occupation (if applicable):	
Name, Address and Telephone of present employer:	

Connection to local area (if any), e.g. resident, second homeowner, etc.

## Section 2: Employment & Experience

Please provide details of relevant employment or voluntary work undertaken which have provided you with the skills and experience to undertake this role, specifically in relation to Governance, Finance, Internal Audit, Risk Management, Public Policy and Improvement:

<b>Name of employer/appointing body</b>	<b>Dates position held (from/to)</b>	<b>Positions held and nature of responsibility</b>

### Section 3: Qualifications, Skills & Competencies

Please outline relevant academic, professional and/or vocational qualifications specifically in the areas of Governance, Finance, Internal Audit, Risk Management, Public Policy, and Improvement:

Qualification	Date Obtained	Awarding Body

Please provide examples to demonstrate how you meet the following competencies:

#### **Scrutiny and challenge**

*To act as a critical friend by applying intellectual curiosity and professional scepticism to accepted views/opinions and challenge constructively.*

Click or tap here to enter text.

#### **Good judgement**

*To take a balanced, open-minded and objective approach that recognises the role of good governance in supporting the achievement of organisational objectives.*

Click or tap here to enter text.

**Ability to communicate effectively**

*To explain your views positively and clearly, and a willingness to listen to and influence others.*

Click or tap here to enter text.

**Analytical ability**

*The ability to monitor performance effectively by interpreting and questioning complex data including financial, statistical and performance information.*

Click or tap here to enter text.

**Strategic Thinking**

*The ability to think and make decisions strategically, informed by rigorous analysis; rising above the detail and seeing issues from a wider and forward-looking perspective.*

Click or tap here to enter text.

**Relationship Building**

*The ability to develop a strong team ethos and to effectively engage with a wider group of stakeholders to secure positive outcomes.*

Click or tap here to enter text.

**Section 4: Interests & Availability**

Please give details of your availability to attend meetings of the Governance and Audit Committees and any particular working days or times when you would generally be unable to attend:

Click or tap here to enter text.

Please indicate why you are interested in serving on the authority's Governance and Audit Committee:

Click or tap here to enter text.



Do you undertake any public role, for example, Justice of the Peace, School Governor, Trade Union Official, Community Council Member or a member of another local government committee?

-

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Declarations of interest: please outline if you have a connection to the authority to which you are applying. This could be a connection to a serving officer within the authority, an elected member, or a business connection.

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Signed:	Date:
---------	-------

**Section 5: References**

Last name:	Title:
First name:	

Relationship to you:
Occupation:
Organisation:
Contact telephone:
Contact email:

Last name:	Title:
First name:	
Relationship to you:	
Occupation:	
Organisation:	
Contact telephone:	
Contact email:	

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## EQUAL OPPORTUNITIES

### Equal Opportunities Monitoring Form



Neath Port Talbot County Borough Council is working towards promoting and ensuring equality of opportunity in employment and service delivery. It is the Council's policy to ensure that all applications for posts with the Authority are considered on the basis of merit, regardless of gender, age, disability, race, colour, nationality, ethnic origin, responsibility for dependants, marital status, sexual orientation, HIV or AIDS status, trade union activity or religious belief.

To ensure this policy is carried out effectively, all applicants are asked to provide the information requested on this form. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

#### Full Name of Applicant

**Post Applied For** Lay Person of the Governance and Audit Committee

#### Date of Birth

**Gender** (Please tick as appropriate)

Male

Female

**Nationality** (Please tick box as appropriate)

British  English  Irish

Welsh  Scottish

Other (Please give details)

---

**Ethnic Origin** (Please tick as appropriate)

(a) White

(b) Mixed:

White and Black Caribbean

White and Black African

White and Black Asian

Any other mixed background (Please give details)

---

(c) Asian:

Indian  Pakistani

Bangladeshi

Any other Asian Background (Please give details)

---

(d) Black:

Caribbean  African

Any other Black Background (Please give details)

---

(e) Chinese or other Ethnic Group:

Chinese  Other

**Welsh Language** (Please tick as appropriate)

Fairly fluent speaker and writer  Fairly fluent speaker

Fluent speaker and writer  Fluent speaker

Learner  Little or no knowledge

**Disability**

**The Council actively encourages applications from people with disabilities.** The Disability Discrimination Act 1995 defines a person with disability as someone who has “physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”.

Do you consider yourself to have a disability? (Please tick as appropriate)

Yes  No

**Note:** It is our Policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Person Specification shows these requirements. If you need clarification on these job requirements, please contact the HR Recruitment Team in which the post is based.

**Where did you see the advertisement for this post?**

Internal Bulletin  Intranet   
Western Mail  Evening Post  Job Centre

Internet

(if so state name of website):

---

Other

(Please state):

## CAIS I WASANAETHU FEL PERSON LLEYG AR Y PWYLLGOR LLYWODRAETHU AC ARCHWILIO

I fod yn gymwys i'w benodi i'r Pwyllgor Llywodraethu ac Archwilio rhaid i berson lleyg fodloni'r canlynol:-

- Heb fod wedi'i anghymwyso o dan Adran 80 o Ddeddf Llywodraeth Leol 1972 neu unrhyw ddeddfiad arall;
- Bod dros 18 oed ac yn etholwr cofrestredig ym Mwrdeistref Sirol Castell-nedd Port Talbot;
- Bod yn berson mawr ei barch sy'n annibynnol o gyngor y fwrdeistref sirol a chynghorau tref/cymuned yn ei ardal, a gwleidyddiaeth leol,
- Peidio â bod yn aelod neu'n swyddog i unrhyw awdurdod lleol,
- Ni ddylai fod wedi bod yn aelod neu'n swyddog i unrhyw awdurdod lleol ar unrhyw adeg yn y cyfnod o ddeuddeng mis sy'n dod i ben ar ddyddiad penodi'r person hwnnw, a
- Ni ddylai fod yn briod neu'n bartner sifil i aelod neu'n swyddog i unrhyw awdurdod lleol.

### Adran 1: Manylion Personol

Cyfenw:	Teitl:
Enw cyntaf:	
Cyfeiriad:	
Rhif Ffôn:	E-bost:
Swydd bresennol (os yw'n berthnasol):	
Enw, cyfeiriad a rhif ffôn y cyflogwr presennol:	

Cysylltiad â'r ardal leol (os oes un), e.e. preswlydd, perchennog ail gartref, etc.

## Adran 2: Cyflogaeth a Phrofiad

Rhowch fanylion cyflogaeth neu waith gwirfoddol perthnasol sydd wedi rhoi'r sgiliau a'r profiad i chi ymgymryd â'r rôl hon, yn benodol mewn perthynas â llywodraethu, cyllid, archwilio mewnol, rheoli risg, polisi cyhoeddus a gwella:

Enw'r cyflogwr/corff penodi	Dyddiadau'r swydd a ddelir (o/i)	Swyddi a ddelir a natur y cyfrifoldebau

## Adran 3: Cymwysterau, Sgiliau a Chymwyseddau



Amlinellwch gymwysterau academiaidd, proffesiynol a/neu alwedigaethol perthnasol, yn benodol ym meysydd llywodraethu, cyllid, archwilio mewnol, rheoli risg, polisi cyhoeddus a gwella:

Cymhwyster	Dyddiad derbyn	Corff Dyfarnu

Rhowch enghreifftiau i ddangos sut rydych yn bodloni'r cymwyseddau canlynol:

**Craffu a herio**

*Gweithredu fel cyfaill beirniadol drwy gymhwyso chwilfrydedd deallusol ac amheuaeth proffesiynol i safbwyntiau/barn gyffredin a herio mewn ffordd adeiladol.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

**Barn dda**

*Mabwysiadu dull cytbwys, agored a gwrthrychol sy'n cydnabod rôl llywodraethu da wrth gefnogi cyflawniad amcanion y sefydliad.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

**Gallu cyfathrebu'n effeithiol**

*Esbonio'ch barn yn gadarnhaol ac yn glir, a bod yn barod i wrando ar eraill a dylanwadu arnynt.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

**Gallu dadansoddol**

*Gallu monitro perfformiad yn effeithiol drwy ddehongli a chwestiynu data cymhleth, gan gynnwys gwybodaeth ariannol, ystadegol a pherfformiad.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

**Meddwl yn strategol**

*Gallu meddwl a gwneud penderfyniadau'n strategol, wedi'u llywio gan ddadansoddiadau trwyadl; gan feddwl y tu hwnt i'r manylion a gweld materion o safbwynt ehangach a mwy blaengar.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

### **Meithrin perthynas**

*Gallu datblygu ethos tîm cryf ac ymgysylltu'n effeithiol â grŵp ehangach o randdeiliaid i sicrhau canlyniadau cadarnhaol.*

Cliciwch neu gwasgwch yma i ychwanegu testun.

### **Adran 4: Diddordebau ac Argaeledd**

Nodwch fanylion eich argaeledd i fynychu cyfarfodydd y Pwyllgorau Llywodraethu ac Archwilio ac unrhyw ddiwrnodau gwaith neu adegau penodol pan na fydddech yn gallu bod yn bresennol yn gyffredinol:

Cliciwch neu gwasgwch yma i ychwanegu testun.

Nodwch pam y mae gennych ddiddordeb mewn bod yn aelod o Bwyllgor Llywodraethu ac Archwilio'r awdurdod:

Cliciwch neu gwasgwch yma i ychwanegu testun.

A ydych yn ymgymryd ag unrhyw rôl gyhoeddus, er enghraifft, Ynad Heddwch, Llywodraethwr Ysgol, Swyddog yr Undeb Llafur, Aelod Cyngor Cymuned neu aelod o bwyllgor llywodraeth leol arall?

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<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p>Datganiadau o fuddiannau: amlinellwch a oes gennych gysylltiad â'r awdurdod yr ydych yn gwneud cais iddo. Gallai hyn fod yn gysylltiad â swyddog sy'n gwasanaethu o fewn yr awdurdod, aelod etholedig neu gysylltiad busnes.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
Llofnod:	Dyddiad:

**Adran 5: Geirdaon**

Cyfenw:	Teitl:
Enw cyntaf:	
Y berthynas â chi:	

Swydd:
Sefydliad:
Rhif ffôn:
E-bost cyswllt:

Cyfenw:	Teitl:
Enw cyntaf:	
Y berthynas â chi:	
Swydd:	
Sefydliad:	
Rhif ffôn cyswllt:	
E-bost cyswllt:	

**CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT  
TALBOT**



**CYFLEOEDD CYFARTAL**

**Ffurflen Monitro Cyfleoedd Cyfartal**

Mae Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot yn gweithio tuag at hyrwyddo a sicrhau cyfleoedd cyfartal mewn cyflogaeth a chyflwyno gwasanaethau. Polisi'r cyngor yw sicrhau bod pob cais am swydd gyda'r awdurdod yn cael ei ystyried ar sail teilyngdod, ni waeth beth yw rhyw, oedran, anabledd, hil, lliw, cenedligrwydd, tarddiad ethnig, cyfrifoldeb am ddibynyddion, statws priodasol, cyfeiriadedd rhywiol, statws HIV neu AIDS, gweithgarwch undebau llafur neu gred grefyddol yr ymgeisydd.

Er mwyn sicrhau bod y polisi hwn yn cael ei gyflawni'n effeithiol, gofynnir i bob ymgeisydd ddarparu'r wybodaeth y gofynnir amdani ar y ffurflen hon. Dim ond at ddibenion gweinyddol a monitro y caiff ei defnyddio a bydd yn gyfrinachol ac ni chaiff ei defnyddio i wahaniaethu o blaid neu yn erbyn unrhyw ymgeisydd unigol.

**Enw llawn yr ymgeisydd**

**Swydd y gwneir cais amdani** Person Lleyg y Pwyllgor Llywodraethu ac Archwilio

**Dyddiad Geni:**

**Rhyw** (Ticiwch fel y bo'n briodol)

Gwryw

Benyw

**Cenedligrwydd** (Ticiwch fel y bo'n briodol)

Prydeinig

Saesnig

Gwyddelig

Cymreig  Albanaid

Arall (Rhowch fanylion)

---

**Cefndir ethnig** (Ticiwch fel y bo'n briodol)

(a) Gwyn

(b) Cymysg:

Gwyn a Du Caribïaidd

Gwyn a Du Affricanaidd

Gwyn a Du Asiaidd

Unrhyw gefndir cymysg arall (Rhowch fanylion)

---

(c) Asiaidd:

Indiaidd  Pacistanaidd

Bangladeshaidd

Unrhyw gefndir Asiaidd arall (Rhowch fanylion)

---

(d) Du:

Caribïaidd  Affricanaidd

Unrhyw gefndir du arall (Rhowch fanylion)

---

(e) Tseineaidd neu grŵp ethnig arall:

Tseiniaidd  Arall

**Yr Iaith Gymraeg** (Ticiwch fel y bo'n briodol)

Yn siarad ac yn ysgrifennu'n weddol rhugl  Siaradwr gweddol rhugl

Yn siarad ac yn ysgrifennu'n rhugl  Siaradwr rhugl

Dysgwr  Ychydig neu ddim gwybodaeth



## Anabledd

**Mae'r cyngor yn annog ceisiadau gan bobl ag anableddau.** Mae Deddf Gwahaniaethu ar Sail Anabledd 1995 yn diffinio person ag anabledd fel rhywun â "nam corfforol neu feddyliol sy'n cael effaith andwyol sylweddol a hirdymor ar ei allu i gyflawni gweithgareddau arferol o ddydd i ddydd".

Oes gennych anabledd yn eich barn chi? (Ticiwch fel y bo'n briodol)

Oes  Nac oes

**Sylwer:** Ein polisi yw cyfweld â phob person ag anabledd sy'n bodloni'r meini prawf cymhwysedd angenrheidiol ar gyfer y swydd. Mae'r Fanyleb Person yn dangos y gofynion hyn. Os oes angen eglurhad arnoch ynghylch gofynion y swydd hon, cysylltwch â'r Tîm Recriwtio Adnoddau Dynol ar gyfer lleoliad y swydd.

## Ble welsoch chi'r hysbyseb ar gyfer y swydd hon?

Bwletin Mewnol  Mewnrwyd

*Western Mail*  *Evening Post*  Canolfan Byd Gwaith

Y rhyngrwyd

(os felly, nodwch enw'r wefan):

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Arall

(Nodwch):

## Appendix 3

### ADVERTISEMENT

#### NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

#### Recruitment of Lay Persons

#### of the Governance and Audit Committee

The Council invites applications from members of the public to become lay persons of its Governance and Audit Committee

Neath Port Talbot County Borough Council's ("the Council") Governance and Audit Committee is required to discharge the following functions of this Council:

- review and scrutinise the authority's financial affairs, including approval of the Annual Statement of Accounts;
- make reports and recommendations in relation to the authority's financial affairs;
- review and assess the risk management, internal control and corporate governance arrangements of the authority;
- make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements;
- oversee the authority's internal and external audit arrangements, including internal and external audit work plans, receive, review and make reports on audit work and performance;
- review the financial statements prepared by the authority.

To be eligible for appointment to the Governance and Audit Committee a lay person must:-

- Not be disqualified under Section 80 of the Local Government Act 1972 or any other enactment;
- Be over 18 and preferably be a registered elector for the County Borough of Neath Port Talbot;

- Be a well-respected person of standing and good character who is independent both of the County Borough Council and Town/Community Councils in its area and of local politics
- Not be a member or an officer of any local authority,
- Not at any time in the period of twelve months ending with the date of that person's appointment been a member or an officer of any local authority, and
- Not be the spouse or civil partner of a member or an officer of any local authority.

A detailed knowledge of local government is not necessary although it would be expected that potential candidates would be interested in matters relating to public life and services.

An application pack with further details on eligibility and process may be obtained from Mr Huw Jones ([h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk))

Applications will close at 12 noon **TO BE CONFIRMED**

Enquiries regarding the Governance and Audit Committee or this appointment should be directed to Mr Huw Jones ([h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk))

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